

Documentation required to issue an Occupation Certificate

- Identification Survey by a registered land surveyor (an original survey may be used for alterations and additions if the new work is not located directly adjacent to a boundary) Note: a change in floor level of +/-130mm may require a modification to be made to the original CC or CDC.
- Wet Seal Certification to AS 3740, AS 4858 & Part 3.8.1 of the BCA Volume 2
- Termite Protection to AS 3660 & Part 3.1.4 of the BCA Volume 2
- Truss manufacturers layout and design certificate or if roof was cut and installed onsite a certificate of compliance from the builder or licenced contractor confirming all works were completed as per the requirements of AS 1684.
- Wall Frame manufacturers layout and design certificate or if frames were cut and installed onsite a certificate of compliance from the builder or licenced contractor confirming all works were completed as per the requirements of AS 1684.
- Insulation Certification (including R values of insulation installed)
- Smoke Alarm Certification to comply with AS 3786 and Part 3.7.5 of the BCA Volume 2
- Glazing Certification from the manufacture to AS 1288, AS 2047 & Part 3.6 of the BCA Volume 2 For Windows
- Glazing Certification from the manufacture to AS 1288, AS 2047 & Part 3.6 of the BCA Volume 2 For Shower screens, Glass Splashbacks & Glass / Mirror robe doors.
- BASIX Completion Declaration
- Council Driveway Inspection
- Council Plumbing and Drainage Final Inspection
- (Application for Certificate of Occupancy and Use) form signed by all owners of the property