



OCCUPATION CERTIFICATE APPLICATION FORM

CHECKLIST

- Complete & sign this Application form – only originals will be accepted. Legislation prohibits Greenfield from accepting faxed application forms.
 - Provide all documentation required per “OC Checklist” provided at CC stage of project.
 - Complete payment details or make payment upon this application.
-

SECTION 1 : PARTICULARS

Applicant Name		
Applicant Address (This is the address all correspondence will be delivered)		
Applicant Contact Details	Tel/Fax/Email: 	
SITE Address of the Proposed Building Works		
Local Government (Council) Area		
Development Consent No.		
Detailed description of completed building works		
Application Type (Please select one) NB: It is recommended you contact our office before selecting the “Interim” option	<input checked="" type="checkbox"/>	Final Occupation Certificate (recommended)
	<input type="checkbox"/>	Interim Occupation Certificate

SECTION 2 : TERMS OF APPLICATION

Scope

The scope of works covered under this application is restricted to those building works as described in the "PARTICULARS" section of the form.

Terms and Conditions

1. All information provided by the Applicant on this form will be taken to be accurate and correct. Greenfield does not accept any responsibility for any intentional or unintentional error or omission made by the Applicant on this form.

Fees

Failure to pay the quoted fee for services will generally result in a refusal to release the Occupation Certificate. Should an Occupation Certificate be released and payment not honoured the Applicant will be liable in addition to any associated debt recovery costs plus interest incurred from the time of the application. Greenfield may suspend where fees have not been paid in accordance with the provisions of the Building and Construction Industry Security of Payment Act 1999.

SECTION 3 : DECLARATIONS BY THE APPLICANT

I, the aforementioned person or authorised representative of a legal entity as described as the Applicant in the PARTICULARS section hereby declare the following:

- I, to the best of my knowledge, have completed all details in the PARTICULARS section in a correct and accurate manner and hereby indemnify Greenfield against any damages, losses or suffering as a result of incorrect information provided under that section.
- I have read, understood and hereby accept the terms and conditions outlined in Section 2 of this form.
- I understand that the Application for Occupation Certificate is not complete until all required documentation has been received by Greenfield.

SECTION 4 : CONSENT TO SUPPLY BUILDER WITH COPY OF OCCUPATION CERTIFICATE

Make a selection:

- I/we consent for Greenfield to forward a copy of the Occupation Certificate to our builder.
- I/we do not wish for Greenfield to forward a copy of the Occupation Certificate to our builder.

APPLICANT SIGNATURE

Signature of Applicant	X
Full Name of Applicant	
Dated	