



Occupation Certificate Checklist

Use this checklist to identify documentation required to lodge an Occupation Certificate with Byron Shire Council.

This information needs to be uploaded to the NSW Planning Portal when lodging your application.

Documents to be submitted	Yes	NA
Occupation Certificate application completed and signed by the beneficiary of the development.	<input type="checkbox"/>	<input type="checkbox"/>
Certifier contract completed and signed by the beneficiary of the development. (for Change of Use only with no CC/CDC).	<input type="checkbox"/>	<input type="checkbox"/>
Final Fire Safety Certificate signed by the land owner/s.	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Final Certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Final letter.(where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
A Compliance Certificate for any performance solution report endorsed with the CC/CDC.	<input type="checkbox"/>	<input type="checkbox"/>
Identify any missed critical stage inspections	<input type="checkbox"/>	<input type="checkbox"/>
Certifications required; as advised by Council Certifier	<input type="checkbox"/>	<input type="checkbox"/>
Documents demonstrating compliance Development consent conditions.	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

1. Refer to Council's factsheet on [digital application requirements](#) for the required format and file sizes when lodging your application.