

ADVANCED BUILDING CERTIFIERS

CHECKLIST FOR OCCUPATION CERTIFICATE (OC)

December 2024



NSW Planning require that Occupation Certificate (OC) applications are submitted via the NSW Planning Portal, including all relevant documentation as listed in this Checklist.

Resource links provided for your assistance e.g.

<https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating>

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Application via NSW Planning Portal https://www.planningportal.nsw.gov.au/ Documents to upload with your NSW Planning Portal Application include:		APPLICANT	ABC OFFICE
		✓	✓
1.	Completed ABC Checklist for an Occupation Certificate (OC) i.e. this form		
2.	Completed Advanced Building Certifiers Owners Authority (<i>emailed with fee proposal</i>)		
3.	You are required to demonstrate compliance with all Development (DA) Conditions of Consent or Complying Development (CDC) Conditions. Demonstrate compliance by providing the relevant Certificates and / or by providing a statement from suitable qualified person with supporting images as required.		
4.	Provide Glazing Certificate(s) where applicable for:		
	a) Newly installed windows, glazed doors, glazed panels including compliance with BASIX Certificate.		
	b) Shower screen/s including compliance with BASIX Certificate.		
	c) Glazing in external doors including compliance with BAL rating where a BAL rating applies.		
5.	Provide Wet area waterproofing Certificate(s) (where applicable).		
6.	Provide a Termite protection Certificate(s) (where applicable) NOTE: You are required to install a termite management system notice in the electrical meter box with information required under BCA 3.4.2 https://ncc.abcb.gov.au/editions/2016/ncc-2016-volume-two/part-34-framing/part-342-steel-framing		
7.	Provide Plumbers certificate of Compliance where applicable in locations under the jurisdiction of Sydney Water - must be Office of Fair Trading Certificate. https://www.fairtrading.nsw.gov.au/trades-and-businesses/construction-and-trade-essentials/plumbers-and-drainers/plumbing-inspection-documents		
8.	Provide the letter from the local Water and Sewer Authority (areas outside Sydney Water jurisdiction) for satisfactory Section 68 completion of sanitary drainage works (where applicable). https://www.planningportal.nsw.gov.au/development-and-assessment/acts-support-applications/section-68-local-government-act-1993		
9.	Provide a certificate(s) from a suitably qualified person certifying that all relevant Bushfire Attack Level (BAL) requirements have been installed to the building(s)/ development (Applicable only for buildings on bushfire prone land).		
10.	Complete NSW Planning form for all existing fire safety measures (where applicable) for BCA Class 1b and 2-9 buildings. (Refer to your development approval i.e. CDC or CC for the BCA Class). Fire safety statement template version 4 (DOCX, 163 KB) .		
11.	Complete NSW Planning form for a Fire Safety Certificate for all new fire safety measures, signed by the owner or person on behalf of the owner		

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	(where applicable) for BCA Class 1b and 2-9 buildings. (Refer to your development approval i.e. CDC or CC for the BCA Class). Fire safety certificate template (DOCX, 244 KB) .		
12.	Provide a declaration that all BASIX commitments (where applicable) have been installed and completed in accordance with the relevant BASIX Certificate.		
13.	Provide a declaration that all BCA Section J energy efficiency requirements have been installed and completed in accordance with the relevant BCA Section J requirements (where applicable) for BCA Class 2-9 buildings. (Refer to your development approval i.e. CDC or CC for the BCA Class).		
14.	Provide engineers certificate of inspection for structural elements of the building and for mechanical services or hydraulic services (where applicable).		
15.	Provide a declaration that all exhausts from kitchen, bathrooms, W.C. compartments and the like, are ducted, or discharge directly to the outside air, or, if not, declare that the exhausted air into the roof space is ventilated by way of vents to the roof that cross-ventilate and are located within 900mm of the roof ridge. https://ncc.abc.gov.au/editions/ncc-2022/adopted/housing-provisions/10-health-and-amenity/part-108-condensation-management		

Further Information

Please note that further information may be required after assessment of your application. Where there is insufficient information provided, the application may be refused.