



Occupation Certificates

An Occupation Certificate (OC) authorises the occupation and use of a new building or building section.

Depending on the particular OC sought, the PCA must be satisfied the development meets various regulatory standards. These generally include that:

- A development consent is in force
- The design and construction of the building is not inconsistent with the development consent.
- Any pre-conditions set out in the consent or requirements of planning agreements have been satisfied.
- A CC has been issued.
- All critical stage inspections have been undertaken.
- That the building is suitable for occupation (in accordance with its BCA classification).

You can lodge an application for your Occupation Certificate with Murray River Certifiers via the NSW Planning Portal.

You will need to [register](#) for a [NSW Planning Portal](#) account to start your application.

Then [log in](#) to complete the online application form.

If you are experiencing difficulties lodging your application on the portal we suggest reviewing the [Quick Reference Guides](#).

You will need to upload documentation with your application – more information about the documents you will need to upload is included below.

Once lodged Murray River Certifiers will undertake a review of your application checking for completeness. If considered complete you will be sent an invoice. Your application is considered to be lodged once this invoice has been paid.

Documents to accompany Occupation Certificate Applications

| Document | When the document needs to accompany your application | Who needs to certify the work? |
|--|---|---------------------------------------|
| Any document required by the prior to issuing an Occupation Certificate Conditions | Every application CHECK THE PRIOR TO ISSUING AN OCCUPATION CERTIFICATE CONDITIONS IN YOUR DEVELOPMENT CONSENT | Further information below |
| BASIX certificate compliance letter | BASIX affected development | Licensed Builder or Owner Builder |

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| Certificate of registration for swimming pool/spa | Development that included a swimming pool or spa | Applicant, owner builder or licensed builder |
| Certification for Air-conditioning work | Development that incorporated Air-conditioning work | Installing tradesperson , Licensed electrician or licensed builder |
| Certification for electrical work | Development that incorporated electricity work | Licensed electrician |
| Certification for frame work (timber or metal) | Development that incorporated frame works for buildings classified 1 to 9 | Licensed carpenter or licensed builder |
| Certification for gas work | Development that incorporated gas work | Licensed gasfitters. |
| Certification for glazing work | Development that incorporated windows, shower screens or glazed doors | Installing tradesperson or licensed builder |
| Certification for installation of swimming pool, pump and filtration system | Development that included a swimming pool | Installing tradesperson or licensed builder |
| Certification for refrigeration work | Development that included refrigeration work (other than a self-contained single-phase plug-in domestic refrigeration system) | Installing tradesperson or licensed builder |
| Certification for insulation work | Development that incorporated insulation work | Installing tradesperson, licensed builder or owner builder |
| Certification for solar energy systems | Development that incorporated solar energy systems | Licensed electrician or a contractor who is accredited by the Clean Energy Council for the installation of photovoltaic electricity generating systems |
| Certification for plumbing and drainage work | Development that incorporated plumbing and drainage work | Licensed plumber/drainer |
| Certification for stormwater work | Development that incorporated stormwater work for buildings | Licensed plumber/drainer |
| Certification for installation of smoke alarms | Development that included a Class 1a and 1b buildings | Licensed electrician |
| Certification for installation of solid fuel heater | Development that included a solid fuel heater | Installing tradesperson or licensed builder |
| Certification for termite management systems | Development that incorporated any termite management system | Installing tradesperson or Licensed Builder |
| Certification for waterproofing work | Development that included wet areas | Installing tradesperson, licensed builder or owner builder |
| Certification for the installed onsite sewage management system for effluent disposal | Development that included the installation or upgrading of an onsite sewage management system for effluent disposal | Licensed plumber/drainer or installing tradesperson |
| Certification for compliance with bushfire conditions | Development that included bushfire conditions in the applicable consent | Accredited bush fire consultant |
| Identification Survey | Development that included a condition in the applicable consent requesting an Identification Survey | Registered surveyor |
| Structural certificate of adequacy | When requested | Structural Engineer |