

# Occupation Certificate Documentation checklist



To issue an Occupation Certificate for Building Works the documentation must provide enough detail for us to be satisfied that the building has been constructed to the requirements of the Building Code of Australia and that all relevant of the Development Consent have been satisfied.

The following documents are generally necessary for us to satisfy all requirements.

**Completed Application form**

The form must be returned by post or electronically (faxes cannot be accepted). The application is not considered to be lodged until the application form is received by this office.

**Final Fire Safety Certificate (Form 15)**

**Certification for all engineering works**

The works may include  
Structure  
Stormwater including any On-Site-Detention  
Mechanical ventilation

**Certification for all fire services that have been installed or adapted**

These services may include  
Window drenchers  
Fire hydrants  
Fire hose reels  
Sprinkler system  
Portable fire extinguishers  
Automatic smoke detection and alarm systems  
Smoke detectors for automatic door operation  
Automatic shutdown of mechanical systems  
Zone smoke control systems  
Smoke exhaust systems  
Stair pressurisation  
Exit signage  
Emergency lighting  
Emergency warning and intercommunication systems (EWIS)  
Fire control centres/rooms

**Certification for all general BCA matters**

Termite barriers  
Wet area waterproofing  
Glazing  
Lightweight fire rated construction  
Performance of sound insulation measures  
Installation of energy efficiency measures

**All details required by the conditions of the Development Consent**

A schedule of requirements will be provided following a thorough review of the Development Consent

**Payment of Vic Lilli & Partners fees as detailed in our fee proposal**