

# Application for Complying Development Certificate Notice of Commencement and Appointment of Principal Certifier

## Part 1 - Application and Site Details

### Applicant

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Surname (or Company):

Given Names (or ABN):

Email Address:

Address:

State:

Suburb:

Postcode:

Phone:

Fax:

Mobile:

Please ensure you sign the declaration in Part 3 of this application.

### Land Owner's Consent

**Every owner of the land must sign this form.** If the owner is a company, an authorised director must sign the form.

**Where the works are being carried out in a strata titled building the consent of the Body Corporate must be provided.**

Where applicable, please stamp this section with the common seal strata stamp.

Surname (or Company):

Given Names (or ABN):

Email Address:

Address:

State:

Suburb:

Postcode:

Phone:

Fax:

Mobile:

As owner of the land to which this application relates, I consent to this application. I also consent for SWP staff to enter the land to carry out inspections relating to this application.

Signed:

Date Signed:

Without the owner's consent, we will not accept the application.  
This is a very strict requirement for all applications.

**If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc.)**

## Location of the Property

We need this to correctly identify the land.

Owner of the land / property:

Address:

State:

Suburb:

Postcode:

Real Property Description (eg: Lot / DP etc)

The real property description is mandatory, these details are shown on your rate notices, property deeds etc.

Building Name: (if available)

## Part 2 - Work Description

### Proposed Complying Development

Use of Land / Building

Carrying out of work

Erection of a Building

Demolition

Subdivision of Land / Building

Other

Description of Works: (eg: office fitout)

Proposed Classification:

Restaurant Bar / Seating Capacity (if appropriate):

### Estimated Cost of Work

(Inclusive of GST)

\$

### Complying Development Certificate

Details to be completed by SWP

Complying Development No:

Date of Determination:

## Part 3 - Declaration

ALL THE DETAILS SOUGHT IN THE CHECKLIST MUST BE PROVIDED (PLEASE SEE PART 7). THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

### Applicant's Declaration

If the applicant is a company or strata title body corporate, a director or authorised delegate must sign this declaration.

Enter your name if you are not the applicant:

In what capacity are you signing if you are not the applicant?

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'.

I authorise Steve Watson and Partners to appoint an appropriate replacement Principal Certifier for this project, being an accredited staff member or wholly owned accredited body corporate as identified on the certification fee proposal for the project and to subsequently change amongst those certifiers, at its discretion.

Signed:

Date Signed:

## Part 4 - Appointment of Principal Certifier

### Details of Principal Certifier

Please note that in the absence of any prior agreement we reserve the right to nominate an appropriate member of our staff or body corporate as the principal certifier.

Principal Certifier:

Accredited Body: **Building Professionals Board**

Accreditation no:

Address: **Level 17, 456 Kent Street, Sydney NSW 2000**

Phone: **(02) 9283 6555**

### Principal Certifier's Declaration

**The Principal Certifier must sign the notice.**

I acknowledge that they have been appointed by the applicant to carry out the role of the Principal certifying authority for this development. I acknowledge that they have seen evidence that the builder is licensed and insured, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit where required by the Home Building Act.

Name of Principal Certifier:

Signed:

Date Signed:

## Part 5 - Date of Commencement and Compliance with Conditions

### Date Work is to Commence

Date:

### Compliance with Development Consent

Have all conditions required to be satisfied prior to the commencement of work been satisfied?

YES

NO

Conditions may include payment of security, s7.11 (prev s94) contributions, endorsement of building work plans by water supply authority

### Principal Contractor Details

**Note:** It is a NSW Government requirement that all Principal Contractor details are filled in, in full. Failure to provide information may result in this application being rejected, or delayed.

Principal Contractor  
(Company Name):

ABN:

Address:

Business Phone No:

Contact Person:

Contact Email:

Contact Mobile:

### Residential Building Work

**NOTE:** Only complete this section if you are constructing or altering a house, home unit or other dwelling.

Contractor License No.

(Required for all residential building work)

**AND** attach **one** of the following documents to this notice:

- a) Evidence that the licensed person is insured to carry out this type of work; or
- b) A declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$20,000.

## Part 6 - Checklist

Where relevant, have you provided / completed the following:

Yes Not Relevant

- Electronic copies of plans, elevations and sections
- Electronic copy of specifications
- List of any existing and proposed fire safety measures (Refer to the Fire Safety Schedule)
- Evidence of Home Building Act requirements satisfied
- Evidence that long Service Levy has been paid
- ABS schedule is completed
- Owner's consent
- Applicant's signature

## Part 7 - Schedule to Application for a Complying Development Certificate

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics

### All New Buildings

- Number of storeys (including underground floors)
- Gross floor area of new building (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)

### Residential Buildings Only

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished

**Yes**      **No**

- Will the new dwelling(s) be attached to the other new buildings?
- Will the new building(s) be attached to the existing buildings?
- Does the site contain a dual occupancy (two dwellings on the same site)?

### All New Buildings

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	11	Tiles	10	Concrete or slate	20	Timber	40
Brick (veneer)	12	Concrete or slate	20	Timber	40	Steel	60
Concrete or stone	20	Fibre cement	20	Other	80	Aluminium	70
Fibre cement	30	Steel	60	Not specified	90	Other	80
Timber	40	Aluminium	70			Not specified	90
Curtain glass	50	Other	80				
Steel	60	Not specified	90				
Aluminium	70						
Other	80						
Not specified	90						

### Presence of Asbestos Material

Estimate area (if any) in square metres of banded asbestos material or friable asbestos that will be disturbed, repaired or removed in carrying out the development.

## Part 8 - Notes for Completing Application for a Complying Development

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1. A description of the land to be developed can be given in the form of a map which contains details of the lot number, DP/MPS, vol/foi etc.

2. A plan of the land must indicate:

- a) location, boundary dimensions, site area and north point of the land
- b) existing vegetation and trees on the land
- c) location and uses of existing buildings on the land
- d) existing levels of the land in relation to buildings and roads
- e) location and uses of buildings on sites adjoining the land

3. Plans or drawings describing the proposed development must indicate (where relevant):

- a) the location of proposed new buildings or works  
(including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
- b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
- c) elevations and sections showing proposed external finishes and heights
- d) proposed finished levels of the land in relation to buildings and roads
- e) building perspectives, where necessary to illustrate the proposed building
- f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site  
(including dimensions where appropriate)
- g) proposed landscaping and treatment of the land (indicating plant types and their height and maturity)
- h) proposed methods of draining the land.

4. The following information must also accompany a Complying Development Certificate application for building work and change of building use:

### Building Work

In the case of an application for a Complying Development Certificate for building work:

- a) electronic copies of compliance certificates relied upon
- b) electronic copies of detailed plans and specifications

The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan.

The general plan of the building is to:

- show a plan of each floor section
- show a plan of each elevation of the building
- show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground
- indicate the height, design, construction and provision for fire safety and fire resistance (if any).

Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding. Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The specification is:

- to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
  - state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used
- c) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
    - details of the performance requirements that the alternative solution is intended to meet, and
    - details of the assessment methods used to establish compliance with those performance requirements
  - d) if relevant, evidence of any accredited component, process or design sought to be relied upon  
**NB** if an EPI provides that complying development must comply with the deemed to satisfy provisions of the BCA a CDC cannot authorise compliance with alternative solutions to the performance requirements corresponding to those deemed-to-satisfy provisions
  - e) except in the case of a class 1a or class 10 building:
    - a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
    - if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.  
The list must describe the extent, capability and basis of design of each of the measures concerned.

### Change of Building Use

In the case of an application for a Complying Development Certificate for a change of building use (except for an application that, if granted, would authorise the building concerned being used as a class 1a or class 10 building):

- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated in connection with the proposed change of building use.
- a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.  
The list must describe the extent, capability and basis of design of each of those measures concerned.

**5. Other information must indicate (where relevant):**

- a) in the case of shops, offices, commercial or industrial development:
    - details of hours of operation
    - plant and machinery to be installed
    - type, size and quantity of goods to be made, stored or transported, loading and unloading facilities
  - b) in the case of demolition:
    - details of age and condition of buildings or works to be demolished
  - c) in the case of advertisements:
    - details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed
  - d) in the case of development relating to an existing use:
    - details of the existing use
  - e) in the case of a development involving the erection of a building, work or demolition:
    - details of the methods of securing the site during the course of construction.
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**6. Home Building Act Requirements**

In the case of an application for a Complying Development Certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:

- a) in the case of work by a licensee under that Act:
  - (i) a statement detailing the licensee's name and contractor licence number (If a licensed builder is carrying out the work provide a copy of the builder's Licence), and
  - (ii) documentary evidence that the licensee has complied with the applicable requirements of the Act \*(a copy of the Certificate of Insurance for the project if the value of work is greater than \$5,000), or
- b) in the case of work done by any other person:
  - (i) a statement detailing the person's name and owner-builder permit number, (If the work is to be done by any other person provide a copy of the Owner Builders Permit) or
  - (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act. (If the building work is less than \$20,000 provide a statement that states the proposed work is less than \$20,000)

\*A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

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**7. Long Service Levy**

Under Section 4.28 (prev. s85A) (10A) of the Environmental Planning and Assessment Act 1979 a Complying Development Certificate cannot be issued until any long service levy payable under section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The local council may be authorised to accept payment.

## Part 9 - Privacy Policy

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The information you provide in this application will enable your application to be assessed by certifying under the Environmental Planning and Assessment Act 1979. If the information is not provided, your application may not be accepted. The application can potentially be viewed by members of the public. Please contact the Council if the information you have provided in your application is incorrect or changes.