

# Application for Construction 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.

**Note that a Building Contractor cannot be the applicant for a Construction Certificate or an Occupation Certificate.**

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.

### 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

### Description of Work

Please describe briefly everything that you want approved.

Building Work:

### Estimated Cost of Work

(Inclusive of GST)

\$

### Development Consent

Development Consent (DA) No.

Date of Determination:

### Construction Certificate

Details to be completed by SWP

Construction Certificate No:

Date of Determination:

### Building Code of Australia Classification

BCA Classification:

## 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, s 94 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 - Schedule to Application for a Construction 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
- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| • 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)? |            |           |

## Materials - Residential Buildings

Please indicate the materials to be used in the construction of the new building(s)

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	11	Tiles	10	Concrete or slate	20	Timber	40
Brick (vener)	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						

## Part 7 - Checklist

### Where relevant, have you provided / completed the following:

Yes Not Relevant

- Electronic copies of plans, elevations and sections
- Electronic copies 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
- Schedule to application for a construction certificate is completed
- Applicant's signature

## Part 8 - Notes for Completing a Construction Certificate Application

1. The ABS schedule is required to be completed for the purposes of providing information to the Australian Bureau of Statistics.
2. Electronic copies of compliance certificates relied upon.
3. Electronic copies of all plans and specifications must be submitted with your application. Plans 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:
  - a) Show a plan of each floor section
  - b) Show a plan of each elevation
  - c) 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.
  - d) Indicate the height, design, construction and provision for fire safety and fire resistance.
4. Where proposed building work involves any alteration or addition to, or rebuilding of, an existing building the plan is to be coloured or otherwise marked to distinguish the proposed work to be approved.

5. **Where proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or marked up to adequately distinguish the modifications.**
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6. **The specification is:**
- a) To describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
  - b) State whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used
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7. **Where the application involves an alternative solution to meet the Performance Requirements of the BCA, the application must also be accompanied by:**
- a) Details of the Performance Requirements that the alternative solution is intended to meet, and
  - b) Details of the assessment methods used to establish compliance with those Performance Requirements
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8. **Evidence of any accredited component, process or design sought to be relied upon.**
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9. **Except in the case of any application for, or in the respect of, a class 1a or class 10 building:**
- a) 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
  - b) 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.
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10. **The Development Consent conditions together with stamped approved DA drawings are to be provided for our assessment of the development and record purposes.**
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11. **Under section 6.8 (prev. s109F) (1)(b) of the Environmental Planning and Assessment Act 1979 a Construction 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.**
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12. **In the case of an application for a Construction Certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:**
- a) In the case of work performed by a licensee under that Act:
    - i) A statement detailing the licensee's name and contract licence number, and
    - ii) documentary evidence that the licensee has complied with the applicable requirements of that Act\*, or
  - b) in the case of work done by any other person:
    - i) a statement detailing the persons name and owner-builder permit number, 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.

## Part 9 - Privacy Policy

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The information you provide in this application will enable your application to be assessed by certifying authority 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.