



APPLICATION FOR CONSTRUCTION CERTIFICATE

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

Mr Mrs Miss Ms Other

Surname (or Company): _____

Given names (or ABN): _____

Address: _____
State: _____ Post Code: _____

Phone: (____) _____ Fax: (____) _____

Mobile: _____ E-mail: _____

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 land / property _____

Address: _____
Post Code: _____

Real Property Description: _____
(eg. Lot/DP/Section, etc) _____

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

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 No: _____

Date of Determination: ____/____/____

Building Code of Australia Classification	BCA Classification: _____
Principal Contractor's Details <i>Required for all projects</i>	Name: _____ Address: _____ Contact Number: _____

PART 3 Declaration

ALL THE DETAILS SOUGHT IN THE CHECKLIST IN PART 5 MUST BE PROVIDED.

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.

Declaration

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

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'.

Signature _____ Date: ____ / ____ / ____

PART 4 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

Please complete the following:

- Number of storeys (including underground floors)
- Gross floor area of new building (m²)
- Gross site area (m²)

Residential buildings only

Please complete the following details on residential structures:

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished
- Will the new dwelling(s) be attached to other new buildings?
- Will the new building(s) be attached to existing buildings?
- Does the site contain a dual occupancy?
(NB dual occupancy = two dwellings on the same site)

Yes No

Yes No

Yes No

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)	<input type="checkbox"/> 11	Tiles	<input type="checkbox"/> 10	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Brick (veneer)	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Concrete or stone	<input type="checkbox"/> 20	Fibre cement	<input type="checkbox"/> 30	Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Fibre cement	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
Timber	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70			Not specified	<input type="checkbox"/> 90
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80				
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90				
Aluminium	<input type="checkbox"/> 70						
Other	<input type="checkbox"/> 80						
Not specified	<input type="checkbox"/> 90						

PART 5 Checklist

Where relevant, have you provided/completed the following:

	Yes	Not Relevant
• 4 copies of plans, elevations and sections	<input type="checkbox"/>	<input type="checkbox"/>
• 4 copies of specifications	<input type="checkbox"/>	<input type="checkbox"/>
• List of any existing and proposed fire safety measures (Refer to the Fire Safety Schedule)	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence of Home Building Act requirements satisfied	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence that Long Service Levy has been paid	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule to application for a construction certificate is completed	<input type="checkbox"/>	-
• Applicants signature	<input type="checkbox"/>	-

PART 6 Notes for Completing Application for a Construction Certificate

The following information must accompany applications for a Construction Certificate for Building Work

1. The ABS schedule is required to be completed for the purposes of providing information to the Australian Bureau of Statistics.
2. Copies of compliance certificates relied upon.
3. Four (4) 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 provisions 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 the 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.
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.
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, andDetails of the assessment methods used to establish compliance with those Performance Requirements.
8. Evidence of any accredited component, process or design sought to be relied upon.
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.
10. The Development Consent conditions together with stamped approved DA drawings are to be provided for our assessment of the development and record purposes.
11. Under section 109F(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.
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 \$12,000 provide a statement that states the proposed work is less than \$12,000)

* 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.