

Application for a Construction Certificate or a Complying Development Certificate



Information for the Applicant

- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided. If clarification and/or advice is required when completing this form please contact our office for assistance.
- Once completed, applications must be delivered by hand, by post or transmitted electronically to Certibuild for determination. Applications may not be sent by fax.
- A Construction Certificate or Complying Development Certificate has no effect if it is issued after the building work to which it relates is physically commenced.
- Upon an application being made for a Complying Development Certificate, the applicant (not being entitled to copyright) is taken to have indemnified all persons using the application & any accompanying documents in accordance with the Act against any claim or action in respect of breach of copyright (See-Cl.129 EP&A Regulation 2000).

Section A Details of the applicant*

* An application for a Construction Certificate should be made by a person who has the benefit of the development consent. An applicant can not be the person who will carry out the building work, unless that person owns the land on which the work is to be carried out.

Name(s):	
Correspondence to be c/-	
Postal Address:	
Phone(s):	
Email:	

Section B Details of the land where the building work is to be carried out

Street Address:	
Suburb & Postcode:	
Title Particulars (Lot & DP/SP):	

Section C Description of the building work

Briefly describe the development:	
BCA Class:	

Section D Cost of works

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all construction required for the development.

Amount inclusive of GST:	\$
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Section E Planning Consent - complete either Part 1 or Part 2 only

Part 1. Development Application (Construction Certificate Only)

Development Consent No.:	
Date of Development Consent:	

Part 2. Environmental Planning Instrument (Complying Development Certificate Only)

Tick the name of the "environmental planning instrument" under which the development is Complying Development and provide details if applicable.

<input type="checkbox"/>	SEPP (Exempt & Complying Development Codes) 2008
<input type="checkbox"/>	SEPP (Affordable Rental Housing) 2009
<input type="checkbox"/>	Council's Complying Development DCP/relevant policy

Section F Development statistics

Indicate the types of building materials to be used in association with this application.

WALLS			ROOF			FLOOR		
Brick (double)	11		Tiles	10		Concrete/slate	20	
Brick (veneer)	12		Concrete/slate	20		Timber	40	
Concrete/stone	20		Fibre cement	30		Other	80	
Fibre Cement	30		Steel	60		Not specified	90	
Timber	40		Aluminium	70		FRAME		
Curtain Glass	50		Other	80		Timber	40	
Steel	60		Not Specified	90		Steel	60	
Aluminium Cladding	70					Aluminium	70	
Timber/weatherboard	40					Other	80	
Other	80					Not Specified	90	
Not Specified	90							

Proposed New Development**Proposed New Residential Building**

Gross site area of land (m ²):		No. of pre-existing dwellings on the site:	
Gross floor area of development (m ²):		No. of dwellings to be demolished:	
No. of storeys the building will have:		No. of dwellings to be constructed:	
Swimming Pool Only		Will the new building be attached to an existing building:	
Gross volume of swimming pool (L):		Does the site contain a dual occupancy:	

Proposed Change of Use

Current uses of the building:	
Future uses of the building:	

Section G Applicants' consent/authority to enter and inspect land

- I/we consent to the certifying authority, or an accredited certifier, to enter the subject property at any reasonable time for the purpose of carrying out inspections in connection with the assessment of this application. I/we undertake to make access to the property available to enable inspections to be carried out.
- I / We agree to the terms and conditions of Certibuild's Certifying Authority Standard Contract, available at www.certibuild.com.au/forms.

Name(s):

Signature of applicant(s):	Date:
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Section H Owners' consent & details (If different to the applicant)

Please note that ALL owners of the property must provide written consent. If you are signing on the owner's behalf as the owner's legal representative, please attach documentary evidence as to the nature of your legal authority, e.g. Power of Attorney, Company Director, Executor, Trustee.

- As the owner(s) of the above property, I/we consent to this application.

Phone:	
Email:	
Name(s):	

Signature of owner(s):	Date:
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Section I Payment options			
Indicate the method of payment for this application			
<input type="checkbox"/>	Direct Deposit	Commonwealth Bank - Reference: please quote your surname and suburb Account Name: Certibuild BSB: 062 651 Account: 102 345 14	
<input type="checkbox"/>	Cheque/Money Order	Made payable to Certibuild	
Amount Paid:		\$	Date:
Section J IMPORTANT ITEMS TO ACCOMPANY THIS APPLICATION			
This information will vary for each application, please supply all relevant documentation. Tick or indicate not applicable in the check boxes below. Documents accompanying this application are as prescribed by the Environmental Planning & Assessment Act, 1979, as amended, and Schedule 1 of the Environmental Planning & Assessment Regulation 2000, as amended.			
a) Construction Certificate & Complying Development Certificate			
1.	Construction plans and specifications, a minimum of 3 sets		
2.	Plans stamped by the Local Water Authority and all requirements met		
3.	Plans stamped by the Mines Subsidence Board, if in a Mines Subsidence Area		
4.	Home Owners Warranty Insurance Certificate or an Owner Builder Permit, required for residential building work		
5.	Receipt of Long Service Levy payment, for works valued at \$25,000 and over (see Long Service Corporation website for further information)		
6.	A valid BASIX Certificate, a minimum of 3 copies		
7.	Approval for stormwater and/or onsite sewerage works from Council under Section 68 of the Local Government Act		
8.	Locality diagram &/or directions clearly indicating where the subject block is, required for remote locations		
9.	A copy of the current Fire Safety Schedule for an existing building, required for additions to existing commercial or industrial development		
10.	Receipt for any Section 94 contributions		
11.	Certibuild's Form - Appointment of Principal Certifying Authority & Notice of Intention to Commence Work		
12.	Payment of Certibuild's fee for this application		
b) Construction Certificate Documents Only (in addition to the above)			
13.	DA approved plans and Conditions of Consent issued by Council		
14.	Receipt for any other paid Council fees, if required as per the DA Conditions of Consent		
15.	DA Conditions of Consent required to be completed PRIOR to the issue of a Construction Certificate have been addressed		
c) Complying Development Certificate Only (in addition to the above)			
16.	Section 149(2) Planning Certificate for the property		
17.	Footpath Crossing Permit		
d) Additional Documentation (list any additional information supporting this application)			
18.			
19.			

Office Use Only			
To be completed by the certifying authority immediately after receiving the application.			
Application No.:		Date Received:	

Certibuild Contact Details	
Tuggerah Office	
Suite 1.2/ 6 Reliance Drive (PO Box 3593) Tuggerah NSW 2259	
E: info@certibuild.com.au T: 02 4353 3459	

Appointment of Principal Certifying Authority & Notice of Intention to Commence Work



Environmental Planning & Assessment Act, 1979 – S81A(2)(b),(ii) or (c), or 4(b)(ii) or (c), 86(1) & (2)

Section A Development Details			
Address:			
Description of the building work:			
Section B Details of person appointing the Principal Certifying Authority (PCA)			
<i>Only the person having the benefit of the Development Consent may appoint the PCA</i>			
Name(s):			
Correspondence to be c/-			
Postal Address:			
Phone:			
Email:			
Section C Details of Principal Contractor/Owner Builder			
<i>Home Warranty Insurance / Owner Builder permit to be attached if applicable pursuant to Part 6 of the Home Building Act, 1989</i>			
Builder Name:			
Licence / Permit No.:			
Phone:			
Email:			
Section D Notice of Commencement			
The building work described above is intended to commence on:			
Section E Appointment of PCA Declaration			
As the person with benefit of the Development Consent or Complying Development Certificate to which this application relates;			
<ul style="list-style-type: none"> I/we appoint <input type="checkbox"/> Edward Gudaitis from Certibuild as the PCA. I/we declare that all the information provided is true and correct. I/we acknowledge that failure to comply with any of the PCA's requirements may result in the PCA issuing a Notice of Intention to Serve an Order and/or further legal actions being undertaken. 			
	Person 1	Person 2	Person 3
Name of person with benefit of the Development Consent:			
Signature/s:			
Date:			
Office Use Only			
CC or CD number:	Date of CC/CD:	Name of Certifying Authority:	
If you have provided a CC above, please provide DA details here			
DA number:	Date DA issued:	Name of Council:	