

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 *EMAIL ELECTRONIC COPIES			
1.	Construction plans and specifications,		
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		
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		
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:	

Agreement for the Performance of Certification Work



- The Client seeks to engage the Edward Gudaitis to perform certification work on the terms set out in this Agreement.
- The accredited certifier (the Certifier) is authorised to carry out the certification work which is the subject of this Agreement

Section A The Contractor / Certifier		
Name of the Contractor:	Edward Gudaitis	
Corporate Accreditation No.:	BPB 1844	
Business & Postal Address:	Suite 1.2/ 6 Reliance Drive / PO Box 3593 TUGGERAH NSW 2259	
Phone:	(02) 4353 3459	
Email:	info@certibuild.com.au	
Name of Insurer:	Tysers / 100% Certain Underwriters at Lloyd's	
Address:	1 st Floor 71 Fenchurch St London EC3A 4BS	
Policy No.:	MR202466	
Period of Insurance Cover:	From: 05 February 2020	To: 05 February 2021
Section B The Client		
Name of Applicant:		
Street Address:		
Suburb & Postcode:		
Phone / Mobile:		
Email:		
Section C The Development		
Description of the development:		
Property Address		
Title Particulars		
Section D Development Consent Details (tick appropriate box/s and complete)		
Development Consent granted by consent authority	Development Consent given by the issue of a Complying Development Certificate (CDC)	Part 4A Certificate issued
<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Name of Consent Authority:	Name of Certifying Authority:	Type of Part 4A Certificate Issued:
Development Consent No.:	CDC No.:	Name of Certifying Authority:
Date of Development Consent:	Date of CDC:	Certificate No.:
		Date of Certificate:
Section E Details of Approved Documents		
Details of plans, specifications and other documents approved by the Development Consent / CDC:	Details of plans, specifications and other documents the subject of any Part 4A Certificate:	

Section F Inspections	
Any inspections of the development site or the development required under the EP&A Regulation will be carried out as follows:-	
Inspections by:	Edward Gudaitis
Accreditation No.:	BPB 1844
<input checked="" type="checkbox"/> All Mandatory Critical Stage Inspections	
Section G Certification Work to be Performed (tick one or more boxes as appropriate)	
<input type="checkbox"/> Determination of an application for a Complying Development Certificate *	
<input type="checkbox"/> Determination of an application for a Construction Certificate *	
<input type="checkbox"/> Undertaking functions of Principal Certifying Authority for the development *	
<input type="checkbox"/> Determination of an application for an Occupation Certificate *	
* Refer to the relevant Attachment(s) which contain a Description of Services and the relevant Fees & Charges	
Section H Fees & Charges – Development Certificates / PCA Functions	
<ul style="list-style-type: none"> The fees and charges for the determination of an application for a development certificate and for the Contractor to carry out the functions as the PCA for the development are set out in the relevant attachment The set fees and charges for the determination of an application for a development certificate and for the carrying out of the functions as the PCA for the development, must be paid in full to the Contractor before, or at the time, an application is lodged & before the Contractor commences to carry out any of those functions In the case of fees and charges that may be payable for work arising from unforeseen contingencies, the basis on which those fees and charges are to be calculated are set out in the relevant attachment In respect of any unforeseen contingency work provided for under this Agreement, the Contractor is to send an invoice to the Client within 21 days after the completion of any such work 	
Section I Statutory Obligations (C1.31, B&DC Reg 2020)	
An information brochure which is to include information about statutory obligations of the certifier, the applicant's role and information available on the online register of certifiers, must accompany this Agreement, if one is published by the NSW Fair Trading website.	
Section J Date of Agreement	
Date this Agreement is made on:	
Section K Signatures and Declaration (C1.30, B&DC Reg 2020)	
<p>I declare I have freely chosen to engage the registered certifier and I have read the contract and any accompanying documents. I also understand my role and responsibility as the applicant and that of the registered certifier.</p> <p>Signed / executed by or on behalf of the Client(s)</p>	
Signed / executed by or on behalf of the Certifier	

Certifying Authority Standard Contract



EFFECT OF CONTRACT

1. This contract supersedes and overrides any other documents or oral representations upon which the parties may seek to rely to generate any legal effect or to imply any contractual obligation.

OBLIGATIONS OF THE CERTIFYING AUTHORITY

2. Regarding the issuing of Construction Certificates, Complying Development Certificates and Occupation Certificates.
 - 2.1 The Certifying Authority shall issue a Construction Certificate, Complying Development Certificate or Occupation Certificate:-
 - 2.1.1 Once the Client pays the Certifying Authority any money owed for work associated with the issuing of a Construction Certificate, Complying Development Certificate or Occupation Certificate; and
 - 2.1.2 The design and construction of the Building Works comply with a relevant Development Consent and the Regulations or any prescribed complying development criteria by either the State Government or Local Council; and
 - 2.1.3 The designs comply with the BCA.
 - 2.2 The Certifying Authority shall provide the relevant Consent Authority and/or Local Council with a Notice of Determination within 7 days of the determination.
 - 2.3 When the Certifying Authority issues a Construction Certificate, Complying Development Certificate or Occupation Certificate, the Certifying Authority may issue additional certificates or statements from any other Certifying Authority or any other party as the Certifying Authority considers necessary in the circumstances.
 - 2.4 The Certifying Authority may carry out as many inspections as the Certifying Authority considers necessary in addition to any mandatory critical stage inspection
 - 2.5 The Certifying Authority shall issue an Occupation Certificate for the Building Works when the Certifying Authority is satisfied that:-
 - 2.5.1 A Development Consent has been complied with, including any preconditions to the issue of an Occupation Certificate or a Complying Development Certificate is in force for the Building Works; and
 - 2.5.2 The Building Works are suitable for occupation or use in accordance with their classification under the BCA; and
 - 2.5.3 The Building Works or parts do not pose any danger for the occupants in the case of an Interim Occupation Certificate.
 - 2.6 The Certifying Authority shall maintain an insurance policy in accordance with the Act and shall provide a copy of that policy to the client upon request.

OBLIGATIONS OF THE CLIENT

3. The client shall:-
 - 3.1 Not engage any other Certifying Authority after the Certifying Authority appointed pursuant to this contract has been engaged. Breach of this condition will entitle the Certifying Authority to recover any losses or costs of whatsoever nature that flow from such breach.
 - 3.2 Pay the Certifying Authority for the agreed amount when the Client submits an application for a Construction Certificate or Complying Development Certificate.
 - 3.3 Ensure that the site is available for the Certifying Authority to carry out its contractual obligations.
 - 3.4 Use Competent People for all aspects of the Building Works.
 - 3.5 Provide the Certifying Authority with evidence of Home Owners Warranty insurance or Owner Builder Permit (if applicable) not less than 48 hours prior to the commencement of the Building Works.
 - 3.6 Provide all relevant drawings, plans, statutory plans and documentation associated with but not limited to the Development Consent, the Construction Certificate or Complying Development Certificate and any Occupation Certificate at the request of the Certifying Authority.
 - 3.7 Attend any meetings if required by the Certifying Authority to do so.
 - 3.8 Comply with any Notices that the Certifying Authority issues.
 - 3.9 Provide Compliance Certificates as may be requested by the Certifying Authority.
 - 3.10 Provide all information that the client reasonably can obtain to enable the Certifying Authority to fulfil its contractual obligations.
 - 3.11 Pay the Certifying Authority in accordance with this contract or any signed agreement between the client and the Certifying Authority.
 - 3.12 Act in good faith, in accordance with the Act and in a cooperative fashion.

CONTRACTUAL VARIATIONS

4. If:-
 - 4.1 The Building Works do not commence within 60 days from the date of the execution of this contract; or
 - 4.2 Any Competent Person used by the Client in respect of the Building Works causes a delay in the progress of the Building Works for more than 21 days; or
 - 4.3 Any part of the Building Works are re-designed by the Client or the client's representative; or
 - 4.4 Any part of the Building is designed pursuant to a Deemed To Satisfy Provision and is subsequently changed by way of an Alternative Solution; or
 - 4.5 More Certificates and / or Modified Certificates are required to be issued by the Certifying Authority than those listed originally agreed to; or
 - 4.6 An amendment to any statutory legislation that requires any aspect of the Building Works or the Certifying Authority's work to be varied; or
 - 4.7 The Certifying Authority is required to undertake more inspections than those listed in an Inspection Schedule; or
 - 4.8 The Client does anything that causes a delay to the Building Works or does anything that delays the ability of the Certifying Authority to carry out its obligations under this contract; or
 - 4.9 Any Notice is issued by the Certifying Authority, then:-
 - 4.10 The Certifying Authority may:-
 - 4.10.1 Vary this contract to the extent that the Certifying Authority will be able to carry out its contractual obligations; and
 - 4.10.2 Increase the contract price with such increase to be made by way of Notice to the Client stating the reason/s for the increase and the amount of the increase.
 - 4.11 The variation will permit the Certifying Authority to claim all costs associated with that delay as reasonably determined by the Certifying Authority.
 - 4.12 Notice must be given to the Client in writing when the Certifying Authority becomes aware that a variation will be necessary.

CONTRACTUAL TERMINATION

5. If:-
 - 5.1 The Client fails to pay any money owing to the Certifying Authority after 7 days of that money becoming payable; or
 - 5.2 The Client has an execution levied against it, assigns or attempts to assign its estate for the benefit of its creditors, intends to or attempts to or makes a composition or Scheme of Arrangement with creditors, has a winding up order made against it, intends to or attempts to pass a resolution for winding up, goes into liquidation, has an Official Manager or Receiver appointed, has a Mortgagee taking possession of any part of its property, has an Administrator or a Provisional Liquidator appointed, becomes insolvent or bankrupt; or
 - 5.3 The Client breaches the contract in any respect; or
 - 5.4 A Construction Certificate or Complying Development Certificate is not capable of being issued within 180 days or 6 months (whichever is the lesser) from the date of execution of this contract; or
 - 5.5 The Building Works do not commence within 60 days from the date a Construction Certificate or Complying Development Certificate was issued; or
 - 5.6 The Client does not permit the Certifying Authority to issue any Occupation Certificate within 60 days from the date of practicable completion; or
 - 5.7 The Building Works have commenced without the issuing of a Construction Certificate or Complying Development Certificate, then:-
 - 5.8 The Certifying Authority may terminate this contract by sending a written Notice of Termination, stating the breach/s, to the Client. Termination will take effect as soon as the client receives the Notice of Termination.
 - 5.9 If the Certifying Authority terminates the contract, then the Certifying Authority is entitled to payment of Termination Money.
 - 5.10 Unless the Client disputes the Notice of Termination, the Client must pay all Termination Money to the Certifying Authority within 14 days of receiving a Notice of Termination.
 - 5.11 If the Certifying Authority terminates the contract, the Certifying Authority is entitled to carry out a final inspection, at the Client's expense, prior to termination.
 - 5.12 As from the date of final inspection, the Client must indemnify the Certifying Authority for any liabilities, including but not limited to professional liability and public liability, of whatsoever nature that emanate from:-
 - 5.12.1 The need to terminate this contract or the Building Contract;
 - 5.12.2 Any matters of non-compliance with the Act on the part of the Client or any other contractors.

DISPUTE RESOLUTION

6. Any dispute of whatever nature to do with this contract must be referred to mediation.
 - 6.1 If either party believes there is a dispute under this contract it must give Notice of the dispute to the other party.
 - 6.2 The mediator must be appointed by the AIBS.
 - 6.3 The mediation will be invoked by either party serving Notice upon the AIBS and the other party within 7 days of a party being notified of a dispute.
 - 6.4 Both parties must attend the mediation and must cooperate with the mediator and each other and shall give the mediator whatever the mediator requests.
 - 6.5 If the mediator resolves the dispute, the resolution must be evidenced by a written agreement that is signed by the mediator and the parties.
 - 6.6 If the mediation fails, then either party may take action to resolve the dispute in a court of competent jurisdiction.
 - 6.7 Both parties will remunerate the mediator on a 50 / 50 % basis, regardless of any alleged fault and regardless of the outcome.
 - 6.8 The AIBS may request mediation funds to be placed into an AIBS trust account before the mediation commences and may request payment of additional moneys from time to time until the mediation is concluded.

MISCELLANEOUS

7. **Occupation Certificates**
 - 7.1 An Occupation Certificate must be applied for, and issued, within 24 months of the date of the construction approval. Failure to comply with this requirement shall entitle the Certifying Authority to terminate the contract, or to charge additional fees for any inspections, including the Final inspection and issue of any Occupation Certificate.
 - 7.2 If, for whatever reason, an Occupation Certificate is not issued whether it be on account of the insolvency of the Client, the disappearance of the Client or the termination of the Contract, the Certifying Authority's responsibilities under the Contract cease forthwith. With respect to any liabilities that may be occasioned under Part 4 of the Act, the Certifying Authority will be able to give evidence that no action can be brought 10 years after the date upon which the act that evidenced the ending of the Contract occurred.

ADDRESS FOR NOTICES

8. Where any Notice is to be forwarded to the client, the address for such Notice shall be the address stated in the application for a relevant Certificate, or to any other address that is notified in writing by the Client to the Certifying Authority.

DEFINITIONS

- The Act** means the Environmental Planning and Assessment Act 1979 (NSW). All amendments and references to the Act also mean amendment and references to the Regulations.
- AIBS** means the New South Wales Chapter of the Australian Institute of Building Surveyors.
- Alternative Solution** has the same meaning as the term in the Building Code of Australia.
- BCA** means the Building Code of Australia including all applicable amendments.
- Building Contract** means the contract to construct the Building Works that the client enters into with the builder.
- Building Works** means any physical activity associated with the erection of a building.
- Certificates** mean statutory certificates and non-statutory certificates.
- Certifying Authority** means a Certifying Authority within the meaning of the Act including a Principal Certifying Authority and a body corporate.
- Client** means the owner or the owner's agent.
- Inspection Schedule** means the Inspection Schedule provided in the Notice of Inspections within the meaning of the Act.
- Notice** includes any notice issued under the Act or this contract.
- Practicable Completion** means the date the builder has completed the Building Works in accordance with the Building Contract.
- Termination Money** means the money owing to the PCA if the Certifying Authority terminates the contract in accordance with this contract, being money for work done (with interest if applicable) and for cost incurred (with interest if applicable) and any money that the Client would have been bound to pay to the Certifying Authority if the contract had been totally completed.

Information about registered certifiers – building surveyors and building inspectors

Important: this is a summary document only.

Before signing any contract for certification work, make sure you understand your obligations and what you are agreeing to. The Fair Trading website has more information about certifiers.

Under section 31(2) of the *Building and Development Certifiers Act 2018* and clause 31 of the *Building and Development Certifiers Regulation 2020*, a contract to carry out certification work must be accompanied by an applicable document made available on the website of the Department of Customer Service (which includes NSW Fair Trading)¹. This is the applicable document for certification work involving a certifier registered in the classes of **building surveyor** or **building inspector**, working in either the private sector or for a local council.

This document summarises the statutory obligations of the registered certifier who will assess your development and your obligations as the applicant for the development. It also sets out the types of information that can be found on Fair Trading's online register of registrations and approvals.

Obligations of registered certifiers

The general obligations of registered certifiers include compliance with their conditions of registration, to hold professional indemnity insurance, comply with a code of conduct and avoid conflicts of interest.

Who does a registered certifier work for?

A registered certifier is a public official and independent regulator, registered by the Commissioner for Fair Trading.

Certifiers must carry out work in a manner that is impartial and in the public interest, even if this is not in the interests of the applicant, developer, or builder. Receiving a certificate is not guaranteed – the applicant is paying for the certifier to assess the application and determine *whether or not* a certificate can be issued.

It is a serious offence to attempt to bribe or influence a certifier, attracting a maximum penalty of \$110,000 and/or two years imprisonment.

¹ Visit www.fairtrading.nsw.gov.au and search 'certification contracts'.

Obligations of the applicant

An applicant is the person seeking a certificate, or engaging a certifier for other certification work, under the *Environmental Planning and Assessment Act 1979*.

As an applicant, you have the following obligations:

- Appoint, and enter into a contract with, your chosen certifier.
- Pay the certifier's fees before any certification work is carried out.
- Communicate with your builder to ensure the certifier is notified when work reaches each stage. If a mandatory inspection is missed, the certifier may have to refuse to issue an occupation certificate.
- Follow any written direction issued by the certifier and provide any requested additional information to assess an application.
- Meet the conditions of any development consent and ensure the development is carried out in accordance with the approved plans.

What does a registered building surveyor do?

Registered **building surveyors** issue certificates under the *Environmental Planning and Assessment Act 1979* (construction certificates, complying development certificates and occupation certificates), act as the **principal certifier** for development, and inspect building work.

The principal certifier will attend the site to carry out mandatory inspections at certain stages. When construction is complete, the certifier may issue an occupation certificate, which signifies that the work:

- is 'suitable for occupation' – this does not necessarily mean all building work is complete
- is consistent with the approved plans and specifications
- meets all applicable conditions of the approval.

The certifier does not manage or supervise builders or tradespeople or certify that the builder has met all requirements of the applicant's contract with the builder.

What does a registered building inspector do?

Registered **building inspectors** carry out inspections of building work² with the approval and agreement of the principal certifier. Building inspectors are not authorised to issue certificates or be appointed as the principal certifier.

² Building inspectors may inspect class 1 and 10 buildings under the Building Code of Australia; that is, houses, duplexes and the like; garages and sheds; and structures such as swimming pools, retaining walls and fences.

Principal certifier enforcement powers

If the principal certifier becomes aware of a non-compliance with the development approval, the certifier must, by law, issue a direction to you and/or the builder, requiring the non-compliance to be addressed. If it is not, the certifier must notify the council which may take further action.

The certifier is also required to respond appropriately if a complaint is made about the development.

Finding more information on certifiers

Details of the class of registration each certifier holds, their period of registration, professional indemnity insurance and disciplinary history can be found at www.fairtrading.nsw.gov.au:

- [Details of registered certifiers](#) (or search 'appointing a certifier' from the homepage)
- [Disciplinary actions against certifiers](#) (or search 'certifier disciplinary register' from the homepage).

Questions?

The Fair Trading website www.fairtrading.nsw.gov.au has information about certifiers, enforcement powers, how to replace a certifier and resolving concerns about a certifier:

- Search '[what certifiers do](#)' for information about a certifier's role and responsibilities.
- Search '[concerns with development](#)' for information about enforcement powers of certifiers, councils and Fair Trading, and how to resolve concerns about a certifier.

The NSW Planning Portal at www.planningportal.nsw.gov.au provides information on the NSW planning and development certification system.

Note, although Fair Trading regulates certifiers, it does not mediate in contract disputes and does not regulate the actions of councils. Visit the Fair Trading website for more information.

Information for the applicant

- This form may be used to apply for:
 - a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
 - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
- Once completed, submit this application form to the principal certifying authority (PCA).

SECTION A. Type of occupation certificate applied for (Tick one)

Interim occupation certificate

Final occupation certificate

SECTION B. Details of the applicant*

*An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the). An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.

Mr Ms Mrs Dr Other:

First name

Family name

Company (if applicable)

ABN (if applicable)

Unit/Street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

SECTION C. Details of building

Unit/Street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP / SP no.

Volume/folio

Description of the building or part of building to which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use.

Building classification under the Building Code of Australia, as identified by the development consent

Existing classification

New classification (if changed)

SECTION D. Attachments relating to the proposed development

1. Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s).

Development consent

Fire safety certificate

Each BASIX certificate for the development.

Construction certificate

Compliance certificate

2. Does the development involve an alternative solution under the Building Code of Australia ("BCA") in respect of a fire safety requirement?

If YES, provide either or both of the following from a "fire safety engineer" (a private accredited certifier holding Category C10 accreditation):

- A compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies that building work relating to an alternative solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution.
- A written report that includes a statement that the building work relating to the alternative solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution.

Note: The above requirement only applies to building work in respect of:

- a class 9a building that is proposed to have a total floor area of 2000 square metres or more
- any building (other than a class 9a building) that is proposed to have:
 - a fire compartment with a total floor area of more than 2000 square metres or
 - a total floor area of more than 6000 square metres

that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

3. Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?

IF YES, provide a statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65-Design Quality of Residential Flat Development (SEPP No. 65)

Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP No. 65 to the extent to which they aim to

- reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the use of the building or in the use of the land on which the building is situated, or
- improve the thermal performance of the building.

SECTION E. List of documents

Prepare and attach a list of all of the documents provided under SECTION D.

SECTION F. Delivery of the application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications MAY NOT be sent by fax.

SECTION G. Signature of applicant(s)

Signature of applicant(s)

Name(s)

Date

SECTION H. Date of receipt of application

To be completed by the certifying authority **immediately** after receiving this Application.

This Application was received on (insert date).