



# Construction Certificate Application

Environmental Planning and Assessment Act 1979

Construction Certificate Number \_\_\_\_\_

## Applicant Details

Please only complete **either** Section A - Private or Section B - Company

### Section A - Applicant Details - Private

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street		Suburb		Postcode
Mailing Address (if different)					
Tel 1 (Home/Work/Mobile)			Tel 2 (Home/Work/Mobile)		
Email			Fax (Home/Work)		

**OR**

### Section B - Applicant Details - Company

Company Name (if applicable)	
Mailing Address	
Contact Person	
Tel 1 (Work/Mobile)	Tel 2 (Work/Mobile)
Email	Fax (Home/Work)

## Property Details

Lot No/s		DP/MPS Number		Vol/fol	
Site area	m <sup>2</sup>	Street No.	Street		
Suburb				Postcode	

## Description of Development

Type of work	<input type="checkbox"/> Building work	<input type="checkbox"/> Change of Use
Type of Applications	<input type="checkbox"/> New application	<input type="checkbox"/> Modification to existing approved certificate
Description		
Development Consent Details	DA number	Date of determination ____ / ____ / ____

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### Rockdale City Council

Office Hours - 8.30am to 4.30pm (Mon-Fri), 9am to 1pm (Sat)  
 Lodgement of DAs – 8.30am to 4pm (Mon-Fri)  
 2 Bryant Street / PO Box 21 Rockdale NSW 2216  
 rcc@rockdale.nsw.gov.au www.rockdale.nsw.gov.au  
 DX 25308 Rockdale ABN 66 139 730 052  
 Tel 02 9562 1666 Fax 02 9562 1777

**Value of Work**

*Building / Fit out*

\$ _____ (including GST)
Building Code of Australia Building Classification (specified on the development consent)

**Builder / Owner Builder Details**

*To be completed in the case of proposed residential building work, if known*

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street	Suburb		Postcode	
Company Name (if applicable)					
Tel 1 (Home/Work/Mobile)			Tel 2 (Home/Work/Mobile)		
Tel 3 (Home/Work/Mobile)			Fax (Home/Work)		
Contractor Licence / Permit Number (In case of an owner/builder)					

**Fees & Payment Methods**

Application fees are based on a scale and will be calculated by the Customer Service Officers at lodgement. Information on these fees is available on Council's website or from our Customer Service Centre.

**Please Note**

The personal information required on this form may be available for public access under various legislation.

Applicant's Signature _____	Date ____ / ____ / ____
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**Owners' Consent**

As owner of the land to which this application applies I request consent to carry out the development described in this application. I also authorise:

- Council representatives to enter the site for the purpose of site inspections
- Council to make copies of all documents for the purpose of determining the application or to provide copies to people who may be affected by the proposal.

<ul style="list-style-type: none"> <li>▪ <i>If more than one owner, every owner must sign.</i></li> <li>▪ <i>If you are signing on the owner's behalf as their legal representative, please state your legal authority (eg Power of Attorney, Executor, Trustee) _____ and attach evidence of this authority.</i></li> <li>▪ <i>If the property is within a strata plan, the consent of the Owners Corporation is required under seal.</i></li> <li>▪ <i>If applicant is a company a Director/Secretary or authorised Delegate must sign under Company Seal.</i></li> <li>▪ <i>If signing on behalf of a company, please indicate your position within the company _____.</i></li> </ul>		
Full Name	Full Name	Full Name
Address	Address	Address
Signature	Signature	Signature
Date ____ / ____ / ____	Date ____ / ____ / ____	Date ____ / ____ / ____

## Schedule to Construction Certificate Application

*This information will be compiled and 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 (m <sup>2</sup> )	
Gross site area (m <sup>2</sup> )	

### 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the new building/s be attached to existing buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site contain a dual occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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
<input type="checkbox"/> Brick (double)	11	<input type="checkbox"/> Tiles	10	<input type="checkbox"/> Concrete or slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Brick (vener)	12	<input type="checkbox"/> Concrete or sate	20	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Concrete / stone	20	<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70			<input type="checkbox"/> Not specified	90
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80				
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90				
<input type="checkbox"/> Aluminium	70						
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Not specified	90						

### Construction Certificate Checklist

Applicant to Complete	Yes	N/A	Office Use
Have the following been fully completed?			
<ul style="list-style-type: none"> <li>▪ Has the consent of all owners been provided on both forms? Has this section been correctly completed?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Schedule to Construction Certificate (for ABS)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the appropriate fee been paid?			
Has the following been submitted with the completed form?			
<ul style="list-style-type: none"> <li>▪ 4 copies (2 copies for outbuildings, single dwelling and dual occupancy ONLY) of the detailed plans of the land and proposed development as per approved Development Application. These plans must be fresh copies (ie must not show any Council stamps) - inc site plan, all floor plans, all elevations &amp; sections and BASIX requirements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ If these plans are for alterations/additions &amp; amendments to approvals, Are these plan copies in colour?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ 2 copies of detailed building specifications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ 4 copies of structural engineering plans and, where applicable, other technical details - Other technical details may include details on mechanical ventilation, hydraulic/drainage, timber framing and roof truss, termite protection and details of compliance with the provisions of the Building Code of Australia.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Details of compliance with the conditions of development consent - Details of any modification required by the consent conditions, submission of stormwater drainage, landscaping or other specialist details, colour and material schedule, payment of security deposits or contributions etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ For residential building work, details of compliance with the insurance provisions of the Home Building Act 1989 (see note 2).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Except in relation to a Class 1 or a Class 10 building (ie - dwelling house, carport, garage, pergola, verandah, fence, retaining wall or swimming pool etc), a detailed list of existing (if any) and proposed fire safety measures to be implemented in the building or upon the subject land</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only	
	Date stamp every plan & first page of all documentation
	Calculate fees
	Attach receipt to application
Additional Comments	
Checked by	Date ____ / ____ / ____

## Notes for completing a Construction Certificate Application

### Note 1 - Information required to be provided

The following information must accompany applications for construction certificates for building and subdivision work.

#### Building Work

- Copies of compliance certificates (or other documentary evidence) relied upon
- 4 copies of detailed plans and specifications (2 copies for outbuildings, single dwelling and dual occupancy ONLY). 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; and
  - ♦ 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; and
- ♦ State whether the materials proposed to be used are new or second hand and give particulars of any second-hand materials to be used.
- 4 copies of structural engineering plans or other technical details (ie Mechanical ventilation details, hydraulic/drainage details, timber framing and roof truss details and termite protection details etc), where applicable.
- The plans and specifications must detail compliance with the relevant provisions of the Building Code of Australia and relevant standards of construction.
- 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.
- Evidence of any accredited component, process or design sought to be relied upon.
- Except in the case of an application for, or in respect 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.

#### Subdivision Work

- Copies of compliance certificates relied upon.
- 4 copies of detailed engineering plans. The detailed plans may include but are not limited to the following:
  - ♦ earthworks
  - ♦ roadworks
  - ♦ road pavement
  - ♦ road furnishings
  - ♦ stormwater drainage
  - ♦ water supply works
  - ♦ sewerage works
  - ♦ landscaping works
  - ♦ erosion control works

Where the proposed subdivision work involves a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

### **Note 2 - Home Building Act Requirements**

As from 1 February 2012, all residential building works (excluding residential development of over 4 storeys) over the value of \$20,000 will need to be insured under the Act for Home Warranty Insurance.

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:

- In the case of work by a licensee under that Act:
  - ♦ A statement detailing the licensee's name and contractor licence number, and
  - ♦ Documentary evidence that the licensee has complied with the applicable requirements of that Act (ie A certificate of insurance under Part 6 of the Home Building Act), or
- In the case of work done by any other person:
  - ♦ A statement detailing the person's name and owner-builder permit number, or
  - ♦ 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. The prescribed amount in section 29 of the Home Building Act 1989.
  - ♦ The construction certificate application may be lodged prior to providing details of compliance with the Home Building Act insurance requirements, however, residential building works must not be commenced prior to complying with the insurance requirements and details of compliance must be submitted to the principal certifying authority and Council prior to the uplift of the Construction Certificate.
  - ♦ Insurance before handover.

### **Note 3 - Building Industry Long Service Levy Requirements**

Under section 109F 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 Levy Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Council is authorised to accept payment. The levy rate as at (1 June 2003) is 0.35% of the total cost of the work and is payable on work costing \$25,000 or more.

Further information on complying development can be obtained by telephoning Council's Building Certification Services on 9562 1666 on Monday to Friday between 8.30am and 5pm or in person at Council's Customer Service Centre, 2 Bryant Street, Rockdale, between 8.30am and 4.30pm .

### **Privacy**

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.