



# Application for a construction or complying development certificate and notice to commence building work and appointment of principal certifying authority

OFFICE USE ONLY: Date received: \_\_\_\_/\_\_\_\_/201 Application no: 201 / \_\_\_\_

## ADVANCED BUILDING CERTIFIERS

ABN 81 758 058 502

You can use this form to apply for approval to carry out a proposal that is classed as complying development. The State Environmental Planning Policy (SEPP) or The planning instrument made under the *Environmental Planning and Assessment Act 1979* applying to your property will identify whether your proposal is complying development.

If you want to carry out some building work associated with a development consent, you need a construction certificate before you can start work. You can use this form to apply for a construction certificate.

To complete the form, please place a cross in the boxes ☒ and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information. You need to apply to a certifying authority (either your council or a private certifier).

### 1. Details of the applicant

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>
First name		Family name/Trading name of Company			
<input type="text"/>		<input type="text"/>			
Flat/street no./property name		Street name / Post office box no.			
<input type="text"/>		<input type="text"/>			
Suburb or town		State	Postcode		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Daytime phone	Fax	Mobile			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Email					
<input type="text"/>					

### 2. What type of application are you making?

Application for development made under the Environmental Planning and Assessment Act 1979. Please place a cross in the appropriate box(es).

- ☐ Complying Development Certificate – Building, change of use, demolition
- ☐ Construction Certificate – Building, change of use
- ☐ Appointment of Principal Certifying Authority – site inspections and Issue of Occupation Certificate.

### 3. Identify the land you propose to develop

Flat/street no./property name	Street name
<input type="text"/>	<input type="text"/>
Suburb or town	Postcode
<input type="text"/>	<input type="text"/>



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Lot no.

Section

DP no.

Volume/folio

You can find the lot no., section DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land or from the rates notice of the local council. If you need additional room, please attach a schedule and/or map with these details.

## 4. Locality sketch

Please show the site in relation to the nearest cross street, prominent adjoining property and/or any other features which will assist the certifying authority in locating the property. The property should be sign posted and the proposed building location should be pegged out immediately after submitting this application.

## 5. Estimated cost of the development

\$

including GST, labour and materials.

## 6. Describe the development and/or work you propose to carry out

What type of work do you propose to carry out?

Building work

☐ Demolition work

☐

Change of use

☐

Describe the work. (eg. New rural shed, Alterations and additions to existing dwelling, New dwelling, New shops/offices, New factory, New single garage/carport, change of use from rural building to dwelling and fit out, change of use from office to shop, demolition of house ).

Indicate the proposed colours for wall and roof claddings

Walls:

Roof:

Provide the estimated area of bonded or friable asbestos in the works. (This work would involve removal of asbestos material).

m<sub>2</sub>

Has development consent been granted for the development?

No ☐

Yes ☐ ➤ What is the development application no.?

What date was development consent granted?

☐ A copy of the development consent and approved development plans are attached.

## 7. Residential building work

1. Are you going to build a residential structure or alter/add to a residential structure?

No ☐

Yes ☐ ➤ Go on to question 2

2. Are you an owner-builder?

Yes ☐ ➤ What is your owner-builder permit no.?

(Only required if you have an owner-builder permit)

No ☐ ➤ Will the work be carried out by someone who is licensed to do so?

Yes ☐ ➤ What is the name of the builder?

What is the telephone no. of the builder?

What is the contractor licence no. of the builder?

Have you attached to this application evidence that the licensed person is insured to carry out this type of work?

No ☐

Yes ☐

No ☐ ➤ Have you attached to this application 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 \$5000?

No ☐

Yes ☐

## 8. ... Plans and specifications of the land and development

You need to provide the plans and specifications of your proposal to help the certifying authority determine whether it complies with set standards and requirements. Please confirm that you have attached this material by placing a cross in the appropriate boxes ☒:

☐ **A site plan of the land, drawn to scale (5 copies) that indicates:**

- the location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north
- the stormwater drainage and how you intend to drain the land
- existing vegetation and trees on the land
- the location and uses of buildings that are already on the land
- the existing levels of the land and the extent of cutting and filling of the land
- the location and uses of buildings on sites that adjoin the land.

☐ **Plans or drawings of the proposal, drawn to scale (5 copies) that indicate, where relevant:**

- the location of any buildings or structures on the land, any proposed extensions or additions, the boundaries of the land, and any development on adjoining land
- details of BASIX commitments applying to the development
- the floor plans of each proposed building
- each elevation of the proposed building(s)
- how high the proposed development will be in relation to the land
- the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground
- any changes that will be made to the level of the land by excavation, filling or otherwise
- the arrangements you have made for parking, where vehicles will enter and leave the site, and how vehicles will move about the site
- the fire safety and fire resistance measures (if any) and their height, design and construction
- how the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)

*Where you propose to alter, add to or rebuild a building that is already on the land, please mark the plans (by colour or otherwise) to show the alteration, addition or rebuilding you propose to do.*

☐ **The specifications for the development (3 copies) that:**

- describe the construction **(including the standards that will be met)**, the materials which will be used to construct the building and the methods of drainage, sewerage, water supply, **BASIX commitments applying to the development.**
- state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

CONTINUED NEXT PAGE

## 9. Other attachments

You need to provide other material that is relevant to the type of work you propose to do.

Please indicate the material you have attached by placing a cross in the appropriate boxes ☒:

1. If you are going to **carry out building work**:

- ☐ 3 copies of BASIX Certificate applying to the development
- ☐ a copy of receipts for payment of section 94 contributions or bonds
- ☐ a copy of any compliance certificates on which you rely
- ☐ where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:
  - a list of the performance requirements you will meet by using the alternative solution
  - the details of the assessment methods you will use to meet those performance requirements
  - a copy of any compliance certificates on which you rely
- ☐ evidence of any accredited component, process or design on which you seek to rely .  
*Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Regulation 2000.*
- ☐ details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details must include:
  - a list of any fire safety measures you propose to include in the building or on the land
  - if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land*The lists must describe the extent, capability and the basis of design of each measure.*
- ☐ a plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building.  
*This plan will assist the certifying authority to assess whether the work will reduce the fire protection capacity of the building.*
- ☐ the attached schedule, completed for the development  
*The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.*

2. If you are going to **change the use of a building** or the classification of a building under the Building Code of Australia (unless the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool)):

- ☐ a list of any fire safety measures you propose to include in the building or on the land
- ☐ if you propose to change the use of, alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land
- ☐ details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure.*

3. Long Service Levy: Under S84A(10A) of the EP&A Act 1979 a complying development certificate or a construction certificate cannot be issued until any long service levy payable under Section 34 of the Building Construction Industry Long Service Payments Act 1986 has been paid. The current levy rate is 0.35% of the cost of building work which is \$25,000 or more. Please attach evidence of payment with this application.

- ☐ evidence of payment of Long Service Levy provided
- ☐ payment of Long Service Levy included with this application
- ☐ payment of Long Service Levy to be made prior to issue of CDC or CC

## 10. Appointment of Principal Certifying Authority (PCA)

### Name of PCA

Anthony Hans

Accreditation No. BPB 0164 NSW Gov't  
Building Professionals Board

### Address

599 Argyle Street, MOSS VALE NSW 2577  
Ph 0248 69 5999

### Consent of PCA.

I consent to being appointed as  
Principal Certifying Authority

Signature of PCA

     Date:
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Date the work will commence

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## 11. Signatures

**One owner of the land being developed must sign the application (or a person with the benefit of the development consent).**

If you are not the owner of the land, you must ask the owners of the land to sign the application. If the land is Crown land, an officer of the Department of Land and Water Conservation must sign the application. If signed on behalf of a body corporate or company, a director must sign this section.

As the owner(s) of the above property, I/we consent to this application. I/we consent to Anthony Hans and the PCA personnel and its agents to enter the land and to carry out inspections:

Signature of owner

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Name

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Date

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Signature of owner

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Name

------

Date

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**The applicant, or the applicant's agent, must sign the application.**

Signature

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Name, if you are not the applicant

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Date

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In what capacity are you signing if you are not the applicant?

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## 12. Privacy policy

The information you provide in this application will enable your application to be assessed by the 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 certifying authority if the information you have provided in your application is incorrect or changes.

## 13. Schedule to application for a complying development/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 (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?
- 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						

## AUTHORITY FORM

**NAME OF OWNER(S):** \_\_\_\_\_

**ADDRESS OF OWNER(S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PHONE No.:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PHONE No.:** \_\_\_\_\_

### DETAILS OF PROPERTY FOR DEVELOPMENT

Street no. & name: \_\_\_\_\_

Lot no. & DP no: \_\_\_\_\_

Suburb or town, state & postcode: \_\_\_\_\_

### DECLARATION

I/we, being the owner(s) of the subject property, hereby authorise Anthony Hans of Advanced Building Certifiers to act on my/our behalf as the applicant to the consent authority for the Development Application and/or drainage works.

I/we, being the owner(s) of the subject property, hereby declare that I/we have not:

- a) made donations of \$1,000 or more to or for the benefit of a local political party, an elected member or a group of candidates of the Local Council, or
- b) provided gifts to a Local Councillor or employee of the Council

within two years before the application or submission is made.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_