

CONSTRUCTION CERTIFICATE APPLICATION

Issued under the Environmental Planning & Assessment Amendment Act 1979
Sections 109C(1) (B), 81A(2) & 81A(4)



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Mail: City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Office Use	Fee Paid	\$ <input style="width: 80%;" type="text"/>	Receipt No:	<input style="width: 80%;" type="text"/>	Date:	<input style="width: 80%;" type="text"/>
	Application Number:	<input style="width: 100%;" type="text"/>			CSO:	<input style="width: 80%;" type="text"/>

Development Consent

Development Consent No: Date of Determination:

Applicant Details

Company name:	<input style="width: 100%;" type="text"/>		
Surname:	<input style="width: 95%;" type="text"/>	First Name:	<input style="width: 60%;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		
Contact Number:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Suburb:	<input style="width: 95%;" type="text"/>	Postcode:	<input style="width: 60%;" type="text"/>
Mailing Address:	<input style="width: 100%;" type="text"/>		
Suburb:	<input style="width: 95%;" type="text"/>	Postcode:	<input style="width: 60%;" type="text"/>
Signature:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 60%;" type="text"/>

Owners Consent (All owners)

Name(s):	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Company Seal: (if applicable)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Where owner is a company or owner's corp, a Seal/ABN & ACN must be provided	ABN: <input style="width: 95%;" type="text"/>	ACN: <input style="width: 95%;" type="text"/>

Property Address/Subject Land

Address:

Suburb: Postcode:

DP No: Lot No: Vol/Folio No: Strata Plan:

Description of Development

Description of proposed work (e.g.: garage, extension to dwelling):

Estimated Cost: \$

Builder/Owner Builder (if known)

Surname: First Name:

Email:

Contact Number:

Business Name:

Address:

Suburb: Postcode:

Contractor Licence No.

Insurance Details:

Permit No. (owner/builder):

Office Use Only

	Fee	Receipt No	Date Paid
Additional Building Fee*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Damage Deposit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amended Plan Fee*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Service Levy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crossing Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hoarding Fee*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tree Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inspection Fees*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 94 Contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geo-technical Assessment*	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Fees are GST Inclusive**

CONSTRUCTION CERTIFICATE

ABS - SCHEDULE



Particulars of Proposal

Site Area (m ²):	
Gross Floor Area of Existing Building (m ²):	
Proposed Additional Gross Floor Area (m ²):	
Number of existing dwellings on the site:	
Number of dwellings to be demolished:	
Number of proposed dwellings on the site:	
Number of storeys for proposed building:	
Does the site contain a dual occupancy?	

Materials to be Used

Place a tick (✓) in the box which best describes the materials to be used in the new construction:

Walls		Roof		Floors		Frame	
<input type="checkbox"/>	Full Brick 11	<input type="checkbox"/>	Masonry 10	<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Timber 40
<input type="checkbox"/>	Single Brick 11	<input type="checkbox"/>	Concrete Tile 10	<input type="checkbox"/>	Timber 40	<input type="checkbox"/>	Steel 60
<input type="checkbox"/>	Concrete Block 11	<input type="checkbox"/>	Terracotta Tile 10	<input type="checkbox"/>	Other 80	<input type="checkbox"/>	Aluminium 70
<input type="checkbox"/>	Brick Veneer 12	<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Unknown 90	<input type="checkbox"/>	Other 80
<input type="checkbox"/>	Concrete/Masonry 20	<input type="checkbox"/>	Slate 20			<input type="checkbox"/>	Unknown 90
<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Fibrous Cement 30				
<input type="checkbox"/>	Fibrous Cement 30	<input type="checkbox"/>	Steel 60				
<input type="checkbox"/>	Hardiplank 30	<input type="checkbox"/>	Aluminium 70				
<input type="checkbox"/>	Timber/Weatherboard 40	<input type="checkbox"/>	Other 80				
<input type="checkbox"/>	Curtain Glass 50	<input type="checkbox"/>	Unknown 90				
<input type="checkbox"/>	Steel 60						
<input type="checkbox"/>	Cladding/Aluminium 70						
<input type="checkbox"/>	Other 80						
<input type="checkbox"/>	Unknown 90						

CONSTRUCTION CERTIFICATE CHECKLIST



The Construction Certificate Application will not be accepted by Council unless **ALL** required documentation is provided.

Applicant (please tick)	Item	Copies	CSO
ALWAYS REQUIRED			
<input type="checkbox"/>	Application form fully completed (including Australian Bureau of Statistics data)		
<input type="checkbox"/>	Written consent of owners		
<input type="checkbox"/>	Site Plan including 2 copies coloured to show new work. See Note 1(b).	4	
<input type="checkbox"/>	Floor Plans including 2 copies coloured to show new work. See Note 1(b).	4	
<input type="checkbox"/>	Levels including 2 copies coloured to show new work. See Note 1(b).	4	
<input type="checkbox"/>	Elevations including 2 copies coloured to show new work. See Note 1(b).	4	
<input type="checkbox"/>	Sections including 2 copies coloured to show new work. See Note 1(b).	4	
<input type="checkbox"/>	Building specifications. See Note 1(b)	2	
REQUIRED IN CERTAIN CIRCUMSTANCES (always at Council's discretion)			
<input type="checkbox"/>	Structural engineers' plans	2	
<input type="checkbox"/>	Hydraulic plans certified as complying with Council's specification for the management of stormwater		
<input type="checkbox"/>	BASIX Certificate (up to date)	2	
<input type="checkbox"/>	Details of fire resistant construction	2	
<input type="checkbox"/>	Details of existing fire safety measures	2	
<input type="checkbox"/>	Details of proposed fire safety measures. Full written details provided/indicated on the submitted plans, or if an Alternative Solution is proposed submit relevant details or reports.	2	
<input type="checkbox"/>	Details of termite protection	2	
<input type="checkbox"/>	Details of compliance with conditions of development consent , e.g. submission of colour schemes, payment of Section 94 Contributions, smoke detector location on plans		
<input type="checkbox"/>	Final landscaping plan When: only required if imposed as a condition of development consent	2	
<input type="checkbox"/>	Long Service Leave Levy paid When: only required for developments involving construction costs of \$25,000 or more. See Note 1(e)		
<input type="checkbox"/>	Compliance with the Building Code of Australia. Full written details provided/indicated on the submitted plans, or if an Alternative Solution is proposed submit relevant details or reports		
<input type="checkbox"/>	Other information. Information which may be relevant to your proposal. This may include operating hours, car-parking arrangements, loading/unloading arrangements etc.		
<input type="checkbox"/>	Footpath damage report		
APPLICANT DECLARATION			
I verify the above information has been provided.			
Applicant signature: <input type="text"/>		Date: <input type="text"/>	
CUSTOMER SERVICE OFFICER DECLARATION			
I verify that the checklist is complete.			
CSO signature: <input type="text"/>		Date: <input type="text"/>	

CONSTRUCTION CERTIFICATE NOTES FOR COMPLETING APPLICATION

Please Note

The following information **must** accompany applications for a construction certificate for building and subdivision work.

Note 1

Building Work

- a) Copies of compliance certificates relied upon;
- b) Four (4) copies of detailed plans:
 - 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 area belonging to that floor and the levels for the adjacent ground;
 - Indicate the height, design, construction and provision for fire safety including location of smoke alarms and fire resistance (if any);
 - Include identifying plan number and date;
 - 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;
 - To state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials to be used.
 - 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;
 - Details of the assessment methods used to establish compliance with those performance requirements.
- c) Evidence of any accredited component, process or design sought to be relied upon.
- d) 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 which the building is situated.
- e) Under s 80(10A) of the Environmental Planning and Assessment Act 1979 building approval cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry *Long Service Leave Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. City of Canada Bay is authorised to accept payment. Payment of the levy (if applicable) must be paid prior to the release of the construction certificate;
- f) The list must describe the extent, capability and basis of design of each of the measures concerned.

Note 1

Subdivision Work

- a) Copies of compliance certificates relied upon;
- b) Four (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.
- c) 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

In the case of an application for a construction certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach:

- a) 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*; or
- b) 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** in section 29 of that Act.

* 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.

Fees and Charges

	Class 1 &10	Class 2-9
• Work value less than or equal to \$25,000	\$285.60	\$357
• Work value between \$25,001 and \$50,000	\$397.80	\$510
• Work value between \$50,001 and \$100,000	\$499.80	\$816
• Work value between \$100,001 and \$300,000	\$938.40	\$1,224
• Work value between \$300,001 and \$1,000,000	\$1,417.80	\$1,530
• Work value exceeding \$1,000,001	\$1,785	POA