

CONSTRUCTION CERTIFICATE APPLICATION

Issued under the Environmental Planning & Assessment Amendment Act 1979
Division 6.7



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 \$

Receipt No:

Date:

Application Number:

CSO:

Development Consent

Development Consent No:

Date of Determination:

Applicant Details

Company name:

Surname:

First Name:

Email:

Contact Number:

Address:

Suburb:

Postcode:

Mailing Address:

Suburb:

Postcode:

Signature:

Date:

Owners Consent (All owners)

Name(s):

Address:

Signature:

Company Seal:
(if applicable)

Where owner is a
company or owner's
corp, a Seal/ABN &
ACN must be provided

ABN:

ACN:

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:	\$	
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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*			
Damage Deposit			
Amended Plan Fee*			
Long Service Levy			
Crossing Bond			
Hoarding Fee*			
Tree Bond			
Inspection Fees*			
Section 94 Contributions			
Geo-technical Assessment*			

***Fees are GST Inclusive**

CONSTRUCTION CERTIFICATE ABS - SCHEDULE



Particulars of Proposal

Site Area (m²):

Gross Floor Area of Existing Building (m²):

Proposed Additional Gross Floor Area (m²):

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.

RAMS Module - **CC**

Owner: Planning and Environment – Health, Building & Environment – Building & Compliance

DSID 1717520

Last Revised: 18/06/2019

Applicant (please tick)	Item	Copies	CSO
ALWAYS REQUIRED			
	Application form fully completed (including Australian Bureau of Statistics data)		
	Written consent of owners		
	Site Plan including 2 copies coloured to show new work. See Note 1(b).	4	
	Floor Plans including 2 copies coloured to show new work. See Note 1(b).	4	
	Levels including 2 copies coloured to show new work. See Note 1(b).	4	
	Elevations including 2 copies coloured to show new work. See Note 1(b).	4	
	Sections including 2 copies coloured to show new work. See Note 1(b).	4	
	Building specifications. See Note 1(b)	2	
REQUIRED IN CERTAIN CIRCUMSTANCES (always at Council's discretion)			
	Structural engineers' plans	2	
	Hydraulic plans certified as complying with Council's specification for the management of stormwater		
	BASIX Certificate (up to date)	2	
	Details of fire resistant construction	2	
	Details of existing fire safety measures	2	
	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	
	Details of termite protection	2	
	Details of compliance with conditions of development consent , e.g. submission of colour schemes, payment of Section 94 Contributions, smoke detector location on plans		
	Final landscaping plan When: only required if imposed as a condition of development consent	2	
	Long Service Leave Levy paid When: only required for developments involving construction costs of \$25,000 or more. See Note 1(e)		
	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		
	Other information. Information which may be relevant to your proposal. This may include operating hours, car-parking arrangements, loading/unloading arrangements etc.		
	Footpath damage report		

APPLICANT DECLARATION

I verify the above information has been provided.

Applicant signature:

Date:

CUSTOMER SERVICE OFFICER DECLARATION

I verify that the checklist is complete.

CSO signature:

Date:

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

RAMS Module - CC

Owner: Planning and Environment – Health, Building & Environment – Building & Compliance

DSID 1717520

Last Revised: 18/06/2019

- 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 Division 6.8 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	\$310	\$381
• Work value between \$25,001 and \$50,000	\$422	\$540
• Work value between \$50,001 and \$100,000	\$530	\$865
• Work value between \$100,001 and \$300,000	\$995	\$1,300
• Work value between \$300,001 and \$1,000,000	\$1,500	\$1,630
• Work value exceeding \$1,000,001	\$1,900	POA