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eCC

CONSTRUCTION CERTIFICATE APPLICATION FORM

MADE UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 SECTIONS 109C (1) (b), 81A (2) & 81A (4)

Application Fee		Receipt No.	
Parcel No.		Date Received	

Description

The works:

- Erect, alter or demolish a building structure
- Subdivide the land
- Change the use of the land or a building
- Strata subdivide a building or development
- Carry out earthworks

1. Application and Site Details (please print)

Applicant name, address and contact details

Title: Mr Mrs Miss Ms

* Applicant Name or Company: _____

* Contact Name (if Company): _____

* Postal Address for all correspondence: _____

_____ Post Code

* Phone (daytime): _____ (A H): _____

Fax: _____ (M): _____

* Email: _____

* mandatory field

Location & Title description of the property

Unit, Shop or Suite: _____ Street No.: _____

Street: _____ Suburb: _____

Lot(s): _____ Section: _____

Deposited Plan(s): _____ Strata Plan: _____

Other: _____

2. Builder Details

Builder name, address and contact details

To Be Advised

Title: Mr Mrs Miss Ms

* Builder Name or Company: _____

* Contact Name (if Company): _____

* Postal Address for all correspondence: _____

_____ Post Code

* Builders Licence Number: _____ Expiry date: _____

* Phone (daytime): _____ (A H): _____

Fax: _____ (M): _____

* Email: _____

* mandatory field

3. Development Details

Description of the Work

Provide clear information on exactly what work is to be completed

4. Development Details (Refer to the Development Consent for details)

**Development
Consent No.**

**Date of
Determination**

5. Consent of All Owners

This section must be completed and signed by the owner/s of the property on which the development is proposed to be carried out (this includes every person who jointly or severally own the property). If the building is a strata building, the application must be stamped with the strata seal and signed by a recognised authority.

As the owner(s) of the land, I/we consent to the application(s). I/we hereby agree to allow Council's Officers to enter the subject land for the purpose of carrying out inspections of the property associated with the application(s).

Note: If signed on behalf of a corporate body or company, the company seal must be stamped over signatures or the signature of the Managing Director provided accompanied by the Australian Company Number (ACN).

Name (please print).....**Position**.....
Address.....
Telephone.....Fax.....Signature.....

Name (please print).....**Position**.....
Address.....
Telephone.....Fax.....Signature.....

Name (please print).....**Position**.....
Address.....
Telephone.....Fax.....Signature.....



CONSTRUCTION CERTIFICATE APPLICATION

PRELIMINARY APPLICATION CHECKLIST

This checklist **must be completed by the applicant** and duty officer

Property Address

Type of Development.....

REQUIRED INFORMATION	To be completed by the applicant			To be completed by Customer Service (include No. of copies)		
	Yes	No	N/A	Yes	No	N/A
Is the proposal clearly described?						
Has the form been completed properly?						
Has the consent of all owners been provided (and Strata Corporation if applicable)?						
Has the email address of the applicant been provided?						
Has the Long Service Levy (under the Building and Construction Industry Long Service Payments Act 1986) been paid OR evidence of payment to a third party been provided?						
PLANS						
Four (4) copies are required.						
Architectural plans must be drawn to a scale (ie: 1:50, 1:100 or 1:200), showing the property address, north point, street numbers, demolished buildings indicated in outline, alterations and additions shown coloured, BASIX commitments (for residential development).						
<ul style="list-style-type: none"> ▪ Site plan ▪ Floor plans ▪ Sectional plans ▪ Elevational plans 	Elevation and section plans need to show the existing ground levels and any proposed changes to the ground level, RLs to the Australian Height Datum and the external finishes of the building.					
<ul style="list-style-type: none"> ▪ Demolition plan ▪ Coloured copies (for alterations and additions to buildings) ▪ A survey plan (<i>not applicable to change of use and minor work</i>) ▪ Subdivision plan (for work involving new subdivision) 						
DETAILED INFORMATION						
Four (4) copies are required.						
Specifications:						
<ul style="list-style-type: none"> ▪ Describing the construction and materials of which the building is to be built, 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 used 						
Alternative Solution under the BCA:						
Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by detailed information on how the performance requirements will be met.						
Fire Safety Measures (excluding Class 1a or Class 10 building)						

Subdivision Detailed plans of earthworks, roadworks, road pavements, road furnishings, stormwater drainage, water supply works, sewerage works, landscaping works and erosion control works.						
OTHER MATTERS Two (2) copies are required.						
BASIX certificate for the development. <i>Required for all Residential Development (new dwellings/ units/ townhouses/Alts & Adds to dwelling/ installation of a pool or spa).</i>						
Home Warranty Insurance certificate						
Any other documentation as required by the development application consent, please list...						

The information provided on this form is considered to be public information

Privacy Notification: Personal information is collected in order to assess development applications by Council and any relevant state government agency. If you do not provide the information, Council will not be able to process your application. This information may be made available to Council staff, consultants to Council, Councillors and members of the public. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Copyright Notice: The Applicant is advised that Council may make copies (including electronic copies) of the construction certificate application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Council's Notification Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

Declaration by the Applicant

I/ we declare to the best of my/our knowledge and belief, that the particulars stated in this form are correct in every detail and that the information required has been provided.

Applicants Name (printed).....

Applicants Signature

Checked: _____
(Council Officer)