

# Application for CONSTRUCTION CERTIFICATE

(Sec 81A, Environmental Planning & Assessment Act, 1979)

CC Application No: **C** ..... / .....

Parcel No:

Date of lodgement:  /  /

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning & Assessment Act, and in accordance with such Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies e.g. Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PPIP Act and GIPA Act. Enquiries may be directed to Council's Public Officer concerning the PPIP Act, Council's Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

## Part 1

## Site and Applicant Details

**1. Location of the proposed building/subdivision**

Unit No  House No  Village/ Locality

Street

Property/Building Name

**2. Land title description**

We need this to correctly identify the land.

Lot(s)  Section

Deposited Plan(s)  Strata Plan

Other  Site area

**3. Your (the Applicant's) name**

If you represent a company, apply in the company's name. State your position under 'Title - Other'.

**Note:** The Applicant for a CC application cannot be the Builder/Principle Contractor unless they are also the owner of the land.

Title Mr  Mrs  Ms  Miss

Surname

Given names

Company

Company contact name

**4. Your postal address**

.....  
.....  
..... Postcode .....

**5. Your phone number and other contact details**

Mobile

Phone BH ( )

( )

Fax

Email

## Part 2

## Development Details

**6. Development consent**

A prior development consent for the proposed building(s)/subdivision must have been issued, or you are lodging it with this application.

Development Consent No:  ..... / .....

Date of Development Consent:  /  /

You will find this information on the Notice of Determination of Development Consent.

**7. Development type**

Indicate which **type** of work is applicable.

Tick one:

**Building work**

**Subdivision work**

**8. Development Description**

(Eg Five lot residential subdivision, two storey industrial shed for motor repairs, commercial office building etc)

.....  
 .....  
 .....

**9. Are you using a licensed builder?**

To be completed only if the proposed building will be residential building work.

**YES**  If yes, complete the boxes below

Builder's licensed name

Builder's licence number

**NO**  If no, will the work be done by the owner? **YES**  **NO**

**10. Principal Contractor**

To be completed only if Item 9 above is not applicable.

Contactor's name:

Postal address:

**11. What is the estimated value of the development?**

**Estimated value (including GST)**

\$

**12. What are the building's main building materials? (For building works only)**

**EXTERIOR WALLS**

- Single brick (11)  Aluminium cladding (70)
- Brick veneer (12)  AAC (20)
- Full brick (11)  Steel (60)
- Concrete block (20)  Weatherboard (timber) (40)
- Concrete (20)  Cement fibre sheeting (30)
- Curtain glass (50)  Mud/adobe/pise (80)
- Not applicable  Unknown (90)
- Other: ..... (80)

**ROOF**

- Precoloured metal sheeting (60)  Concrete tile (10)
- Zincalume/gal sheeting (60)  Terracotta tile (10)
- Aluminium sheeting (70)  Shingles (10)
- Fibreglass sheeting (80)  Slate (20)
- Plastic sheeting (80)  Concrete (20)
- Cement fibre (30)  Unknown (90)
- Not applicable  Unknown (90)
- Other: ..... (80)

**FLOOR**

- Timber (40)  Concrete (20)
- Timber subfloor (40)  Natural earth (80)
- Steel (80)  Steel subfloor (80)
- Not applicable  Unknown (90)
- Other: ..... (80)

**FRAME**

- Timber (40)  Steel (60)
- Reinforced concrete (80)  Aluminium (70)
- Masonry (80)  Unknown (90)
- Not applicable  Unknown (90)
- Other: ..... (80)

**13. Development details - for building works only**

What is the Gross Floor Area of proposed addition/new building (m<sup>2</sup>): ..... What is the area of the land (m<sup>2</sup>): .....

How many storeys (including underground storeys) are to be included in the proposed new building? .....

Is the new building to be attached to: An existing building?  YES  NO Any other new building?  YES  NO

Number of existing dwellings to be demolished: ..... Number of pre-existing dwellings: .....

How many new dwellings in the building are proposed? ..... Does the site contain a dual occupancy? .....

Is the existing building/land provided with any existing fire safety measures?  YES  NO (If yes, a list of such measures must be submitted)

Are any new/additional fire safety measures to be provided?  YES  NO (If yes, a list of those measures must be submitted with this application)

**14. Building Classification - for building works only**

The Applicant must identify the BCA class of the proposed buildings

Building

Identify Part or Whole

BCA Classification

.....  
 .....

**15. PCA Nomination**

**YES**  If yes, please read below

**NO**

Are you nominating Council as the Principal Certifying Authority for the proposed building/subdivision works?

If nominating Council as the Principal Certifying Authority for the proposed building/subdivision works, you must also complete the additional attached form titled '**Appointment of Dubbo Regional Council as the Principal Certifying Authority**'.

**Note:** The appointment of the Principal Certifying Authority (PCA) cannot be made by the builder/principle contractor unless they are also the owner of the land.

Part 3

Accompanying Documents

16. You must list all documents accompanying this application:

(Schedule 1 EP&A Reg.)

.....
.....
.....

(If insufficient room, please attach a separate list of the accompanying documents)

17. Have you provided:

- 3 copies of the building construction plans/drawings? YES [ ]
3 copies of the applicable supporting specifications, statements etc? YES [ ]
2 copies of the BASIX Certificate, if BASIX-affected development? YES [ ] N/A [ ]
• 4 copies of the subdivision construction plans/drawings? YES [ ] N/A [ ]

18. Is a Builder's Insurance Indemnity Certificate required?

YES [ ] NO [ ]

An Insurance Indemnity Certificate must be obtained for any 'residential building work' performed by a licensed builder or contractor which exceeds a contract value of \$12,000.

Note: As from 1 February 2012, the \$12,000 threshold increases to \$20,000.

18. Is a Long Service Leave Levy payment required?

YES [ ] NO [ ]

A Long Service Leave Levy is applicable for construction work \$25,000 and above.

Part 4

Signatures

19. Are you the sole owner of the land? YES [ ] NO [ ] If no, please ensure Q20 is completed.

20. Consent of all owner(s) to lodge this application

The owner's authorisation to lodge this application must be obtained if you are not the owner. This is a mandatory requirement of the Act.

As owner of the above property, I/we consent to this application and grant permission for:

- (1) The Applicant to:
• submit amendments in relation to such application,
• make application for an occupation certificate;
• make application for modification of any subsequent certificate, and
(2) Council officers to enter upon such property for the purposes of assessing this application and the performing of any associated and subsequent inspections.

Date: [ ]

Signature(s) [ ]

Name(s) Please print [ ]

Owner's address: [ ]

21. Applicant's Declaration

Before signing, make sure you have addressed and completed all applicable questions on this form.

I apply for a Construction Certificate in respect of the development described in this application, and I declare that to the best of my knowledge and belief, the information supplied is correct and complete. I also understand that:

- Personal information, provided on/with this application will be available to be accessed by the Public pursuant to the EP & A Act and the GIPA Act. The subject Acts permit members of the public to obtain extracts of the application's determination and of certain accompanying documentation.
• This application authorises Council officers to enter the property to perform inspections associated with its processing and subsequent determination.
• I will be liable to pay for any fees charged by Fire & Rescue NSW as a consequence of them undertaking any inspections and issuing Initial and Final Fire Safety Reports associated with the subject building.
• I am liable to pay for/rectify any damage caused to Council roads, drains etc arising from construction works associated with the proposed development.

Signature: [ ]

Date: [ ]

## 22. The application must be accompanied by the following documents:

| For building work:   | Yes                      | N/A                      | Office Use Only          |
|--|--------------------------|--------------------------|--------------------------|
| <b>1. Detailed plans of the building.</b> The plans must be drawn to a suitable scale and consist of a general plan and site plan:   |                          |                          |                          |
| • <b>Site plan</b> , which must indicate the following:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Location, boundary dimensions, and north point of the land,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The location of any existing and proposed buildings on the land,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Dimensioned clearances of the proposed building from the boundaries and existing buildings,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Proposed finished floor levels of the building,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Proposed finished levels of the land, indicating the proposed method of draining stormwater from and around the building to its point of discharge,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Existing levels of the land in relation to buildings and roads,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Proposed erosion and stormwater management controls during construction,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Any proposed areas of cut and fill and their relative depths,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Any proposed retaining walls and fencing.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The location of any known utility services within the allotment eg sewer and water mains etc,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The location of any known easements within the allotment eg sewer, R.O.W. etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <b>General plans of the building</b> , which must indicate the following:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - A dimensioned floor plan of each level of the proposed building showing layout, partitioning, room sizes and intended uses of each part of the building,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - A dimensioned drawing of each elevation of the proposed building,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - A dimensioned section through the proposed building,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - All dimensions shown on the plans are to be in metric,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Where the works involve alterations, additions or extensions to an existing building, the plans must clearly indicate which works constitute the changes you propose to make, by colouring or other means, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Where applicable, location and type of wind bracing and the site's wind classification,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The fire safety and fire resistance measures (if any), and their height, design and construction,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Detailed engineering plans applicable to the building.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Detailed specifications of the building.</b> The specifications are to:  |                          |                          |                          |
| - 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 and water supply,                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - State whether the materials proposed to be used are new or if second hand, give details of.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Details of the Fire Safety Measures:</b>   |                          |                          |                          |
| - A list of any fire safety measures proposed to be included in the building and on the site,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - If you propose to alter, rebuild or add to an existing building, a list of any current fire safety measures present in the building and on the site.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Evidence of any accredited component, process or design on which you seek to rely.</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Where you propose to meet the performance requirements of the BCA by using an alternative solution to the deemed-to-satisfy provisions of the BCA:</b>   |                          |                          |                          |
| - A list of the performance requirements you will meet by using the alternative solution,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The details of the assessment methods you will use to meet those performance requirements,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - A copy of any compliance certificates on which you rely.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6. A Long Service Levy payment to construct the building, unless:</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • A long service levy has already been paid for the building – evidence must be submitted,   |                          |                          |                          |
| • The cost of construction is less than \$25,000,  |                          |                          |                          |
| • The building will be constructed for a public authority and the work undertaken by persons employed by that Public Authority,  |                          |                          |                          |
| • The building will be constructed by or for a church or non-profit organisation and will be built wholly or partly by volunteers, or  |                          |                          |                          |
| • The building will be constructed by an owner-builder.  |                          |                          |                          |

| Special submission requirements for certain types of building works:                                | Yes                      | N/A                      | Office Use Only          |
|---|--------------------------|--------------------------|--------------------------|
| • If food is to be prepared/stored/sold to the public in the building, interior fit-out plans.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Where the land is flood-prone, design/structural details for flood-resistant construction.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Disabled toilet(s) design plan and elevations drawn to a scale of 1:20 and associated facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| For subdivision works:   | Yes                      | N/A                      | Office Use Only          |
|--|--------------------------|--------------------------|--------------------------|
| <b>1. The details of existing and proposed subdivision pattern.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. The details of consultation with the public authorities providing the services you will need.</b>                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Existing ground levels and the proposed ground levels when the subdivision is completed.</b>                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Detailed Engineering plans</b> which must indicate, where applicable, the following:                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Earthworks   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Roadworks and road pavement, including a geotechnical pavement design  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Road furnishings and landscaping works   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Stormwater drainage  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Water supply works, including a WYSYS analysis   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sewerage works   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Soil and water management plan, including soil and erosion control works   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Copies of any compliance certificates on which you rely.</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6. A Long Service Levy payment for the subdivision construction works, unless:</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • A long service levy has already been paid for the works – evidence must be submitted, or                                   |                          |                          |                          |
| • The cost of construction is less than \$25,000, or   |                          |                          |                          |
| • The works will be constructed for a public authority and the work undertaken by persons employed by that Public Authority. |                          |                          |                          |

# APPOINTMENT OF DUBBO REGIONAL COUNCIL AS THE PRINCIPAL CERTIFYING AUTHORITY

The personal information collected on this form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PIIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning & Assessment Act, and in accordance with such Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies in accordance with the PIIP Act and GIPA Act. Enquiries may be directed to Council's Public Officer concerning Council's Privacy Management Plan or your right of access to your personal information as held by Council or its amendment.

**Note: The appointment of the Principle Certifying Authority (PCA) cannot be made by the Builder/Principle Contractor unless they are also the owner of the land upon which the subject building work will be undertaken.**

I, \_\_\_\_\_  
(Applicant's full name - Please print)

being the Applicant, authorise and appoint Dubbo Regional Council as the **Principal Certifying Authority** for the following building work pursuant to s109E of the Environmental Planning and Assessment Act, 1979:

\_\_\_\_\_  
(Proposed building works)

at \_\_\_\_\_  
(Property description/location)

This Appointment is made in relation to the building work associated with the following consent:

**Development Consent No. D \_\_\_\_\_ / \_\_\_\_\_**

For the purposes of this Notice of Appointment:

- **Principal Certifying Authority:** Means Dubbo Regional Council including its officers and staff or other employees authorised to act on its behalf.
- **Applicant:** Means the person entitled to act upon the development consent and construction certificate to which the subject building works relate, and includes the owner of the land, and where authorised by the owner of the land, the person(s) by which the application for the development consent/construction certificate was made, but excludes the Builder/Principal Contractor if they are not also the owner of the land.
- **Principal Contractor:** For building work means the person responsible for the overall co-ordination and control of the carrying out of the building work but does not include an owner-builder.
- **Agent:** Means the builder, clerk of works, supervisor, contractor or other persons engaged by the Applicant to undertake the construction of the subject building work for or on behalf of the Applicant, whether in part or as a whole.

The **Applicant** acknowledges and accepts that as a requirement of its appointment, the **Principal Certifying Authority** has specified the following conditions to which the **Applicant** and his/her agents must comply.

## Conditions of Appointment:

- The **Applicant** is to ensure its **agent** erects upon the subject building site, the required building contractor's sign as specified under the Environmental Planning and Assessment Regulation, 2000, prior to building work commencing. Such sign shall include the Council's name (Dubbo Regional Council) as the appointed **Principal Certifying Authority** for the work and the following telephone number as its contact number- 6801 4000.
- The **Applicant** and its agent will obtain any other necessary concurrence or approval required by Telstra, Essential Energy, AGL, Council or other relevant service/regulatory authority; and where the development comprises residential building work, to provide to the **Principal Certifying Authority** evidence that the **Applicant's** builder is licensed and insured, or an owner-builder permit has been obtained, prior to commencement of the work.

Where an alteration or amendment is proposed to the project, the alteration/amendment will be discussed with the **Principal Certifying Authority** prior to inclusion. The **Applicant** accepts that the **Principal Certifying Authority** may refuse consent to the alteration and may require the obtaining of a further Construction Certificate or modification of the existing Construction Certificate.

## APPOINTMENT OF DUBBO REGIONAL COUNCIL AS THE PRINCIPAL CERTIFYING AUTHORITY *continued*

- The **Applicant** will ensure that access to the site is not inhibited in any way to the **Principal Certifying Authority** for the purposes of undertaking the nominated inspections and any subsequent re-inspections arising from them.
- A number of inspections, which are generally listed below, are required to be undertaken by the **Principal Certifying Authority** for the purposes of the **Principal Certifying Authority** satisfying itself that during specific stages of the development's construction the nominated work is being erected in accordance with its Construction Certificate. The **Applicant** agrees that he/she or its **agent** will give not less than twenty-four (24) hours prior notice for each nominated inspection, and that the subject works will not be covered until the inspection has been performed and the work passed by the **Principal Certifying Authority**.

### INSPECTIONS THAT TYPICALLY MAY BE REQUIRED

(Will depend upon the specific nature of the proposed work and its prescribed critical stage inspections.)

1. Site inspection prior to commencement of building work;
  2. Strip footings/blob footings/pier holes with reinforcement in position;
  3. Floor slab with reinforcement in position;
  4. Frame before erection of cladding/wall linings/ceiling linings;
  5. Prior to covering of waterproofing in wet areas;
  6. Prior to covering of stormwater connection;
  7. Final upon building reaching completion stage prior to occupation/use
  8. Water plumbing (undertaken by Council as the Water Supply Authority); and
  9. Internal/external sanitary plumbing and drainage (undertaken by Council as the Sewerage Regulatory Authority).
- The **Applicant** accepts the responsibility to ensure that its **agents** are made aware of the necessity for the inspections to be carried out prior to covering, and where the inspections find that the project has deficiencies, that all necessary steps will be taken to ensure that the alterations required are undertaken to allow the project to continue.
  - Where directed by the **Principal Certifying Authority** that remedial work is required, such remedial work will be performed and the **Principal Certifying Authority** notified upon completion of the rectification work. Where a re-inspection is required by the **Principal Certifying Authority** to ascertain such rectification works have been adequately performed, the **Applicant** agrees that a further fee may be imposed for each subsequent inspection, to be paid prior to the inspection being carried out or prior to issue of the occupation certificate.
  - The **Applicant** agrees that in the case where the development constitutes building works, the building will not be occupied prior to the issue of an Occupation Certification by the **Principal Certifying Authority**. The **Applicant** accepts full responsibility for any action required to obtain an Occupation Certificate and will take all reasonable steps to ensure that the appropriate inspections, fire safety certificates and conditions of development consent are conducted, obtained and complied with to allow issue of the occupation certificate.
  - Where the nature of the proposed building work necessitates the obtaining of Initial and Final Fire Safety Reports from Fire and Rescue NSW (formerly the NSW Fire Brigades) under clauses 144 and 152 of the EP&A Regulation, the **Applicant** undertakes to pay or reimburse the **Principal Certifying Authority** the fees and charges so imposed by Fire and Rescue NSW for the provision of such services.

Where an inspection finds areas of non-compliance with the provisions of the Building Code of Australia, Development Consent, Construction Certificate or other relevant standard, the **Principal Certifying Authority** will notify the **Applicant** or its **agent** of the findings of the inspection to permit rectification.

The **Applicant** agrees to the conditions of this Notice of Appointment and will undertake to have the project completed in accordance with all the necessary standards and regulations including its Development Consent and Construction Certificate.

This appointment takes effect upon the **Applicant** making his/her signature below.

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(Applicant's signature)

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(Date)