

Compliance Certificate Application

Under Division 6.5 of the *Environmental Planning & Assessment Act 1979*

Expiry Date: 30 June 2019

About this form

Use this form to apply for a Compliance Certificate being a certificate to the effect that:

- I. The specified building work or subdivision work has been completed as specified in the certificate and complies with the specified plans and specifications, or
- II. A condition with respect to specified building work or subdivision work (being a condition attached to a development consent or complying development certificate) has been duly complied with, or
- III. A specified building or proposed building has a specified classification identified in accordance with the Building Code of Australia, or
- IV. Any specified aspect of development complies with the requirements of any other provisions prescribed by the regulations.

Before lodging this application the owner of the property must enter into an 'Agreement for Certification Work' with Council pursuant to section 73A of the *Building Professionals Act 2005*.

Lodgement & Fees

Please follow instructions on Page 2

Any questions

Phone Customer Service on (02) 9391 7000, or call in personally (see page 2)

▼ Applicant Details

1. Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Family name (or company):

Given names (or ABN):

Postal address:

..... Post Code:

Phone (1) (....) Fax (....)

Phone (2) (....) E-mail:

Contact person (Only if a company etc).....

▼ Property Details

2. Address of property

Street No: Street:

Suburb: Postcode:

▼ Details of Application

3. Certificate details

Development Consent No:

Construction Certificate No:

Type of certificate:
ie footings, structural steel, stormwater, classification, subdivision, final/occupancy etc (include location)

Date of proposed inspection:

Signature

4. Signature of Applicant

I/we request Woollahra Municipal Council to issue a Compliance Certificate, for the specified element(s) in accordance with the following terms and conditions.

1. The Fees payable under this Agreement are as prescribed by the Council's adopted fees and charges schedule for inspections and occupation certificates.
2. The Fees must be paid before the Council undertakes any work, including inspections.
3. There is no refund of the Fees under any circumstances.
4. This application does not require the Council to issue any Certificate if, acting lawfully, it is unable to do so.
5. I/we agree to provide to the Council all documents which the Council reasonably requires in order to consider the applicable application.
6. I/we agree to provide the Council with access to the development site as reasonably required by Council, and will ensure that our employees, agents and contractors do not obstruct the Council in performing its duties.
7. I/we agree to indemnify the Council and keep the Council indemnified in relation to all claims, actions, suits, losses and liability arising from the Council considering this application, except where that claim action, suit loss or liability is caused by the negligence of Council or any agent or employee of the Council.

Signature: Date:

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application.</i> <input checked="" type="checkbox"/> Receiving Officer:.....Date:..... <input checked="" type="checkbox"/> Cashier:.....Date:.....	OFFICE USE ONLY		
	Fee type	Fee \$	Receipt Code
	Application Fee calculated @ \$190/hour or part thereof. Min. Fee \$190		56
	Total		

How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360
DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
Email: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Who to contact: The Officer handling your application in the Compliance section.

If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application.

Fees

Fees are calculated on an hourly rate of \$190 per hour or part thereof.

Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit Card payment will incur a processing fee.

Acknowledgement

You will receive a receipt specifying the amount of fees paid.

Making a personal visit?

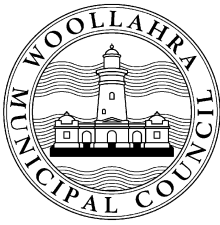
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

Privacy Notification

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



Agreement for certification work for an application for a Compliance Certificate

Under s73A of the *Building Professionals Act 2005*, an accredited certifier must not carry out certification work for a person unless the certifier, or their employer, has entered into a written agreement with the person. This form, when signed by both parties, forms the agreement between you and the Council for the provision of certification services for the determination of an application for a Compliance Certificate.

A. Parties to the Agreement

Woollahra Municipal Council (the Council)

Address: 536 New South Head Road Double Bay NSW 2028

Telephone: (02) 9391 7000

Email: records@ Woollahra.nsw.gov.au

AND

..... (the Client)

Address:

Phone (B) (....) Fax (....)

Phone (H) (....) E-mail:

B. Persons who may carry out the certification work and inspections

Certification work and inspections under this Agreement may be carried out by any of the following employees of the Council subject to the terms of their accreditation:

Officers Name	Accreditation Level	Registration No:
Glenn Lawrence BRIGGS	A1 – Accredited Certifier	BPB0947
Richard Alan SMITH	A1 – Accredited Certifier	BPB1916
Craig Norburn JENNER	A1 – Accredited Certifier - Conditional	BPB1691
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
Konstantine RAISSIS	A3 – Accredited Certifier	BPB1601
Ayman TAWFILS	A3 – Accredited Certifier - Conditional	BPB1405
Any other employee of Woollahra Municipal Council with appropriate accreditation under the <i>Building Professionals Act 2005</i>		

C. Certification work to be performed

The certification work to be performed under this agreement is the determination of an application for a Compliance Certificate.

D. Details of the development

Description of development: (eg: single storey dwelling)
Estimated cost of development requiring a compliance certificate	\$ Please state the full contract price for labour and materials, or a realistic estimate provided by your architect or quantity surveyor.
Address & Formal particulars of the title of the development site	Unit, shop or suite:..... Street No:..... Street:: Suburb: Lot(s): Section:..... Deposited Plan(s): Strata plan: Other..... You can get these details from recent rate notices, property deeds or the Land Titles Office
Development consent/Complying Development Certificate (CDC)/Part 6 certificate particulars	
Name of consent authority/certifying authority
Development consent /CDC/ Part 6 certificate identifier
Date of development consent/CDC/Part 6 certificate
Details of plans, specifications and other documents approved by development consent/CDC/Part 6 certificate

E. Services to be performed by the Council

The Certifier will, on behalf of the Council, perform the following services including:

1. Conducting an inspection of any building work or subdivision work if necessary.
2. Where appropriate, ascertain if a development consent or complying development certificate is in force with respect to building work or subdivision work which is the subject of the application.
3. If the application is granted, prepare a compliance certificate and issue it to you for the specified element of the development, as described on the completed application form.

F. Fees and charges

Fixed fee agreement

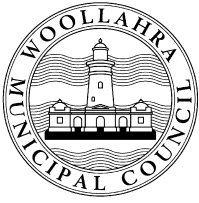
Council will undertake for a fixed fee all work involved in assessing, determining and finalising the application as set out in the Description of Services, including the costs of any service provided by a third party and any fees for obtaining or lodging documents, **except** for contingency items (if any) specified below.

Fixed fee for assessing the compliance certificate	\$
Contingency items	Not applicable

Signatures

.....
Signed/executed by or on behalf of the Council

.....
Signed/executed by or on behalf of the Client



Credit Card Payment Form

All credit card payment will incur a processing fee currently 0.55%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA																
Full Name on Credit Card																				
Credit Card No.				--																
Card Expiry Date			--			Total Amount Paid	\$													
Cardholder's Signature																				
Date										Contact Phone No.										

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For _____

Council Reference Eg. DA No.etc _____

Address (where applicable) _____

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	