

# Construction Certificate Application

Under Division 6.3 of the *Environmental Planning and Assessment Act 1979*

Expiry Date: 30 June 2021

## About this form

Use this form to apply for a construction certificate for proposed building work. You can only make this application if you have prepared detailed building plans, specifications and certified engineering details.

**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 the instructions on Page 4.

## Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 4)

## Application and site details

**1. Your name, address and contact details**

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ACN): .....

Postal address: .....

..... Post Code: .....

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

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

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

**2. Location and title description of the property**

Unit, shop or suite: ..... Street No: ..... Street: .....

Suburb: .....

Lot(s): ..... Section: .....

Deposited Plan(s): ..... Strata Plan: .....

Other: .....

*Get these details from rate notices, property deeds, or Council property maps.*

**3. Development application particulars**

You may only make this application if you already have development consent.

Consent No:..... Date:.....

**4. Type of Development**

<input type="checkbox"/> A. Building or structure	<input type="checkbox"/> E. Change of use
<input type="checkbox"/> B. Demolition	<input type="checkbox"/> F. Sign or advertisement
<input type="checkbox"/> C. Earthworks or similar	<input type="checkbox"/> G. Other (please specify)
<input type="checkbox"/> D. Subdivision	.....

**5. Description of the proposed building or subdivision work.**

.....

.....

.....

**6. Please specify classification of building**

.....

In the case of building work specify the class of the building under the Building Code of Australia

**7. Estimated cost of the works?**

\$ .....

Please state the full contract price for labour and materials, or a realistic estimate provided by your architect or quantity surveyor.

# Checklist

## 8. Where relevant have you provided:

- 4 copies of the detailed building plans  
*You must provide the required number of copies. (If proposal for alterations or additions, new work must be coloured).*
- 4 copies of the specifications
- 2 copies of certified engineering details
- Any document or information required by a BASIX Certificate
- 2 copies of any compliance certificates to be relied upon
- List of any fire safety measures proposed and/or existing for all buildings (other than Class 1a or Class 10 (refer to DA Consent))
- For Residential Flat Buildings of 3 or more storeys and 4 or more dwellings a design verification statement from a qualified designer  Yes  Not relevant

## 9. Who will be doing the building work?

*You must tell us the builder's name, address and licence number (or O/B permit number) before work commences.*

- Owner-builder
  - Licensed builder
- Family name (or company): .....
- Given names (or ABN): .....
- Address: .....
- .....
- Phone (B): (....)..... Fax: (....).....
- Phone (H): (....)..... Licence No: .....
- Unknown (You must provide this information with our Notice of Commencement)

## 10. Do you need an Owner-Builder Permit?

*If you are an owner-builder for residential building work exceeding \$5,000 you must apply for a permit at the Department of Fair Trading, Level 6, 175 Castlereagh Street, Sydney. Ph (02) 92860006. A copy should be provided with this application.*

- Yes
- Not relevant

## 11. Do you need to register with the Australian Taxation Office under the prescribed payments scheme?

The Tax Office is at 100 Market Street, Sydney (GPO Box 9990 Sydney 2001). Phone 132866 for details.

- Yes
- Not relevant

## 12. Do you need Home Building Act insurance?

If you are using a licensed builder for residential building work exceeding \$20,000 you must obtain Home Building Act insurance. A certificate of insurance must be provided with this application or submitted with the Notice of Commencement.

- Yes
- Not relevant

## 13. Do you need to pay the Building Industry Long Service Levy?

Only required if the development involves building work exceeding \$24,999.

You can pay with your application fee. Alternatively, send your payment to the Long Service Payments Corp., Locked Bag 3000, Central Coast MC NSW 2252. Phone 131441 for details. Proof of payment must be submitted to Council before your application can be determined.

- Yes
- Not relevant

## 14. Have you discussed the plans with a Council Officer?

If 'Yes', who did you speak to? .....

- Yes
- No

## 15. Have you complied with all the conditions of development consent that require specific matters to be completed or satisfied before a construction certificate may be issued?

For example, detailed landscape and drainage plans, drainage calculations, section 94 contributions, etc. Please check the Development consent before lodging this application

- Yes
- Not relevant

## Signatures

### 16. Owner's consent

Must be signed by the owner of the land. If more than one owner, every owner must sign.

For strata units 'Body Corporate' approval is required.

If the owner is a company or owner's association, must be signed by a director of company or, if a corporation, a letter with the corporate seal must be provided.

### 17. Your declaration

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections as per the 'Agreement of Service'

☒ Signature: ..... Date: .....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....  
(eg, power of attorney, executor, trustee, company director)

I apply for a Construction Certificate to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected, and that
- more information may be requested within 21 days of lodgement.

☒ Signature: ..... Date: .....

## 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 Chamber  
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](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The assessment Officer handling your application in the Planning and Development Department.

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

### Fees

Fees are calculated on a scale based on the contract value of the work.

**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 at which time a 'fixed price' quotation will be provided.**

### Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, 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.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

### 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 and 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.



# Statistical return for the Australian Bureau of Statistics

18. What is the gross site area of the land?

Area:.....m<sup>2</sup>

19. Gross floor area of existing building?

If no existing building, write 'Nil'

Existing floor area: .....m<sup>2</sup>

20. Gross floor area of proposed building?

If additions or alterations, only give the additional floor area.

Proposed floor area .....m<sup>2</sup>

21. What is the existing building or site used for at present?

If vacant, write 'Vacant'.

Main use: .....

Other uses: .....

22. What will the proposed building be used for?

Main use: .....

Other uses:.....

23. Number of storeys including underground storeys in the building?

.....

24. For each proposed new residential building answer questions A-F

A. What is the number of existing dwellings on the land on which the new building is to be erected?

..... dwellings

B. What is the number of those existing dwellings that are to be demolished in connection with the erection of the new building?

..... dwellings

C. What is the number of dwellings to be included in the new building?

..... dwellings

D. Is the new building to be attached to any existing building?  Yes  No

E. Is the new building to be attached to any other new building?  Yes  No

F. Does the land contain a dual occupancy?  Yes  No

25. What are the main building materials?

Tick one box for each of the walls, floor, roof and frame

**Floor**

- 20 Concrete or Slate
- 40 Timber
- 80 Other
- 90 Not specified

**Frame**

- 40 Timber
- 60 Steel
- 70 Aluminium
- 80 Other
- 90 Not specified

**Walls**

- 11 Brick (double)
- 12 Brick (vener)
- 20 Concrete or stone
- 30 Fibre cement
- 40 Timber
- 50 Curtain glass
- 60 Steel
- 70 Aluminium
- 80 Other
- 90 Not specified

**Roof**

- 10 Tiles
- 20 Concrete or Slate
- 30 Fibre cement
- 60 Steel
- 70 Aluminium
- 80 Other
- 90 Not specified

## NOTE 1

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

### Building Work.

In the case of an application for a construction certificate for **building work**:

- a) copies of compliance certificates relied upon
- b) four (4) copies of detailed plans and specifications

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 on area belonging to that floor and the levels of the adjacent ground
- indicate the height, design, construction and provision for fire safety and fire resistance (if any)

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
  - state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used.
- c) a statement as to how the performance requirements of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),
  - d) a description of any accredited building product or system sought to be relied on for the purposes of section 4.15(4) of the Act,
  - e) if the development involves building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house or work that relates only to fire link conversion):
    - i) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
    - ii) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work. The list must describe the extent, capability and basis of design of each of the measures concerned.
  - f) copies of any compliance certificate to be relied on,
  - g) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,
  - h) in the case of development to which is a BASIX affected development or BASIX optional development,
    - i) such other documents as any BASIX certificate for the development requires to accompany the application. Where the development was required to have a BASIX Certificate, the matters requested by that certificate are to be included in the plans and specifications.
    - ii) a BASIX certificate or BASIX certificates for the development, being either the BASIX certificate applicable to the development when the relevant development consent was granted or some other BASIX certificate or BASIX certificates that has or have been issued no earlier than 3 months before the date on which the application is made.
    - iii) If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.
  - i) An application for a construction certificate that relates only to fire link conversion need only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.

### Subdivision Work

In the case of an application for a construction certificate for **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

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. The subdivision plans and specifications shall include details of the existing and proposed subdivision pattern (including the number of lots and the location of roads), and details as to which public authorities have been consulted with as to the provision of utility services to the land concerned.

## **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 the following:

- a) in the case of work by a licensee under the Act:
  - i) a statement detailing the licensee's name and contractor licence number, and
  - ii) 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:
  - i) a statement detailing the person's name and owner-builder permit number, or
  - ii) 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.

**Receipting - OFFICE USE ONLY**

To be completed by Council's Cashier and Customer Service Officer.  
 \* GST is included in the fee.  
 Retain your receipt as proof of lodgement of the application.

Receiving Officer:

☒ .....

Date:.....

Cashier:

☒ .....

Date:.....

Fee type	Fee	Receipt Code	
* Construction Certificate Fee as per 'Agreement of Service'		257	
Footpath Deposit Admin Fee	\$202.00	016	
Footpath Damage Deposit		115	
Long Service Levy Fee		256	
S94 contribution		T94	
S94A Levy		T96	
Other Bonds/Guarantees			
Other Fees			
Lodgement Fee	\$36.00	53	
Total			

**Determination (office use only)**

**1. Determination**  Delete which one is not applicable Approved / Refused

Date of Determination: .....

**2. Certificate**

I certify that the work if completed in accordance with these plans and specifications will comply with the requirements of s 6.7 of *the Environmental Planning and Assessment Act 1979*.

Signature..... Date of endorsement ..... Certificate No. ....

*\* Prior to commencement of work ss 6.6 of the Environmental Planning and Assessment Act 1979 must be satisfied.*

*Certifying authority*

Name of certifying authority:.....

If accredited certifier Accreditation No: .....

Contact No:.....

Address: .....

**3. Plans & Specifications to which this determination applies**

Plans: .....

Specifications: .....

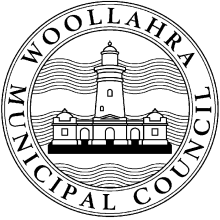
Structural Details: .....

Compliance Certificates: .....

Other Documentation:.....

**Right of Appeal**

Section 8.16 of the *Environmental Planning and Assessment Act 1979* confers on an applicant who is dissatisfied with this determination a right of appeal to the Land and Environment Court exercisable within 6 months of the date of the determination.



## Agreement for certification work for the assessment of a Construction Certificate Application

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 a Construction 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 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
Timothy John TUXFORD	A1 – Accredited Certifier - Conditional	BPB1627
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
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>		

Inspections required under the *Environmental Planning and Assessment Act 1979* 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
Timothy John TUXFORD	A1 – Accredited Certifier - Conditional	BPB1627
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
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 construction certificate

**D. Details of the development**

Description of development (eg: single storey dwelling)	..... ..... ..... ..... ..... .....
Estimated cost of development requiring a construction 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
<p align="center"><b>Development consent particulars</b></p>	
Name of consent authority	.....
Development consent no./identifier	.....
Date of development consent	.....
Details of plans, specifications and other documents approved by development consent	..... ..... .....

**E. Services to be performed by the Council**

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. If necessary, obtain a certificate under section 10.7 (formerly 149) of the EP& A Act
2. If the development is on a site which affects an existing building, inspect, or arrange for another accredited certifier to inspect, the building and prepare a record of the inspection.
3. If clause 144 of the EP& A Regulation applies to the development (i.e. alternative solutions for certain fire safety measures), apply to the Fire Commissioner for an initial fire safety report.
4. If the development is a residential flat building, obtain a design verification from a qualified designer under clause 50(1A) of the EP& A Regulation

5. If clause 144A of the EP& A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer.
6. Assess whether the application satisfies the requirements of the EP&A Regulation, including compliance with the BCA, the development consent and any pre-conditions to the issue of a CC.
7. Determine the application and prepare a notice of the determination.
8. If the application is granted:
  - a. prepare a construction certificate
  - b. endorse all relevant plans, specifications and other documents
  - c. prepare any associated fire safety schedule or fire link conversion schedule
  - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
  - e. ascertain if any security or monetary payment or levy under sections 7.11 or 7.12 (formerly 94 or 94A) of the EP&A Act are required before the CC is issued.
  - f. issue CC to the Client together with associated endorsed plans specifications and other approved documents.
  - g. forward copies of documents prepared to the consent authority as required by the EP&A Regulation.

**F. Fees and charges**

<p><b>Fixed fee agreement</b></p> <p>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, <b>except</b> for contingency items (if any) specified below.</p>	
Fixed fee for assessing the construction certificate	<p>\$</p> <p>.....</p> <p>.....</p>
Contingency items	Not applicable

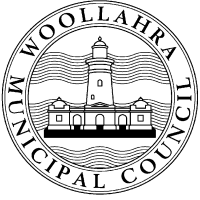
**Signatures**

.....

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: Wollahra 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  Yes  No

Cashier \_\_\_\_\_

Date \_\_\_\_\_