



Central Coast Council

# Construction Certificate Application Form

# Construction Certificate Application Form



New Construction Certificate



Amendment of Construction Certificate: \_\_\_\_\_ / \_\_\_\_\_

## 1 APPLICATION DETAILS

Applicant's Name					
Lot		Section		DP / SP	
Address of Proposed Development					

## BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT


## DOCUMENTS ACCOMPANYING THIS APPLICATION


## BCA BUILDING CLASSIFICATION


## PARTICULARS OF PROPOSAL

Gross floor area of existing building (m <sup>2</sup> )		Does the site contain a dual occupancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gross floor area of proposal (m <sup>2</sup> )		Number of pre-existing dwellings	
Number of dwellings to be demolished		Number of proposed dwellings	
How many storeys will the building consist of?		Estimated cost of construction	\$

## MATERIALS TO BE USED

<b>FLOOR</b>		
<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Other / Unknown
<b>FRAME</b>		
<input type="checkbox"/> Timber	<input type="checkbox"/> Steel	<input type="checkbox"/> Other / Unknown
<b>ROOF</b>		
<input type="checkbox"/> Aluminium	<input type="checkbox"/> Concrete	<input type="checkbox"/> Tiles
<input type="checkbox"/> Slate	<input type="checkbox"/> Steel	<input type="checkbox"/> Other / Unknown
<b>WALLS</b>		
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Brick, double or single	<input type="checkbox"/> Timber / weatherboard
<input type="checkbox"/> Concrete / concrete block	<input type="checkbox"/> Steel	<input type="checkbox"/> Cladding – fibrous cement
<input type="checkbox"/> Cladding – aluminium	<input type="checkbox"/> Curtain glass	<input type="checkbox"/> Other / Unknown

## OFFICE USE ONLY

CC No:	Date:	CSO name:
DA No:	Date of consent: (if applicable)      /      /	

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## 2 APPLICANT'S DETAILS

Name(s)			
Postal Address			
Telephone		Facsimile	
Mobile		Email	
Signature of Applicant(s)		Date / /	

## 3 OWNER'S DETAILS

Name(s)			
Postal Address			
Telephone		Facsimile	
Mobile		Email	
Signature of Owner(s)		Date / /	

The names and signatures of **all** owners should be shown in this section.

## 4 PRINCIPAL CONTRACTOR / OWNER BUILDER'S DETAILS

Name(s)			
Postal Address			
Telephone		Facsimile	
Contractor's Licence No or Owner/Builder's Permit No.			

## PRIVACY

The information provided in this application and supporting documentation, is required to enable it to be assessed by Council and relevant State agencies. In accordance with the *Government Information (Public Access) Act 2009*, the application and supporting documentation will be placed on Council's website in full; with the exception only of the information provided at questions on page 3 of this form. Additionally, members of the public are entitled to access and take copies of the application and supporting documentation. Persons identified on the application may apply to Council to access or amend the information at any time.

## COPYRIGHT INDEMNITY

The applicant hereby grants a royalty free, non-exclusive licence or will obtain the grant of such a licence to the Council to copy, reproduce, republish, transcribe or distribute the documents lodged with this development application for the purpose of notification of the development application, assessment of the development application and compliance with the provisions of the *Government Information (Public Access) Act 2009*. As far as is permitted by law the applicant hereby indemnifies the Council against any damages or claim arising from the exercise of such a licence.

## OFFICE USE ONLY

CC No:	Date: / /	CSO name:
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# Notes

## 1 APPLICATION DETAILS

It is important that the property is accurately identified by its legal description.

## 2 APPLICANT(S)

Anyone can apply for approval but if the applicant is not the owner of the land, then the owner's written consent to lodge the application is required.

All correspondence and notice of determination will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.

By signing this application, you are acknowledging that you have read the notes and instructions on this form and the accompanying checklist, and have included all the requested information as it applies to this application.

The information provided in this application is required to enable the application to be assessed by Council and any relevant state agencies. The public is entitled to inspect the application and any associated documents. An image of this form and any related documents will be publicly available on Council's website.

## 3 PROPERTY OWNER(S)

The names and signatures of all owners should be shown in this section.

For application made on Crown land, whether leased or not, the owner's details must be signed by an officer of the Department of Lands who is authorised for these purposes, or Council's Authorised Officer if acting as custodian. (This must be signed prior to lodgement of application)

If the property is owned by a Company, the application must be executed using the Company Seal or the appropriate director's signature. Any person signing on behalf of the Company must state the authority by which that person acts

By signing you are giving consent to the applicant identified on this form, to lodge this application with Wyong Shire Council.

The information provided in this application is required to enable the application to be assessed by Council and any relevant state agencies. The public is entitled to inspect the application and any associated documents. An image of this form and any related documents will be publicly available on Council's website.

## 4 PRINCIPAL CONTRACTOR / OWNER BUILDER'S DETAILS

You need to provide details of the builder that will carry out the work. If the work is not undertaken by a licensed builder, an owner/builder permit will need to be obtained from the Department of Fair Trading unless the value of the work is less than \$5000. Application for the permit can be made after lodgement of the Development Application. A copy of the permit is required to be submitted to Council prior to the commencement of work.

## 5 COUNCIL AS YOUR PRINCIPAL CERTIFYING AUTHORITY

### Principal Certifying Authority (PCA):

A PCA is either Council or an Accredited Certifier who oversees the proper construction and completion of works.

**Accredited Certifier (AC):** Is a person accredited to issue Construction and Compliance Certificates of the appropriate Building Class by the Building Professionals Board, administered by the NSW Department of Planning.

**Legal Requirements:** In relation to construction work, the owner of the land **must** appoint a Principal Certifying Authority (PCA) to ensure the project proceeds in compliance with the requirements of the Building Code of Australia and the Environmental Planning and Assessment Act 1979. An Owner / Builder can appoint the PCA, however, a Principal Contractor (builder responsible for co-ordinating and controlling the building work) can only appoint the PCA if s/he is also the owner of the land. The Owner / Builder, or Principal Contractor **must** advise Council of the appointed PCA at least 2 days prior to work commencing on the site, and **must** advise the PCA of the intention to start work at least 2 days prior to that work commencing on site

**This form is for the submission of construction certificate applications under the Environmental Planning and Assessment Act 1979 (as amended) meeting requirements of Form 1 under the Regulation.**