



**COMPLYING DEVELOPMENT & OCCUPATION CERTIFICATE APPLICATION**  
Made under the *Environmental Planning and Assessment Act 1979*  
Sections 85, 85A    Class 2-9

**IDENTIFICATION OF BUILDING**

Has it got a previous lawful use? Please circle:  
   -Yes    -No

What is the use: \_\_\_\_\_

Lot, DP/MPS etc \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

**DESCRIPTION OF DEVELOPMENT**

Detailed Description:

**TYPE OF APPLICATION**

Tick Appropriate Boxes

I apply for the following part 4a certificate

- Complying Development Certificate
- Interim Certificate
- Final Certificate
- Change of Building Use of an Existing Building
- Occupation/Use of a New Building

**APPLICANT**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Phone B/H \_\_\_\_\_ Fax No \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\*When are the works expected to start: \_\_\_\_\_

*As the applicant/owner, I/we hereby;*

- 1. Submit this Complying Development & Occupation Certificate Application under the Environmental Planning & Assessment Act 1979, with Private Certifiers Australia.*
- 2. Appoint Grant Harrington of Private Certifiers Australia as the Principal Certifying Authority for the building work identified in this application.*
- 3. And allow Grant Harrington to submit the notice of commencement to council if required on my behalf.*

**Signature of Applicant/Owner:**

**Sign** \_\_\_\_\_

**Date:** \_\_\_\_\_



**POSTAL ADDRESS**

All documentation should be posted to:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

**CONSENT TO ALL OWNER(S)**  
*(For a Complying Development & Occupation Certificate)*

Name \_\_\_\_\_

**Company** \_\_\_\_\_  
—

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Phone B/H \_\_\_\_\_ Fax No \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_  
—

- I/We as the owner of the above building/property,*
- 1. Consent to the Appointment of Grant Harrington as the PCA (Principal Certifying Authority) and approve of the PCA or their representative to lodge the Notice of Commencement on our behalf with council to authorize the commencement of works on site. I am duly authorized under 109E of the EPA Act to appoint the PCA for the project;*
  - 2. Submit this Complying Development and Occupation Certificate Application under the Environmental Planning & Assessment Act 1979, for determination by the Principal Certifying Authority. OC applied for at completion of works.*
  - 3. Attach a Fire Safety Certificate, where relevant, for the subject building work in accordance with the Fire Safety Schedule.*

**Signature of Owner(s)**

**Sign** \_\_\_\_\_

**Date** \_\_\_\_\_  
—

**VALUE OF WORK**

Estimated Cost of work:

\$

GST:

\$



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**BUILDING CODE OF AUSTRALIA  
BUILDING CLASSIFICATION**

Nominated on the Development Consent

Class

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**COMMERCIAL BUILDING WORK**

Principal Contractor:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

License No. \_\_\_\_\_

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**REQUIRED ATTACHMENTS**

- Note 1 details the information that must be submitted with an application for a complying Development certificate for proposed building works
- Note 2 details the additional information that may be submitted with an application for a complying Development certificate for proposed residential building work.



Schedule 1 information to be  
Collected for ABS Particulars of the proposal

DESCRIPTION

What is the area of the land (m<sup>2</sup>)

Gross floor area of existing building (m<sup>2</sup>)  
What are the current uses of all or parts of the  
building(s)/land?

(If vacant state vacant)

Location Use

Does the site contain a dual occupancy?

What is the gross floor area of the proposed addition or  
new building (m<sup>2</sup>)

What are the proposed uses of all parts of the building(s)/land?

Location Use

Number of pre-existing dwellings

Number of dwellings to be demolished

How many dwellings are proposed?

How many storeys will the building consist  
of?

MATERIALS TO BE USED

<b>Walls</b>	<b>Code</b>	<b>Roof</b>	<b>Code</b>
Brick veneer	12	Aluminium	70
Full brick	11	Concrete	20
Single brick	11	Concrete tile	10
Concrete block	11	Fibrous cement	30
Concrete/ masonry	20	fibreglass	80
Concrete	20	Masonry/terracott a shingle tiles	10
Steel	60	Slate	20
Fibrous cement	30	Steel	60
Hardiplank	30	Terracotta tile	10
Timber/weatherboard	40	Other	80
Cladding aluminium	70	Unknown	90
Curtain glass	50		
Other			
Unknown	90		
<b>Floor</b>	<b>Code</b>	<b>Frame</b>	<b>Code</b>
Concrete	20	Timber	40
Timber	10	Steel	60
Other	80	Other	80
Unknown	90	Unknown	90



Schedule 2 – Existing Essential Fire Safety Measures  
Part 1 of 2

Item No.	Existing Measure	Is this measure Installed in the Building? Yes / No	If yes, enter the current standard of performance (eg: ORD 70 Clause 19.2 or BCA Clause E1.5 & AS 2118.1-1999)
1	Access Panels, doors and hoppers to fire resisting shaft		
2	Automatic fail safe devices		
3	Automatic fire detection and alarm system		
4	Automatic fire suppression system (sprinkler)		
5	Automatic fire suppression system (others – specify)		
6	Emergency lighting		
7	Emergency lifts		
8	Emergency warning and intercommunication system		
9	Exit signs		
10	Fire control centres and rooms		
11	Fire dampers		
12	Fire doors		
13	Fire hydrant systems		
14	Fire seals (protecting openings in fire resisting components of the building)		
15	Fire shutters		
16	Fire windows		
17	Hose reel system		
18	Light weight construction		
19	Mechanical air handling systems		
20	Paths of travel stairways passageways or ramps		
21	Perimeter vehicle access for emergency vehicles		
22	Portable fire extinguishers		
23	Pressurising system		
24	Required (automatic) exit doors		
25	Safety curtains in proscenium openings		
26	Smoke and Heat Vents		
27	Smoke Control System		
28	Smoke dampers		
29	Smoke detectors and heat detectors		
30	Smoke doors		
31	Solid-Core doors		
32	Stand-By Power Systems		
33	Wall wetting sprinkler and drencher systems		
34	Warning and operational signs		
35	OTHERS - Specify		

This is an accurate statement of all existing Fire Safety Measures implemented in the whole building.

Signed ..... (Owner/ Agent) Name ..... Date .....



Schedule 3 – Proposed Essential Fire Safety Measures  
Part 2 of 2

Item No.	Proposed New Measure	Is this measure Installed in the Building? Yes or No	If yes, enter the current standard of performance (eg: BCA Clause E1.5 & AS2118.1-1999)
1	Access Panels, doors and hoppers to fire resisting shaft		
2	Automatic fail safe devices		
3	Automatic fire detection and alarm system		
4	Automatic fire suppression system (sprinkler)		
5	Automatic fire suppression system (others – specify)		
6	Emergency lighting		
7	Emergency lifts		
8	Emergency warning and intercommunication system		
9	Exit signs		
10	Fire control centres and rooms		
11	Fire dampers		
12	Fire doors		
13	Fire hydrant systems		
14	Fire seals (protecting openings in fire resisting components of the building)		
15	Fire shutters		
16	Fire windows		
17	Hose reel system		
18	Light weight construction		
19	Mechanical air handling systems		
20	Paths of travel stairways passageways or ramps		
21	Perimeter vehicle access for emergency vehicles		
22	Portable fire extinguishers		
23	Pressurising system		
24	Required (automatic) exit doors		
25	Safety curtains in proscenium openings		
26	Smoke and Heat Vents		
27	Smoke Control System		
28	Smoke dampers		
29	Smoke detectors and heat detectors		
30	Smoke doors		
31	Solid-Core doors		
32	Stand-By Power Systems		
33	Wall wetting sprinkler and drencher systems		
34	Warning and operational signs		
35	OTHERS - Specify		

This is an accurate statement of all proposed Fire Safety Measures to be installed/ modified in the whole building.

Signed ..... (Owner/ Agent) Name ..... Date .....



## Notes for completing Complying Development Certificate Application

- Note 1** In the case of Crown land within the meaning of the *Crown Lands Act 1989* the owner's consent must be signed by an officer of the Department of Land and Water Conservation, authorised for these purposes by the Governor-in-Council from time to time.
- Note 2** A description of the land to be developed can be given in the form of a map which contains details of the lot number, DP/MPS, vol/fol etc.
- Note 3** A plan of the land must indicate:
- Location, boundary dimensions, site area and north point of the land;
  - Existing vegetation and trees on the land;
  - Location and uses of existing buildings on the land;
  - Existing levels of the land in relation to buildings and roads; and
  - Location and uses of buildings on sites adjoining the land.
- Note 4** Plans or drawings describing the proposed development must indicate (where relevant):
- The location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development;
  - Floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building;
  - Elevations and sections showing proposed external finishes and heights;
  - Proposed finished levels of the land in relation to buildings and roads;
  - Building perspectives, where necessary to illustrate the proposed building;
  - Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site, (including dimensions where appropriate);
  - Proposed landscaping and treatment of the land, (indicating plant types and their height and maturity; and
  - Proposed methods of draining the land.
- Note 5** The following information must also accompany a Complying Development Certificate Application for building or subdivision work and change of building use:

### **Building Work**

In the case of an Application for a Complying Development Certificate for **building work**:

- Copies of compliance certificates relied upon.
- 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; and
- 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; and
  - state whether the materials proposed to be used are new or second hand and give particulars of any second-hand and give particulars of any second-hand materials to be used.
- Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
    - details of the performance requirements that the alternative solution is intended to meet; and
    - details of the assessment methods used to establish compliance with those performance requirements.
  - If relevant, evidence of any accredited component, process or design sought to be relied upon.

**NB:** *If an EPI provides that complying development must comply with the deemed-to-satisfy provisions of the BCA a CDC cannot authorise compliance with alternative solutions to the performance requirements corresponding to those deemed-to-satisfy provisions.*

- Except in the case of a class 1a or class 10 building:
  - a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated; and



- if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.

#### **Change of Building Use**

In the case of an application for a Complying Development Certificate for a **change of building use** (except for an application that, if granted, would authorise the building concerned being used as a class 1a or class 10 building):

- A list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated in connection with the proposed change of building use; and
- A separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of those measures concerned.

#### **Note 6**

Other information must indicate (where relevant):

- a) In the case of shops, offices, commercial or industrial development:
  - Details of hours of operation;
  - Plant and machinery to be installed; and
  - Type, size and quantity of goods to be made, stored or transported, loading and unloading facilities.
- b) In the case of demolition:
  - Details of age and condition of buildings or works to be demolished.
- c) In the case of advertisements:
  - Details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed.
- d) In the case of development relating to an existing use:
  - Details of the existing use.
- e) In the case of a development involving the erection of a building, work or demolition:
  - Details of the methods of securing the site during the course of construction.

#### **Note 7**

##### **Home Building Act Requirements**

In the case of an application for a complying development 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 that 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.

#### **Note 8**

##### **Long Service Levy**

Under s85A (10A) of the *Environmental Planning and Assessment Act 1979* a complying development certificate cannot be issued until any long service levy payable under section 34 of the *Building and Construction Industry Long Service Payments Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The local council may be authorised to accept payment.