

## **CONSTRUCTION CERTIFICATE APPLICATION**

## **CLASS 2 - 9**

Made under Part 6, Division 6.3 EPA Act 1979, Part 8, Division 2, Clause 139 EPA Regs 2000

**From the 1<sup>st</sup> July 2018, the Legislation requires Certifiers to provide documentation to the Building Professional Board (BPB) related to Certifiers, Inspections and Notices. The following information is \*Mandatory and all sections must be completed.**

**Schedule 1 Part 3 of the EPA regulations specifies items which must be submitted with the Construction Certificate application. A full list of the schedule is contained on page 6 of this application form. Please tick the items you have submitted with this application form.**

- Title Search - accessed via the following link <https://www.mypropertycheck.com.au>
- Registered Survey @ 1:100 to AHD
- Architectural plans scaled to 1:100 and amended as per Councils Conditions of Development Consent
- Existing and proposed building floor plate and building plans
- Existing elevations and proposed elevations with RL's
- Existing building heights and proposed with RL's
- Building setbacks to boundaries in millimeters
- Driveway gradients as per AS2890.1
- Disabled access parking and internal head heights AS1428.1 and AS2890.6
- Fire ratings for internal walls required to have a FRL & external walls within 3m of boundaries and Fire Resistant Levels
- Fire separation walls of internal fire compartments,  Fire stair and lift shafts  Fire Resistant Levels
- Exits  Fire isolated stairs  Final exit doors relied upon for egress  Swing of exit doors  Egress widths
- Acoustic separation of residential apartments – specifications as per NCC
- Fire Services plans  Hydrants AS2419.1  Hose reels AS2444.1  Smoke detection AS1670.1  
 Sprinklers 2118.
- National Construction Code 2019 report (BCA report)  Fire engineering report
- Detailed Disabled Access provisions to within the building  Disabled and ambulant toilets layout @ 1;50 AS1428.1
- Section J report  BASIX certificate  Glazing Calculations ABCB
- BCA "National Construction Code specifications" 2019 to support the application shown on the plans
- Non Combustible Façade Materials C1.9  Specifications for Floor and wall linings C1.10
- Structural Engineering plans with design certificates  Civil Engineering plans retaining walls
- Hydraulic Section J hot and cold  Hydraulic Storm water engineering plans with design certificates
- Mechanical Ventilation internal air conditioning  Kitchen exhaust  Carpark exhaust – 1  
 Smoke exhaust- AS1668.1& 2
- Food Premises Fitout AS 4674  Grease Trap location
- Sydney Water Tap / Quick Check  Notice of requirement by Sydney water
- Home Owners Warranty Insurance (HBCF) OR Owner Builder Permit (if applicable) - under 4 storeys residential – internal renovations to existing residential units regardless of stories – Class 2

### **\* IDENTIFICATION OF BUILDING**

Lot \_\_\_\_\_ DP \_\_\_\_\_ Section \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State NSW Postcode \_\_\_\_\_

- Single Stage Project  Multi-Stage Project

### **\* DESCRIPTION OF DEVELOPMENT**

### **\* DEVELOPMENT CONSENT**

Development Consent No \_\_\_\_\_  
Date of Determination \_\_\_\_\_  
Council \_\_\_\_\_  
Building Classification \_\_\_\_\_



**\* OWNER / OWNERS (as per title search)**

---

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

*I/We as the owner of the above building/property, acknowledge in accordance with EPA Act 1979 part 6 division 6.3*

1. *Appoint the PC as per Clause 6.6 two days prior to the works physically commencing on site and wait for the PC to accept appointment*
2. *Supply the council as per clause 6.6 (2) the appointment of the PC letter and a notice of commencement two days prior & provide HOW or OB permit*
3. *I have read and acknowledge the terms and conditions in this Fee Proposal associated with the Application Form.*
4. *I authorize the Applicant below to act on my behalf and appoint the PC when required.*

**\* APPLICANT**

---

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL CONTRACTOR / OWNER BUILDER DETAILS**

---

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_  
License No \_\_\_\_\_ ABN \_\_\_\_\_  
Owner-builder Permit No \_\_\_\_\_

**POSTAL ADDRESS**

---

All documentation should be emailed to:       Applicant       Owner       Other

Name \_\_\_\_\_  
Email \_\_\_\_\_

**\* VALUE OF WORKS**

---

Value of Construction \_\_\_\_\_  
Total Estimated Cost of Project \_\_\_\_\_

**\* WHEN ARE WORKS EXPECTED TO START**

---

Date \_\_\_\_\_



\* Schedule 1

DESCRIPTION	NEW BUILDINGS ONLY				
	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	MANDATORY FOR ALL BUILDING WORKS				
Note : This information is to be the predominant construction type of the building or subject works, and is used for ABS Statistics	<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/terracotta 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 already 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	New / Altered measure to be Installed in the Building	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 .....



### Part 3 Construction Certificate

#### 5 Information to be included in application for construction certificate

An application for a construction certificate must contain the following information:

- (a) the name and address of the applicant,
- (b) a description of the building work or subdivision work to be carried out,
- (c) the address, and formal particulars of title, of the land on which the building work or subdivision work is to be carried out,
- (d) in the case of building work, the class of the building under the Building Code of Australia,
- (e) the registered number and date of issue of the relevant development consent, if consent has already been granted for the proposed development,
- (f) the estimated cost of the development,
- (g) (Repealed)
- (h) a list of the documents accompanying the application.

#### 6 Documents to accompany application for construction certificate

(1) An application for a construction certificate must be accompanied by the following documents:

- (a) if the development involves building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
    - (i) a detailed description of the development, and
    - (ii) appropriate building work plans and specifications,
  - (b) 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):
    - (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,
  - (c) if the development involves subdivision work, appropriate subdivision work plans and specifications,
  - (d) in the case of development to which clause 6A applies, such other documents as any BASIX certificate for the development requires to accompany the application.
- (2) A detailed description of the development referred to in subclause (1) (a) (i) must indicate the following matters:
- (a) for each proposed new building:
    - (i) the number of storeys (including underground storeys) in the building,
    - (ii) the gross floor area of the building (in square metres),
    - (iii) the gross site area of the land on which the building is to be erected (in square metres),
  - (b) for each proposed new residential building:
    - (i) the number of existing dwellings on the land on which the new building is to be erected,
    - (ii) the number of those existing dwellings that are to be demolished in connection with the erection of the new building,
    - (iii) the number of dwellings to be included in the new building,
    - (iv) whether the new building is to be attached to any existing building,
    - (v) whether the new building is to be attached to any other new building,
    - (vi) whether the land contains a dual occupancy,
    - (vii) the materials to be used in the construction of the new building.
- (3) Appropriate building work plans and specifications referred to in subclause (1) (a) (ii) include the following:
- (a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
    - (i) a plan of each floor section, and
    - (ii) a plan of each elevation of the building, and
    - (iii) 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
    - (iv) the height, design, construction and provision for fire safety and fire resistance (if any),
  - (b) specifications for the development:
    - (i) that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
    - (ii) that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be 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) copies of any compliance certificate to be relied on,
  - (f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,
  - (g) in the case of development to which clause 6A applies, such other matters as any BASIX certificate for the development requires to be included in the plans and specifications.



- (3A) An application for a construction certificate that relates only to fire alarm communication link works must be accompanied by:
- (a) a plan that indicates the location of the new fire alarm communication link and any associated works, and
  - (b) a document that describes the design, construction and mode of operation of the new fire alarm communication link and describes any associated works.
- (3B) An application for a construction certificate that relates only to an alteration to a hydraulic fire safety system must be accompanied by:
- (a) a plan that indicates the location of the hydraulic fire safety system alteration and any associated works, and
  - (b) a document that describes:
    - (i) the required pressure and flow characteristics of the hydraulic fire safety system that is to be altered, and
    - (ii) the pressure and flow characteristics that will be available from the town main following mains pressure reduction by or on behalf of the relevant water utility, and
    - (iii) the design, construction and performance of the hydraulic fire safety system alteration and any associated works.
- (4) Appropriate subdivision work plans and specifications referred to in subclause (1) (c) include the following:
- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),
  - (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
  - (c) detailed engineering plans as to the following matters:
    - (i) earthworks,
    - (ii) roadworks,
    - (iii) road pavement,
    - (iv) road furnishings,
    - (v) stormwater drainage,
    - (vi) water supply works,
    - (vii) sewerage works,
    - (viii) landscaping works,
    - (ix) erosion control works,
  - (d) copies of any compliance certificates to be relied on.

**6A BASIX certificate required for certain development**

- (1) This clause applies to:
- (a) BASIX affected development, and
  - (b) BASIX optional development in relation to which a person made a development application that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 2A for it to be so accompanied).
- (2) In addition to the documents required by clause 6, an application for a construction certificate for any development to which this clause applies must also be accompanied by 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.
- (3) 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.