



## **CONSTRUCTION CERTIFICATE APPLICATION**

## **CLASS 1 & 10**

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 4 of this application form. Below is a summary of the items PCA believes must be submitted. Please tick the relevant items you have submitted with this application form.*

- Home Owners Warranty Insurance (HBCF) OR Owner Builder Permit (if applicable)
- Title Search - accessed via the following link <https://www.mypropertycheck.com.au>
- Sydney Water Tap / Quick Check
- Construction plans Architectural plans scaled to 1:100
- Amended plans as per Councils Conditions of Development Consent
- Existing and proposed building floor plate and building plans
- Existing elevations and proposed elevations
- Building setbacks to boundaries in millimeters
- Building heights with RL's
- Driveway gradients as per AS2890.1
- Fire ratings where required for walls within 900mm, dual occupancy party walls – FRL 60/60/60
- Smoke detector to AS3786 on all floors
- Copy of Survey to AHD for property location, contours and boundaries
- Pool fence location to AS 1926.1 if applicable
- Landscaping plans where required  Soft vs hard open space landscaping
- BASIX Certificate  BASIX requirements shown on the submitted architectural plans for construction
- BCA "National Construction Code specifications" 2019 to support the application shown on the plans
- Structural Engineering plans with appropriate design certificates – must not contain the words "not for construction"
- Hydraulic Storm water Engineering plans with appropriate design certificates – must not contain the words "not for construction"

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

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

- Single Stage Project  Multi-Stage Project

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

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### **\* HOME OWNERS WARRANTY**

Please select one of the options below:

- Owner / Builder  Using a Licensed builder  Not Applicable

### **\* 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           |             |



### 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.

**139A Withdrawal of application for construction certificate**

- (1) An application for a construction certificate may be withdrawn at any time prior to its determination by service on the certifier to which it was made of a notice to that effect signed by the applicant.
- (2) The certifier may (but is not required to) refund to the applicant the whole or any part of the application fee paid in connection with an application that has been withdrawn.

**142A Deemed refusal period for application for construction certificate**

- (1) For the purposes of section 8.17(1) of the Act, a council is taken to have made a decision to refuse to issue a construction certificate if, following an application for the certificate, the council fails to issue the certificate within the period that ends on the day that is—
- (a) if the application is made on or before the day on which the council determines the associated development application for the application—the last day of the period referred to in section 8.11(1) of the Act at the end of which the council is taken to have determined the associated development application by refusing development consent (or refusing to modify development consent), or
  - (b) otherwise — 28 days after the day on which the application was made.
- (2) In this clause —  
*associated development application*, for an application for a construction certificate, means the development application for the development to which the application for the construction certificate relates.

**Occupation Certificate**