

Application for, or Modification of a Construction Certificate for Subdivision

Planning, Environment & Development Group

Environmental Planning and Assessment Act 1979, s81A(3), s109F

Environmental Planning and Assessment Regulation 2000, cl 148, Schedule 1 cl 6(1)(c), 6(4)

Guidance

Use this form to apply for or modify a Subdivision Construction Certificate.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

- The checklist forms part of the application and must be completed.
- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.

1 Application type

- Construction Certificate Application
- Modification of a Construction Certificate

2 Applicant details

Company Name *(if applicable)*:

ABN / ACN:

Position:

Mr Mrs Ms Other:

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address:

Shop / Unit / Street No:

Street Name:

Office use only

Related Policies: DCP 2014, Chapter G11

Issue Date: 23/10/2018

Review Date: 1/03/2019

Owned by (section): Development



Suburb / Town / Village / Locality:		
State:	Postcode:	
3 Development site – location and title details		
Lot:	DP:	Section (where relevant):
Portion No:	Parish:	
Shop / Unit / Street No:	Street name:	
Suburb:		Postcode:
Area of Land (in m ² or hectares):		
An inspection of the property may be required. List any access issues e.g. dog onsite, locked gates:		
4 Approved development		
Development Consent Number:		
Date approved:		
5 Development description		
Description of the proposed subdivision including number of lots.		
Estate name and stage number:		
Total value of works (including materials):		
6 Modification of Construction Certificate		
Note: A construction certificate may only be modified if there is a development consent 'in force' i.e. it has not lapsed.		
Has the development consent been modified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide the modification number to which this application relates:		
Date of approval:		
If no, describe the modification, include detail of how the changed subdivision plans and specifications are substantially the same as the original approval:		

7 Contractor's details

Contractor Name:

Licence Number:

Mobile:

Street Address:

Suburb /Town / Locality:

State:

Postcode:

8 Appointment of Principal Certifying Authority

Does the owner wish to appoint Council as the Principal Certifying Authority? If Yes No
yes, please submit the [Contract for Certification Works](#) with this application.

9 Registered owners' details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application.

I/We hereby permit any duly authorised officer of the Shoalhaven City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner First Name:

Last Name:

Owner Signature:

Date:

Company Name (if applicable):

ABN / ACN (if applicable):

Position (if owner is a company):

If there is more than one owner, add additional owner(s) details.

Owner First Name:

Last Name:

Owner Signature:

Date:

Owner First Name:

Last Name:

Owner Signature:

Date:

Owner First Name:

Last Name:

Owner Signature:

Date:

10 Disclosure of political donations and gifts

Under Section 10.4 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable political donation' or 'gift' to a Councillor or Council employee within a two (2) year period before the date of this application?

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must complete a [Political Donation and Gifts Disclosure Statement](#) and lodge it with this application.

If you have answered No to this question, by signing this application, you undertake to disclose to Council in writing within seven (7) days any 'reportable political donation' or 'gift' made after lodgement of the application and prior to its determination.

11 Conflict of interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must provide details including names and relationship:

12 Checklist

	Supplied
Completed Subdivision Construction Certificate Application form.	<input type="checkbox"/>
Applicant has signed the application form.	<input type="checkbox"/>
All relevant owners' details and signatures provided. If space on the form is insufficient, provide additional details on Owners Consent Form.	<input type="checkbox"/>
Plans accompanying the application are substantially the same as the approved plans for the development.	<input type="checkbox"/>
Plans and specifications are provided in accordance with the Environmental Planning and Assessment Regulation 2000, Schedule 1, Part 3 – cl 6(4)(a)-(c).	<input type="checkbox"/>
Plans and specifications prepared in accordance with Council's Engineering Design Specifications.	<input type="checkbox"/>

Plans and specifications prepared by a suitably qualified engineer or surveyor as required.	<input type="checkbox"/>
All conditions of development consent required to be satisfied prior to the issue of a Subdivision Construction Certificate have been complied with. A covering letter must be included in the application, together with documentary evidence, demonstrating how the conditions have been complied with.	<input type="checkbox"/>
Plans and accompanying documents are in digital format on a single USB/CD or attached to an email and comply with Council's Electronic Lodgement Guidelines.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Stormwater management details as required by Section 6.2 of Shoalhaven DCP 2014, Chapter G2 are provided.	<input type="checkbox"/>
Security – details of how the site will be secured.	<input type="checkbox"/>
Copies of any compliance certificates relied upon.	<input type="checkbox"/>
If applicable, BASIX commitments required during construction to enable an occupation certificate to be issued by the Principal Certifying Authority are identified on the plans and associated documents provided.	<input type="checkbox"/>
Transmittal Sheet - completed	<input type="checkbox"/>

13 Applicant's declaration

I apply for a subdivision construction certificate in relation to the development proposal described above and, in the plans, specifications and documents accompanying the application.

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct.

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information.

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of Section 10 of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4229 3111.

Lodgement details

You can lodge the completed application by

Email: council@shoalhaven.nsw.gov.au or

In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.

Once your application is received, a Council Officer will contact you if further information is required.