

Application for, or Modification of a Construction Certificate for building work

Planning, Environment & Development Group

*Environmental Planning and Assessment Act 1979, s81A (5),
 Environmental Planning and Assessment Regulation 2000, cl 148, Schedule 1, Part 3, cl 5, cl 6*

Guidance

Use this form to apply for a construction certificate, or to apply to modify a construction certificate for building work.

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

CC Number:

Note: A construction certificate may only be modified if there is a development consent 'in force' i.e. it has not lapsed.

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:

Office use only

Related Policies: Legislative requirement

Issue Date: 7/12/2018

Review Date: 1/03/2019

Owned by (section): Development



Shop / Unit / Street No:	
Street Name:	
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. Detail the contact person for Council to arrange access:	
<input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other (e.g. tenant / real estate):	
If you have selected Other provide Name:	Phone:
List any access issues e.g. dog onsite, locked gates:	
4 Approved development	
Development Consent Number:	
Date approved:	
5 Development description	
ESTIMATED COST OF DEVELOPMENT: \$	
Building Code of Australia Classification:	
Provide a detailed description of the development:	
6 Modification of Construction Certificate	
Is this an application to modify a construction certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 building work plans and specifications are substantially the same as the original approval:	

7 Builder's details

Owner Builder Builder unknown

Builder's 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 for the purposes of conducting inspections and issuing compliance certificates (where required) occupation certificates? If yes, please submit the [Contract for Certification Works](#) with this application. Yes No

9 Statistical information

This information is required by the Australian Bureau of Statistics and the Environmental Planning and Assessment Regulation 2000. It must be completed.

For each new building

Gross floor area: m² Number of storeys (including underground storeys) in the building:

If more than one building:

	Building 2:	Building 3:	Building 4:	Building 5:
GFA m ²	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No of Storeys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If more than five separate buildings attach a schedule to your application.

For all new residential buildings

Number of existing dwellings on the land on which the new building is to be erected:

Number of existing dwellings to be demolished in connection with the new building:

Number of dwellings to be included in the new building:

Whether the new building is to be attached to any existing building Yes No

Whether the new building is to be attached to any other new building Yes No

Whether the land contains a dual occupancy Yes No

Indicate whether: Alterations Additions Attached Detached

Separate house Kit house Transportable dwelling (excluding caravan or mobile home)

Type of Construction: Enter a single code below for floor, frame, roof and wall from the schedule. Select the option which best describes the construction materials to be used in the new work.

Floor:	Frame:	Roof:	Wall:
Concrete 20 Timber 40 Other 80 Unknown 90	Timber 40 Steel 60 Aluminium 70 Other 80 Unknown 90	Aluminium 70 Concrete 20 Concrete tile 10 Fibrous cement 30 Fibreglass 80 Masonry / Terracotta shingle tiles 10 Slate 20 Steel 60 Terracotta tile 10 Other 80 Unknown 90	Brick veneer 12 Full brick 11 Single brick 11 Concrete block 11 Concrete / masonry 20 Concrete 20 Steel 60 Fibrous cement 30 Hardiplank 30 Timber / weatherboard 40 Cladding – aluminium 70 Curtain glass 50 Other 80 Unknown 90

10 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:

11 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.

12 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: No Yes

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

13 Checklist

	Supplied
Completed Construction Certificate Application form.	<input type="checkbox"/>
Applicant has signed the Application form.	<input type="checkbox"/>
All relevant owner's details and signatures provided. If space on the form is insufficient, provide additional details on Owners Consent - Supplement Form .	<input type="checkbox"/>
Plans, specifications, documents and information as required by the Environmental, Planning and Assessment Regulation 2000, Schedule 1, Part 3, cl 6.	<input type="checkbox"/>
Plans accompanying the application are substantially the same as the approved plans for the development.	<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"/>
If required (BASIX affected) or obtained (BASIX optional), a copy of the BASIX Certificate(s), or BASIX Certificate number(s):	<input type="checkbox"/>
If required, BASIX commitments are shown on the plans and supporting documents provided	<input type="checkbox"/>
All conditions of development consent required to be satisfied prior to the issue of a Construction Certificate have been complied with.	<input type="checkbox"/>
Copies of all Compliance Certificates relied upon.	<input type="checkbox"/>
Receipt for s7.11 (former s94) Contributions, if required.	<input type="checkbox"/>
Receipt for water and sewer contributions (also known as s64), if required	<input type="checkbox"/>
Receipt for payment of the Long Service levy (LSL), if required.	<input type="checkbox"/>
Stormwater management details as required by Section 6.2 of Shoalhaven DCP 2014, Chapter G2 are provided.	<input type="checkbox"/>
Fire Safety Schedule – a list of any existing fire safety measures in relation to the land and existing building(s) on the land and proposed fire safety measures as a consequence of the building work (Class 2-9 buildings only).	<input type="checkbox"/>
Fire safety requirements - if the development involves a performance solution under the BCA, provide evidence.	<input type="checkbox"/>
Security – details of how the site will be secured during construction.	<input type="checkbox"/>
Transmittal sheet - completed	<input type="checkbox"/>

14 Applicant's declaration

I apply for a 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 acknowledge, that if in the opinion of Council, any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council Meeting, otherwise qualified Planning, Development and/or Building Assessment staff will make a decision.

When Council is appointed as the PCA at Section 8, I acknowledge this application is deemed an application for an Occupation Certificate under clause 149 of the Environmental Planning and Assessment Regulation 2000.

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. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

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.