



**Lodge your CC between
8.30am-4.00pm.**

Applications received after this time will be processed the following working day. Payments left with Council after 4pm must be by cheque only.

Appl. Fee: _____

Cert Rego Fee: \$36

Land Title Fee: \$50 X _____

Rec No. _____

Date: _____

Application for a Construction Certificate

Property Details

Address _____

Legal Description _____

Lot No: _____ DP: _____ Zone: _____

A Land Title Search will be carried out for each lot at a cost of \$50 per lot

Applicant

Note: The applicant may only be a person that benefits from the issue of the development consent. This is generally limited to a tenant or the owners, or if there are a number of owners, one or more owners with the written consent of all other owners. The written consent to lodge the application, from the non applicant owners, must be included below.

Name _____

Address _____

P/Code _____

Contact Information _____

Tel: _____ Mob: _____

Email Address _____

Email: _____

I hereby apply to Sutherland Shire Council for the issue of a construction certificate and agree to the terms of the agreement attached to this application form.

Applicant's Signature _____

Owner's consent to the lodging of this application (if all owners are not the "applicant" above)

We, the undersigned owners, consent to the lodging of this application.

Principal Contractor (if known)

Name _____

Address _____

P/Code _____

Contact Information _____

Tel: _____ Mob: _____

Email Address: _____

Email: _____

Licence No. or Permit No. in case of Owner Builder : _____

Description of Development

Type of Building Work

Detailed description of development (including number of storeys and floor area) _____

Class(es) of building under the Building Code of Australia _____

Class(es) _____

Estimated cost of work

Note: Please state full contract price.

\$ _____

Upon receipt of all relevant information, the value of the proposed work will be reviewed based on Cordell's Guide. The fixed fee may be adjusted in accordance with this estimate. The work will not be undertaken by Council until the adjusted fixed fee is paid in full by the applicant.

Development Consent

Development Consent No. _____

Date of Determination _____

Lapsing Date of Consent _____

Home Building Act Requirements (See Note 1)

For Your Information - An Owner Builder's permit is required for work exceeding \$10,000, or, where a licensed builder is involved, a copy of the Builder's Home Owner Warranty Insurance is required where the work exceeds \$20,000. This documentation is required to be submitted prior to the commencement of work.

Long Service Levy (See Note 2)

If the value of the work is \$25,000 or more, the Building and Construction Industry Long Service Levy must be paid before the Construction Certificate is collected. Has the levy been paid?

 Yes No N/A

Information required to be submitted with your application

The following information, as appropriate, must also accompany a construction certificate application for building, subdivision work or for changes of use.

Please tick the boxes provided to indicate the information that you are submitting with your application:

Building Work three (3) 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 site plan. The general plan of the building 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
- 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)
- proposed method of draining the land, including detailed stormwater designs, where provided for in a related checklist for the type of complying development.
- all commitments contained in any required BASIX Certificate (see below)

The site plan must be drawn to scale and must indicate the:

- 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
- location and uses of buildings on sites adjoining the land.
- location of the proposed work.

- 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.**
- detailed building specification. The specifications are:-
 - to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
 - 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
- the required application fee. The fee can be confirmed by calling our Customer Service staff on 9710 0333 during business hours.
- if relevant, evidence of any accredited component, process or design sought to be relied upon.
- except in the case of a dwellings and outbuildings and the like:
 - 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.

- for new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40000 litres or greater, a BASIX certificate must accompany the application.
- where a voluntary planning agreement is in place that would prevent the issue a construction certificate, a certificate must be provided from the relevant planning authority stating that the requirements of the agreement have been met.

Note 1 **Home Building Act Requirements**

At the time of submitting your Notice of Commencement (1 week prior to commencement of work), you may also need to provide one of the following:-

- If a licensed builder is not engaged and the value of any residential work exceeds \$10,000, a copy of a Owner Builders Permit is required to be submitted. If you already have this permit a copy can be attached to this form.
- If a licensed builder is engaged and the value of residential work exceeds \$20,000, a copy of the Builder's Home Building Act Insurance for the building work can be attached to this form.

Note 2 **Long Service Levy**

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 of the levy) has been paid. The levy is payable when the estimated value of work is \$25,000 or greater. If you are an owner builder or a not for profit organisation you may be eligible for a partial exemption. You should contact the Long Service Payments Corporation on 13 14 41 to discuss your eligibility before payment of the levy and collection of your certificate. Sutherland Shire Council is authorised to accept Long Service Levy payments and has a link on its website which takes you directly to this site.

Schedule 1 – Australian Bureau of Statistics Information

This is **required to be completed** for the purposes of providing information to the Australian Bureau of Statistics.

All Building Work

Please complete the following:

What is the total floor area of the new building work only?

 m²

What is the number of storeys (including underground floors)?

What is the gross area of the site?

 m²

Residential Building Only

Please complete the following details on residential structures:

Number of dwellings proposed to be built

Number of existing dwellings

Number of dwellings to be demolished

Materials to be Used which best describes the materials the new work will be constructed of:

walls

- brick (double)
- brick (veneer)
- concrete or stone
- fibre cement
- timber
- curtain glass
- steel
- aluminium
- other
- not specified

roof

- tiles
- concrete or slate
- fibre cement
- steel
- aluminium
- other
- not specified

floor

- concrete
- timber
- other
- not specified

frame

- timber
- steel
- aluminium
- other
- unknown

Does the site contain a dual occupancy?

Yes No

Is the new development attached to any other building on the site?

Yes No