

APPROVALS APPLICATION FORM
APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY
NOTICE TO COMMENCE BUILDING WORK

Under Environmental Planning and Assessment Act 1979, Sec. 81A(2)(b), (ii) or (4)(b)(ii) or (c), 86(1) and (2) Sec. 109

Please tick appropriate Application(s):

- | | |
|---|--------------------------|
| Construction Certificate (CC) | <input type="checkbox"/> |
| Complying Development Certificate (CDC) | <input type="checkbox"/> |
| Appointment of Principal Certifying Authority (PCA) | <input type="checkbox"/> |
| Occupation Certificate | <input type="checkbox"/> |

APPLICANTS DETAILS

Name: _____ (For CC, The builder cannot be the applicant unless they are the owner of the land)
Company: (if applicable) _____ Contact: _____
Unit/Street number and name: _____
Town/suburb: _____ State: _____ Post Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____
Applicants Signature: _____ Date: _____

* I have read and agree to the terms of the attached service agreement

PROPERTY IDENTIFICATION AND DEVELOPMENT DESCRIPTION (The subject property to be developed)

Street name and Number: _____
Town or Suburb: _____ Lot: _____ DP: _____

Development Description: _____

Estimated Cost of Building Work: _____

Required if Applying for Construction Certificate:

Consent Authority: _____
Building Classification(s): _____ (Nominated on Development Consent)
Development Consent number: _____ Date of Dev. Consent: _____

OWNER(S) DETAILS (If more than 2 owners attach owners details to application)

1. Full Name or Company/Organisation: _____
Title held in company (if applicable): _____
Address: _____ Town/suburb: _____ State: _____
Post Code: _____ Phone: _____ Email: _____

2. Name: _____
Address: _____
Town/suburb: _____ State: _____ Post Code: _____
Phone: _____ Email: _____

Information to be Collected for ABS Particulars of the Proposal

DESCRIPTION

What is the area of the land (m²)? _____

How many dwellings are proposed? _____

What is the gross floor area of the proposed addition or new building (m²) _____

How many storeys will the building consist of? _____

Number of pre-existing dwellings? _____

Gross floor area of existing Building (m²) _____

Number of dwellings to be demolished? _____

Does the site contain a dual occupancy? _____

What are the current uses of all or parts of the building (s) or land? (*If vacant state "vacant"*)

Use(s) include location of parts: _____

MATERIALS TO BE USED

(Please tick the appropriate materials to be used in the construction of the new buildings)

<u>Walls</u>	<u>Code</u>	<input type="checkbox"/>	<u>Roof</u>	<u>Code</u>	<input type="checkbox"/>	<u>Floor</u>	<u>Code</u>	<input type="checkbox"/>
Brick Veneer	12	<input type="checkbox"/>	Concrete tile	10	<input type="checkbox"/>	Concrete	20	<input type="checkbox"/>
Full Brick	11	<input type="checkbox"/>	Terracotta tile	10	<input type="checkbox"/>	Timber	10	<input type="checkbox"/>
Single Brick	11	<input type="checkbox"/>	Fibrous cement	30	<input type="checkbox"/>	Other	80	<input type="checkbox"/>
Concrete block	11	<input type="checkbox"/>	Steel	60	<input type="checkbox"/>	Unknown	90	<input type="checkbox"/>
Concrete/Masonry	20	<input type="checkbox"/>	Aluminium	70	<input type="checkbox"/>			
Concrete	20	<input type="checkbox"/>	Concrete/ slate	20	<input type="checkbox"/>			
Steel	60	<input type="checkbox"/>	Fibreglass	80	<input type="checkbox"/>	<u>Frame</u>		
Fibrous cement	30	<input type="checkbox"/>	Other					
Hardiplank/ Timber	30	<input type="checkbox"/>	Unknown	90	<input type="checkbox"/>	Timber	40	<input type="checkbox"/>
Weatherboard Cladding	40	<input type="checkbox"/>				Steel	60	<input type="checkbox"/>
Aluminium	70	<input type="checkbox"/>				Other	80	<input type="checkbox"/>
Curtain Glass	50	<input type="checkbox"/>				Unknown	90	<input type="checkbox"/>
Other								
Unknown	90	<input type="checkbox"/>						

* Documents required to be submitted with this **COMPLYING DEVELOPMENT APPLICATION**

1. Plans: A set of full architectural plans to and acceptable scale and quality.
A Specification of Building Works.
 2. Completed and signed Application Form for Complying Development Certificate, Appointment of Principal Certifying Authority and Notice to Commence Building Work. Includes Service Agreement.
 3. If application is for Complying Development a copy of the Title certificate of the land. If certificate indicates easements on the subject property then a Plan Image (Deposit Plan) is also required.
These documents are available online at the LPI (Land and Property Information) online shop.
 4. Structural Engineers Details, if available. (must be available prior to first inspection)
 5. Current Basix Certificate- (All Basix commitments must be shown on the plans)
 6. A Copy of BAL certificate if development is on bushfire prone land. (Must be BAL 29 or less for proposal to remain Complying Development). BAL construction requirements must be shown on plans.
 7. Other necessary (Council) Approvals e.g. S68 for Plumbing & Drainage, Tree removal, Road opening Permit, Onsite effluent disposal, S138 Driveway.
 8. Payment receipt for the Long Service Levy, should the estimated cost of building work be \$25,000 or over.
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* Documents required to be submitted with this **CONSTRUCTION CERTIFICATE APPLICATION**

- 1 Plans A set of full architectural plans to and acceptable scale and quality.
Specifications of Building Works.
One (1) copy of the DA stamped plans
 - 2 The Development Consent
 - 3 Completed and signed Application Form for Construction Certificate, Appointment of Principal Certifying Authority and Notice to Commence Building Work. Includes Service Agreement.
 - 4 Structural Engineers Details, if available. (must be available prior to first inspection)
 - 5 Basix Certificate- (All Basix commitments must be shown on the plans)
 - 6 A Copy of BAL certificate if development is on bushfire prone land. BAL construction requirements must be shown on plans.
 - 7 Other necessary (Council) Approvals e.g. S68 for Plumbing & Drainage, Tree removal, Road opening Permit, Onsite effluent disposal, S138 Driveway.
 - 8 Payment receipt for the Long Service Levy, should the estimated cost of building work be \$25,000 or over.
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** This may not be an exhaustive list of documents required prior to your Approval being completed and released. We will contact you as soon as possible if there is any further information that is required to be submitted due to the assessment process.*

SERVICE AGREEMENT

1. PCA Obligations

The PCA agrees to carry out mandatory critical stage inspections during the course of construction of the proposed building work (where applicable follows):

- At the commencement of the proposed building work; and
- After excavation for, and prior to the placement of, any footings; and
- Prior to pouring any in-situ reinforced concrete building element; and
- Prior to the covering of framework for any floor, wall, roof or other building element; and
- Prior to waterproofing in any wet areas; and
- Prior to covering any stormwater drainage connections; and
- After the proposed building work has been completed and prior to any occupation certificate being issued in relation to the building; and
- Any other inspections as the PCA considers necessary in addition to those nominated which may be required from time to time to enable the issuing of the final Occupation Certificate.

The owner and the principal contractor (where different from the owner) acknowledge that the PCA or another certifying authority (with the approval of the PCA) must inspect the mandatory critical stage inspections listed above. The PCA must carry out the final mandatory critical inspection.

The PCA shall issue the final Occupation Certificate for the proposed building work when the PCA is satisfied that:

- All preconditions for the issue of the final Occupation Certificate that are specified in the Development Consent or Complying Development Certificate have been met; and
- The building works for which the Construction Certificate has been issued are suitable for occupation or use in accordance with their classification under the Building Code of Australia 1996 (as amended); and
- The building does not constitute a hazard to health or safety of the occupants of the building.

2. Principal Contractor / Owner Builder Obligations.

- Before commencement of any residential building work the principal contractor/owner builder must provide the PCA with Home Warranty Insurance or an Owner Builder Permit pursuant to the Home Building Act 1989;
- The principal contractor/owner builder must notify the PCA of a date and time for the carrying out of each mandatory critical stage inspection and shall pay the PCA scheduled fees;
- The principal contractor/ owner builder must rectify any defects identified by the PCA during the course of each mandatory critical inspection to the satisfaction of the PCA before the principal contractor/ owner builder carries out any further building work or at such other time as may be agreed to by the PCA;
- The principal contractor/owner builder must not allow any occupation of the building to be permitted without first obtaining the Occupation Certificate (either interim or final) from the PCA;
- The principal contractor/ owner builder must ensure that the Construction Certificate or Complying Development Certificate has been issued prior to the commencement of works;
- The principal contractor / owner builder must engage competent tradesmen to carry out all aspects of the building works not directly carried out by the principal contractor/ owner builder;
- The principal contractor/ owner builder must provide all relevant drawings, plans, statutory plans and documentation associated with but not limited to the Development Consent, the Construction Certificate and any Occupation Certificate at the request of the PCA;
- The principal contractor/ owner builder must attend any meetings if required by the PCA to do so;
- The principal contractor/ owner builder must comply with any notices or orders that the PCA issues;

- The principal contractor/ owner builder must provide compliance certificates as requested by the PCA;
- The principal contractor/ owner builder must provide all information that the principal contractor/ owner builder can reasonably obtain to enable the PCA to fulfil its obligations under this agreement.

3. Applicant/Owner

- The owner must ensure that the subject property is available for the PCA to carry out the PCA's obligations under the Agreement;
- The owner must not occupy the building until an Occupation Certificate (either Interim or Final) has been issued by the PCA;
- The Applicant agrees that in the event of an Interim Occupation Certificate being issued by the PCA and there being outstanding work that is required to be completed or a condition of Development Consent that needs to be satisfied, the applicant agrees to complete any outstanding work or satisfy the condition of the Development Consent within 3 months from the date of the Interim Occupation Certificate or such other time as may be agreed between the owner and the PCA;
- The applicant agrees to pay any charges for further inspections that are required to be carried out to enable the issue of the final Occupation Certificate.

4. Termination of this Agreement

- This Agreement may be terminated if any of the following occurs;
- Building works are commenced without the issue of a Construction Certificate or Complying Development certificate;
- The owner or principal contractor fails to provide Home Warranty Insurance or Owner Builder Permit pursuant to the Home Builders Act 1998 if the building work is residential building work;
- If the PCA terminates the Agreement then the principal contractor and owner must pay money owing to the PCA for work done and costs incurred by the PCA up to and including the date of termination of this Agreement.

5. Replacing the PCA

The appointed PCA can only be changed or replaced by another PCA with the approval of the Director General of the Department of Infrastructure, Planning and Natural Resources.

6. Governing Law

The parties agree this Agreement is governed by the laws of New South Wales and in particular the Environmental Planning and Assessment Act 1979 and its Regulations.