

CONSTRUCTION CERTIFICATE APPLICATION FORM

made under Part 6 of the *Environmental Planning and Assessment Act, 1979*

OFFICE USE ONLY:

Date of Receipt:	Parcel No:
Application No:	

About this form

- You can use this form to request approval to undertake development within the Kiama Municipal Council local government area.
- An application for a Construction Certificate **can only** be made by a person who has the benefit of the development consent. An application may only be made by a person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.
- A Construction Certificate **has no effect**, if it is issued after the building work, to which it relates, has been carried out on the land to which the relevant development consent applies.

TYPE OF APPLICATION

Construction Certificate	Save Money: 10% reduction in Construction Certificate Fees if lodged at the same time as the Development Application (To apply for a combined DA and CC refer to the DA Form)
Modifying a Construction Certificate	

NOTE: Information provided on this application (excluding Part A and non-exhibition plans) will be publicly available.

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are stored as separate PDFs on a USB/disc.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically, by mail or in person. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Personal Information

A1 PROPERTY/SITE DETAILS

Lot:	Section:	DP/SP:
House No:	Street:	
Suburb:		

A2 APPLICANT DETAILS

Name/Company:	Phone:
Contact Name:	Mobile:
Postal Address:	
Email:	

I/We the applicant/s note in accordance with Section 12 and 12B of the *Local Government Act 1993*, this application and all associated documents may be made available for inspection and copying at Council by any member of the public (subject to Copyright Legislation).

Applicant Signature:

Date:

X

Note: All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact.

A3 AUTHORITY TO ENTER AND INSPECT LAND – to be signed after completing Parts A & B of this

Council must not issue a construction certificate for development on a site which affects an existing building unless it has carried out an inspection of the site of the development.

If the applicant is the owner of the land, by signing this application, authority is given to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out.

If the applicant is not the owner of the land, the owner(s) must sign the following statement:

As the owner/s of the above property, I/we consent to Council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. I/we undertake to take all necessary steps to make access available to the property to enable the inspection to be carried out.

Failure to provide the requirement documentation of an acceptable standard will result in your application being returned.

Owner's Name: (print name)	Owner's signature:	Date:
	X	

A4 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement

	Construction Certificate Application Form
	All associated plans and documents outlined in Part B
	BASIX Certificate (if applicable, refer to Part B)
	Fees and Charges (in accordance with Council's adopted fees and charges)

Important Notice:

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I understand that building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is no bigger than 20MB, PDF and is named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'. I understand that information provided on the USB will be publicly available. I have stored Parts A and B of this form as separate PDFs on the USB/disc.
- I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website.

Applicant Name (print name)	Applicant signature	Date
	X	

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Part B – Proposed Development

Note:

- Information provided on this Part B will be public information and will be placed on the Council's website.
- All fields on this form are mandatory and must be completed before submitting the application.

B1 PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

B2 APPLICANT DETAILS	
Name/Company:	

B3 DESCRIPTION OF THE BUILDING OR SUBDIVISION WORK TO BE CARRIED OUT	
<p>Description of development:</p> <ul style="list-style-type: none"> • For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc). 	
<p>Class/es of building/s under the Building Code of Australia (Refer to checklist for building classifications under the Building Code of Australia). Note there may be more than one class that may apply.</p>	

B4 ESTIMATED COST OF THE DEVELOPMENT (including materials and labour)	
<p>This is the estimated total cost of any construction, internal fit-out and demolition, including GST and labour as part of this Construction Certificate. The cost needs to reflect the cost on the Development Application form. Council checks your estimate against current building cost indices.</p>	
<p>Cost to nearest thousand (including materials and labour):</p>	<p>\$</p>

B5 DEVELOPMENT CONSENT

Date of development consent (if already granted):	
Development consent reference number:	
Name of Consent Authority:	Kiama Municipal Council
Name of applicant for development consent:	

Conditions of Development Consent

You may need to refer to the 'Prior to Issue of Construction Certificate' conditions on the development consent to answer the following questions:

Are there any conditions of consent requiring documentation to be provided prior to the determination of this application?	No	Yes
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Local Infrastructure Contribution Payments

Does the development consent require payment of any Local Infrastructure Contribution Payments under Section 7.11 or 7.12 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act) (formerly Section 94 of 94A Contributions)?	No	Yes
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If yes , have the fees been paid?	No	Yes
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B6 ATTACHMENTS RELATING TO THE PROPOSED DEVELOPMENT

Applicants must **provide** the documents listed below that are relevant to the type of development that is proposed. **Tick** the appropriate box/es to indicate the type of development involved. Confirm from the certifying authority how many copies are required prior to lodging this application.

Does the development involve SUBDIVISION?	No	Yes
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If yes, provide:

Appropriate subdivision work plans and specifications, which include copies of:

- 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

<p>Does the development involve building work (including in relation to a dwelling-house or building or structure ancillary to a dwelling-house)?</p>	No	Yes
<p>If yes, provide:</p>		
<p>1 A detailed description of the development, indicating:</p>		
<p>a. for each proposed new building:</p> <ul style="list-style-type: none"> 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) <p>b. for each proposed new residential building:</p> <ul style="list-style-type: none"> 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 by completing the table on PAGE 7 <p>2 Appropriate building work plans and specifications, which include copies of:</p> <ul style="list-style-type: none"> a. detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show: <ul style="list-style-type: none"> i. a plan of each floor section ii. a plan of each elevation of the building 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 iv. the height, design, construction and provision for fire safety and fire resistance (if any) b. specifications for the development: <ul style="list-style-type: none"> 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 of the <i>EP&A Act</i>* 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. if a BASIX certificate has been obtained for the development, such other matters as the BASIX certificate requires to be included in the plans and specifications <p>* Section 4.15(4) <i>EP&A Act</i> provides that a consent authority must not refuse to grant consent to development on the ground that any building product or system relating to the development does not comply with a requirement of the Building Code of Australia if the building product or system is accredited in respect of that requirement in accordance with the <i>EP&A Regulation 2000</i>.</p>		
<p>Does the development involve building work (other than in relation to a dwelling-house or building or structure ancillary to a dwelling-house or work that relates only to a fire link conversion)?</p>	No	Yes
<p>If yes, provide:</p>		
<ul style="list-style-type: none"> a. A list of any existing fire safety measures provided in relation to the land or any existing building on the land. b. A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as consequence of the building work. 		

<p>Does the development involve an alternative solution under the Building Code of Australia (BCA) in respect of a fire safety requirement?</p>	<p>No</p>	<p>Yes</p>
<p>If yes, provide:</p> <p>Either or both of the following from a “fire safety engineer” (a private accredited certifier holding Category C10 accreditation):</p> <ul style="list-style-type: none"> a. A compliance certificate (as referred to in Section 6.16 <i>EP&A Act</i>) that certifies that the alternative solution complies with the relevant performance requirements of the BCA. b. A written report that includes a statement that the alternative solution complies with the relevant requirements of the BCA. <p><i>Note: The above requirement only applies to building work in respect of:</i></p> <ul style="list-style-type: none"> a. a class 9a building that is proposed to have a total floor area of 2000 square metres or more b. any building (other than a class 9a building) that is proposed to have: <ul style="list-style-type: none"> i. a fire compartment with a total floor area of more than 2000 square metres or ii. a total floor area of more than 6000 square metres that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA. 		
<p>Is any long service payment levy payable under Section 34 of the Building and Construction Industry Long Service Payments Act 1986?</p>	<p>No</p>	<p>Yes</p>
<p>If yes, provide:</p> <p>A copy of a receipt for any long service payment levy that has been made (or, where such a levy is payable by instalments, a receipt for the first instalment of the levy).</p> <p><i>Where Council is the certifying authority, the levy may be made to Council when this application is lodged.</i></p>		
<p>Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?</p>	<p>No</p>	<p>Yes</p>
<p>If yes, provide:</p> <p>The BASIX certificate/s for the development (being either the BASIX certificate issued when the development consent was granted or some other BASIX certificate/s that have been issued no earlier than three months before the date of the Application being made), and such other documents as the BASIX certificate/s for the development requires to accompany the Application.</p>		

B7 DEVELOPMENT STATISTICS

This information is required by the Australian Bureau of Statistics and is mandatory

Tick appropriate box/es below:

Walls	Roof	Floor	Frame
Brick (double)	Tiles	Concrete/slate	Timber
Brick (veneer)	Concrete/slate	Timber	Steel
Concrete/stone	Fibre cement	Other	Aluminium
Fibre cement	Steel	Not specified	Other
Timber	Aluminium		Not specified
Curtain glass	Other		
Steel	Not specified		
Aluminium cladding			
Timber/weatherboard			
Other			
Not specified			
Gross site area (m ²):		Number of pre-existing dwellings on the site:	
Gross floor area of existing building (m ²):		Number of dwellings to be demolished:	
Does the site contain a dual occupancy?	No	Yes	
What are the current uses of the building?			
Gross floor area of new building work (m ²):		Number of dwellings to be constructed:	
How many storeys will the building have?		Will the new building be attached to an existing dwelling?	No Yes
What will be the new building use?			

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.