

# Application for a Construction Certificate

CC Number: \_\_\_\_\_

If you want to carry out some building work or subdivision work (such as building roads or a stormwater drainage system), you need a construction certificate before you can start work. You can use this form to apply to us for a construction certificate.

If you propose to submit this application for a construction certificate with your development application please talk to us first. If the subject land is located within the Kosciuszko ski resorts area, phone the Alpine Resorts Team in Jindabyne on (02) 6456 1733.

To complete the form, please place a cross in the boxes ☐ and fill out the sections as appropriate.

**To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.**

## 1. Details of the person having the benefit of the development consent

NAME

Mr ☐

Ms ☐

Mrs ☐

Dr ☐

Other ☐

First name

Family name

Company/organisation

ABN

STREET ADDRESS

Unit/street no.

Street name

Suburb or town

State

Postcode

POSTAL ADDRESS (or mark 'as above')

CONTACT DETAILS

Daytime telephone

Fax

Mobile

Email

How would you prefer to be contacted?

## 2. Identify the land

Unit / Street number or Lot number

Street or property name

Town, locality or resort

Postcode

Local government area

Lot/DP or Lot/Section/DP or Lot/Strata no. <sup>(1) (2)</sup>

Please ensure that you put a slash ( / ) between lot, section, DP and strata numbers. If you have more than one piece of land, you will need to separate them with a comma eg 123/579, 162/2.

## 2. continued...

(1) Note: You can find the lot, section, DP or strata number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact Land & Property Information (LPI), a division of the Department of Finance, Service and Innovation, for updated details.

(2) Note: If the subject land is located within the Kosciuszko ski resorts area, DP and strata numbers may not apply.

## 3. Estimated cost of the development

\$

## 4. Describe the development

What type of work do you propose to carry out?

Building work ☐

Subdivision work ☐

Describe the work

For building work, what is the class of the building under the Building Code of Australia?

*This can be found on the development consent*

Has development consent been granted for the development?

No ☐

Yes ☐ ➤ What is the development application no.?

What date was development consent granted?

## 5. Information to be attached to the application

You need to provide information with your application that is relevant to the type of work you propose to do. Please indicate the information you have attached by placing a cross in the appropriate boxes ☐: **Please note:** If possible, a copy of all plans and supporting documents to be supplied on CD.

### 1. If you are going to carry out building work:

☐ a copy of any compliance certificates on which you rely

☐ detailed plans of the building (4 copies)

The plans must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:

- show a plan of each floor section,
- show each elevation of the building,
- show the level of the lowest floor, the level of any yard or unbuilt area on that floor and the level of the ground, and
- indicate the fire safety and fire resistance measures (if any), and their height, design and construction.

*Where you propose to alter, add to or rebuild a building that is already on the land, or modify plans that have already been approved, please mark the general plan (by colour or otherwise) to show the change you propose to make.*

## 5. continued...

- ☐ detailed specifications of the building (4 copies)

*The specifications are to:*

- describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage, and water supply, and
- state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

*Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.*

- ☐ a plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building. This plan will assist us to assess whether the work will reduce the fire protection capacity of the building.

- ☐ where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:

- a list of the performance requirements you will meet by using the alternative solution
- the details of the assessment methods you will use to meet those performance requirements
- a copy of any compliance certificates on which you rely

- ☐ evidence of any accredited component, process or design on which you seek to rely

*Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Act 1979.*

- ☐ details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details are to include:

- a list of any fire safety measures you propose to include in the building or on the land.
- if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land.

*The lists must describe the extent, capability and the basis of design of each measure.*

- ☐ the attached schedule, completed for the development

*The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.*

*You may also need to pay a long service levy 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) before we can issue a certificate to you.*

- 2. If you are going to change the use of a building** or its classification under the Building Code of Australia and you are doing building work (unless the building will now be used as a single dwelling or a non-habitable building or structure such as a private garage, carport, shed, fence, antenna, wall or swimming pool):

- ☐ a list of any fire safety measures you propose to include in the building or on the land

- ☐ if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure.*

- ☐ details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia.

## 6. Signatures

**The owner(s)\* of the land to be developed must sign the application.**

If you are not the owner\* of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Planning & Environment must sign the application.

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

Signature

Name

Date

Signature

Name

Date

\* Note: For applications within the Kosciuszko ski resorts area, the approval of the lessee rather than owner is required.

## 7. Privacy policy

The information you provide in this application will enable us to assess your application under the *Environmental Planning and Assessment Act 1979*. If the information is not provided, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes.

## 8. Contact details

### Alpine Resorts Team

Shop 5A, 19 Snowy River Avenue  
PO Box 36, JINDABYNE NSW 2627  
Telephone: 02 6456 1733  
Email: [alpineresorts@planning.nsw.gov.au](mailto:alpineresorts@planning.nsw.gov.au)

### Head Office

320 Pitt Street, SYDNEY 2000  
GPO Box 39, SYDNEY NSW 2001  
Telephone: 1300 305 695  
Email: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)

## Schedule to application for a construction certificate

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

### All new buildings

Please complete the following:

- Number of storeys (including underground floors)
- Gross floor area of new building (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)


### Residential buildings only

Please complete the following details on residential structures:

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished
- Will the new dwelling(s) be attached to other new buildings?
- Will the new building(s) be attached to existing buildings?
- Does the site contain a dual occupancy?  
(NB dual occupancy = two dwellings on the same site)


Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

### Materials – residential buildings

Please indicate the materials to be used in the construction of the new building(s):

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	<input type="checkbox"/> 11	Tiles	<input type="checkbox"/> 10	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Brick (veneer)	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Concrete or stone	<input type="checkbox"/> 20	Fibre cement	<input type="checkbox"/> 30	Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Fibre cement	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
Timber	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70			Not specified	<input type="checkbox"/> 90
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80				
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90				
Aluminium	<input type="checkbox"/> 70						
Other	<input type="checkbox"/> 80						
Not specified	<input type="checkbox"/> 90						