



Modification Application Form

Construction Certificate (CC) – Building

Office Use Only

Application Number	Receipt Date	Fee	Receipt Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	Type Code	Receipt Type	Customer Service Officer
CC Fees – 4650.1048	AB CC 1	188	<input type="text"/>

Part 1 – Consent Details

Development Consent No.	Date of Determination	Construction Certificate No.	Date of Determination
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2 – Site Address

Unit/Street Number	Street Name
<input type="text"/>	<input type="text"/>
Suburb/Town	Postcode
<input type="text"/>	<input type="text"/>
Lot Number	Section
<input type="text"/>	<input type="text"/>
DP/SP Number	Volume/Folio
<input type="text"/>	<input type="text"/>

Part 3 – Development Details

Description of modification

<input type="text"/>
<input type="text"/>
<input type="text"/>

Building Classification under the Building Code of Australia

Existing Classification	New Classification (if changed)
<input type="text"/>	<input type="text"/>

Part 4 – Building: General Details

Development Size

Amount of floor space proposed (m²)

New	Proposed	Area of Land (m ²)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fire Safety Measures

Does the existing building currently have existing fire safety measures installed?

Yes – Please provide a schedule listing all fire safety measures

No

Does the new building works propose new or modified fire safety measures?

Yes – Please provide a schedule listing all proposed and existing fire safety measures

No

Does either the existing or new building works incorporate a Performance Based Alternative Solution pursuant to the National Construction Code – Building Code of Australia?

Yes – A copy of which is provided with this application

No

Part 5 – Building Work Details

Who will be carrying out the building work?

Not determined at this time – This information will be required prior to the work commencing.

Owner-Builder – If the value of any residential work exceeds \$20,000, a copy of an Owner-Builder permit must be presented to the PCA prior to the building work commencing.
If the value of the proposed work (residential or otherwise) exceeds \$20,000, you must have either completed an approved owner-builder course, or can satisfy the approved equivalent qualifications.
Further information about these permits can be found from the Fair Trading website.

Licensed Builder – Provide details below:

Name	Licence Number	
<input type="text"/>	<input type="text"/>	
Unit/Street Number	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Email	
<input type="text"/>	<input type="text"/>	

Part 6 – Ownership

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them – Provide details of the owners below

I am NOT the owner (e.g. I am an agent) – Provide details of the owner(s) below

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation / Company Name (if applicable)	ABN / ACN	
<input type="text"/>	<input type="text"/>	

Address	
<input type="text"/>	
Contact Phone Number	Email Address
<input type="text"/>	<input type="text"/>
First Owner's / Authorised Delegate's Signature	Date
<input type="text"/>	<input type="text"/>

Second Owner's / Authorised Delegate's Signature <input type="text"/>	Date <input type="text"/>
Third Owner's / Authorised Delegate's Signature <input type="text"/>	Date <input type="text"/>

Note:

If there is insufficient room above, or as an alternative to the above, the applicant can provide a signed letter from the respective owners consenting to the lodgement of the application.

If the property is owned by one or multiple individuals that individual(s) must sign this application form.

If the property is owned by one or multiple companies an authorised delegate from that company(ies) must sign this application form (identifying themselves as an authorised delegate) or provide a signed letter on letterhead paper identifying themselves as an authorised delegate of the company(ies) and consenting to the lodgement of the application.

If a property is strata titled, in addition to providing the consent of the owner, an authorised delegate from the Strata Body Corporate must sign this application form (identifying themselves as an authorised delegate) or provide a signed letter on letterhead paper identifying themselves as an authorised delegate of the Strata Body Corporate and consenting to the lodgement of the application.

Please note that if you have only very recently purchased your property, Council's records may still show the previous owner as the owner of the property. In such an event, a letter from your conveyancer or solicitor will be required stating that you are now the owner of the property.

Part 7 – Applicant Details

Details of the Applicant*

*An application for a construction certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work was carried out.

Mr Ms Mrs Dr Other: _____

First Name Family Name

Company Name (if applicable) ABN (if applicable)

Unit/Street Number Street Name

Suburb/Town State Postcode

Daytime Telephone Fax Mobile

Email

Part 8 – Applicant Declaration

Conflicts of Interest

Does Camden Council employ the applicant or owners(s) of the property or is the applicant or owner(s) a Councillor?

Yes – State below No

Is the application being submitted on behalf of an employee or Councillor?

Yes – State below No

If yes, state their name(s):

Requirements

Please ensure the relevant Checklist has been completed and submitted with the application documents

- I declare that all relevant drawings required by **my development type** have been provided.
- I declare that all relevant documents required by **my development type** have been provided.
- I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge.

- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I declare the electronic data provided is a true copy of all plans and associated documents submitted with this development application.
- I understand Council may use materials provided for notification/advertising purposes.
- I understand the materials provided will be made available to the public for inspection and copying at Council's Customer Service areas and on Council's website.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.

Applicant Name

Applicant Signature

Date