Application Form

Construction Certificate – Building

Office Use Only

Application Number	Receipt Date	Fee	Receipt Number

Account Number	Type Code	Receipt Type	Customer Service Officer
CC Fees – 4650.1044 Inspection – 4650.1037	CC-BLG Insp-BLG	197 202	

Part 1 – Development Consent Details

Development Consent No.	Date of determination

Part 2 – Site Address

Unit/Street Number

Street Name

Suburb/Town

Postcode

Lot Number

Section

DP/SP Number

Volume/Folio

Part 3 – Development Details

Description of Development

E.G – Dwelling house with carport and driveway
– Construction of a two storey dwelling with double garage and an in-ground swimming pool

Nature of Works

☐ New Build ☐ Alterations and Additions ☐ Internal Alterations Only

☐ Change of Use Only ☐ Change of Use (including building works)

Estimated Cost of Development

Note: Calculated in accordance with Camden Council's Cost Guide, a completed contract or a quantity surveyors report.

Building Classification under the Building Code of Australia

Existing Classification	New Classification (if changed)

Long Service Levy

- If the value of the work is $25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Construction Certificate can be provided.
- The levy can be paid online through the Long Service Levy Payments Corporation website, or paid to Camden Council as an agent.
- Partial levy exemptions may be applicable in some instances; for further information contact the Long Service Levy Corporation.

Has the Long Service Levy been Paid?

☐ Yes – Please include a copy of the receipt with the submission documents.

☐ No – It must be paid prior to the forwarding or delivery of the Construction Certificate.

☐ Not required

Staged Construction Certificate

Note: This is usually only relevant for larger scale development. Staged developments are explained in s.83B of EP&A Act.

Are you applying for a staged development?

☐ Yes ☐ No

If yes, which stage is it for?

Please provide any associated previous approval numbers

Subdivision

Not applicable to 'Subdivision Only' applications.

Does your application involve the subdivision of land?

☐ Yes ☐ No

Note: If you answered yes, a Subdivision Plan must be submitted with the application documents.

Development Type

☐ Agricultural ☐ Commercial ☐ Community Facilities

☐ Demolition ☐ Industrial ☐ Recreational Facilities

☐ Residential ☐ Retail ☐ Signage/Advertising

☐ Subdivision ☐ Tree Removal ☐ Other

☐ Temporary Structures, Events & Uses ☐ Tourist & Visitor Accommodation

Part 4 – Building: General Details

Development Size

Amount of floor space proposed (m²)

New | Proposed | Area of Land (m²)

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 – Other Approvals

Roads

(i) Will the development connect to a public road?

☐ Yes – Please provide evidence of approval ☐ No

(ii) Do you require a connection of a driveway to the road?

☐ Yes – Please provide evidence of approval ☐ No – Go to (iii)

(iii) Do you require a connection for stormwater or utility service?

☐ Yes – Please provide evidence of approval ☐ No

(iii) Is the road classified? A main road, highway, freeway, controlled access road, secondary road, tourist road, tollway, transitway, State work or Crown road.

☐ Yes – Please provide evidence of approval ☐ No

Relevant Referral

1. Under the *Roads Act 1993*, this application will be referred to the Roads and Maritime Services for approval
2. If the application involves building a driveway, it requires an additional approval under the *Roads Act 1993*.
3. If the application involves connecting stormwater or utility to the street kerb or within the footpath, additional approval for a Road Opening Permit is required.

Other Council Approval

Does the application involve the building of a septic tank?

☐ Yes – Please provide evidence of approval ☐ No

Relevant Outcomes

1. Under the *Local Government Act 1993,* this application requires approval to build a septic tank from Council.

Part 6 – 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 $10,000, 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

Unit/Street Number

Street Name

Suburb/Town

State

Postcode

Phone Number

Email

Part 7 – 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

Organisation / Company Name (if applicable)

ABN / ACN

Address

Contact Phone Number

Email Address

First Owner's / Authorised Delegate's Signature | Date

Second Owner's / Authorised Delegate's Signature | Date

Third Owner's / Authorised Delegate's Signature | Date

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 8 – 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 9 – 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 declare that I have completed a Contract for Certification Works.

- 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