

# CONSTRUCTION CERTIFICATE APPLICATION

## About this form

- This form may be used to apply for a construction certificate (a "certificate") to carry out building work or subdivision work.
- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- A construction certificate has no effect if it is issued after the building work or subdivision work to which it relates is physically commenced on the land to which the relevant development consent applies.

## How to lodge this form

This form is in ten parts. Please ensure all fields have been filled out. Fields marked with an asterisk \* must be completed otherwise Council will be unable to process your application. Once completed, forms can be submitted:

**In person** Ryde Customer Service Centre, 1 Pope Street, Ryde  
**Via post** Locked Bag 2069, North Ryde NSW 1670

**Additional information:** For more information visit [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au) or call the Ryde Customer Service Centre on 9952 8222.

## PART 1 : APPLICANT DETAILS

*\*An application for a construction certificate may only be made by a person who has the benefit of the development consent. An application may not be made by 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.*

<b>Company / Organisation</b> If applicable	<input type="text"/>	<b>ABN</b> If applicable	<input type="text"/>
<b>Title*</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="text"/>
<b>Given Name*</b>	<input type="text"/>		<b>Family Name*</b>
<b>Unit / Suite or House No.*</b>	<input type="text"/>	<b>Street Name*</b>	<input type="text"/>
<b>Suburb*</b>	<input type="text"/>		<b>Postcode*</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Postal Address</b> If different from above	<input type="text"/>		
<b>Suburb</b>	<input type="text"/>		<b>Postcode</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Preferred Contact*</b>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	<input type="checkbox"/> Home
<b>Mobile</b>	<input type="text"/>		<b>Fax</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>		<b>Home Phone</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email*</b>	<input type="text"/>		

## PART 2 : LOCATION OF THE PROPERTY

Site details where the building work or subdivision is to be carried out

<b>Unit / Suite or House No.*</b>	<input type="text"/>	<b>Street Name*</b>	<input type="text"/>
<b>Suburb*</b>	<input type="text"/>		<b>Postcode*</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Lot No.*</b>	<input type="text"/>	<b>DP/SP*</b>	<input type="text"/>
<b>Section*</b>	<input type="text"/>		
<b>Volume/folio*</b>	<input type="text"/>		

## PART 3 : DESCRIPTION

Description of the building work or subdivision work to be carried out

### 3.a) Briefly describe the development.

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).

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### 3.b) Class(s) of building(s) under the Building Code of Australia

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## PART 4 : ESTIMATED COST OF THE DEVELOPMENT

### 4.a) What is the estimate cost of the development

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment).

\$

Including GST

## PART 5 : DEVELOPMENT CONSENT

### 5.a) Date of Development Consent (If already granted) Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 5.b) Development Consent reference number:

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### 5.c) Name of consent authority:

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### 5.d) Name of applicant for Development Consent:

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### 5.e) I will provide a copy of the Development Consent, including:

- Approved plans endorsed by the consent authority
- Conditions of development consent
- Design statement from the architect/building designer that the Construction Certificate plans are consistent with the approved development plans
- Other documents referenced by the development consent that are relevant to this application.

No  Yes

## PART 6 : PLANNING AGREEMENTS

### 6.a) Is the development or the land upon which the development is to be carried out subject to a PLANNING AGREEMENT as referred to in section 93F EP&A Act?

No If no, proceed to Part 7  Yes If yes, please provide a copy of the Planning Agreement.

## PART 7 : ATTACHMENTS REQUIRED RELATING TO THE PROPOSED DEVELOPMENT

### 7.a) Does the application relate ONLY to a FIRE LINK CONVERSION?

No If no, proceed to 7.b)  Yes If yes, please provide a document that describes the design and construction and mode of operation of the new fire alarm communication link.

## PART 7 (CONTINUED) : ATTACHMENTS REQUIRED

### 7.b) Does the development involve SUBDIVISION WORK?

- No** If no, proceed to 7.c)
- Yes** If yes, please provide appropriate subdivision work plans and specifications, which include copies of:
- (i) Details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
  - (ii) Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned
  - (iii) Detailed engineering plans as to the following matters:
    - Earthworks ▪ Roadworks ▪ Road pavement ▪ Road furnishings ▪ Stormwater drainage
    - Water supply works ▪ Sewerage works ▪ Landscaping works ▪ Erosion control works
  - (iv) Copies of any Compliance Certificates to be relied on.

### 7.c) Does the development involve BUILDING WORK (including in relation to a dwelling house or building or structure ancillary to a dwelling house)?

- No** If no, proceed to 7.d)
- Yes** If yes, please provide a detailed description of the development, and attach appropriate building work plans and specifications.

(i) For each proposed new building indicate:

- The number of storeys (including underground storeys) in the building
- The gross floor area of the building  (m<sup>2</sup>)
- The gross site area of the land on which the building is to be erected  (m<sup>2</sup>)
- What are the current uses of the building?
- What will be the new building uses (if changed)?

(ii) For each proposed new residential building indicate:

- The number of existing dwellings on the land on which the new building is to be erected
- The number of those existing dwellings that are to be demolished in connection with the erection of the new building
- The number of dwellings to be included in the new building
- Is the new building to be attached to any existing building?  No  Yes
- Is the new building to be attached to any other new building?  No  Yes
- Does the land contain a dual occupancy?  No  Yes
- Indicate the materials to be used in the construction of the new building by placing a cross in the appropriate box in the table below:

#### WALLS

- Double brick (Code 11)
- Brick veneer (Code 12)
- Concrete/stone (Code 20)
- Fibre cement (Code 30)
- Timber (Code 40)
- Curtain glass (Code 50)
- Steel (Code 60)
- Aluminium cladding (Code 70)
- Other (Code 80)
- Not specified (Code 90)

#### ROOF

- Tiles (Code 10)
- Concrete/slate (Code 20)
- Fibre cement (Code 30)
- Steel (Code 60)
- Aluminium (Code 70)
- Other (Code 80)
- Not specified (Code 90)

#### FLOOR

- Concrete/slate (Code 20)
- Timber (Code 40)
- Other (Code 80)
- Not specified (Code 90)

#### FRAME

- Timber (Code 40)
- Steel (Code 60)
- Aluminium (Code 70)
- Other (Code 80)
- Not specified (Code 90)

- (iii) Detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
  - A site plan
  - A plan of each floor section
  - A plan of each elevation of the building
  - The levels of the lowest floor and the levels of the adjacent ground
  - The height, design, construction and provision for fire safety and fire resistance (if any)
  - Structural plans prepared by a professional engineer for footings and frame (including bracing and tie-downs).
- (iv) Stormwater plans and specifications for the development that:
  - Describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
  - 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.
- (v) Provide 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)
- (vi) Provide a description of any accredited building product or system sought to be relied on for the purposes of section 79C(4) of the Environmental Planning and Assessment Act 1979 (EP&A Act)\*
 

*\* S.79C(4) EP&A Act provides that a consent authority must not refuse to grant consent to a development on the grounds 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 EP&A regulation 2000.*
- (vii) Provide copies of any Compliance Certificate to be relied on.
- (viii) Provide a statement if the development involves building work to alter, expand or rebuild an existing building, and a scaled plan of the existing building.

**7.d) Does the development involve building work other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house or work that relates only to fire link conversion?**

**No** If no, proceed to 7.e)

**Yes** If yes, please provide:

- (i) A list of any existing fire safety measures provided in relation to the land or any existing building on the land.
- (ii) A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.
- (iii) Copies of the following consultant's drawings, each accompanied by a design statement:

Note: Design Statements are required to reference the relevant Australian Standards, BCA Clauses, and Development Consent conditions (as listed):

- Structural  (Plans)  (Design Statement)
- Type of Construction Required: Type A / Type B / Type C
- Hydraulic/Civil  (Plans)  (Design Statement)
- Landscaping  (Plans)  (Design Statement)
- Mechanical  (Plans)  (Design Statement)
- Electrical  (Plans)  (Design Statement)
- Fire Services  (Plans)  (Design Statement)

Note: Location of Fire Hydrants and other services are to be detailed on hydraulic and fire services plans.

**7.e) Does the development involve an alternative solution under the Building Code of Australia ("BCA") in respect to a fire safety requirement?**

**No** If no, proceed to 7.f)

**Yes** If yes, please provide either or both of the following from a FIRE SAFETY ENGINEER (a private accredited certifier holding Category C10 accreditation):

- (i) A compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies the alternative solution complies with the relevant performance requirements of the BCA.
- (ii) A written report that includes a statement that the alternative solution complies with the relevant requirements of the BCA.

*Note: The above requirement only applies to building work in respect of:*

- (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:
  - (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.*

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**7.f) Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?**

**No** If no, proceed to 7.g)

**Yes** If yes, please provide:

- (i) A statement from a qualified designer which verifies that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65: Design Quality of Residential Flat Development (SEPP 65).

*Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to:*

- reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on, or
- improve the thermal performance of the building.

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**7.g) Has the Fire Commissioner granted an exemption under clause 188 EP&A Regulation from compliance with any specified Category 3 fire safety provision?**

**No** If no, proceed to 7.h)

**Yes** If yes, please provide:

- (i) A copy of the exemption together with any conditions imposed.

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**7.h) Is any long service payment levy payable under s.34 of the Building and Construction Industry Long Service Payments Act 1986?**

**No** If no, proceed to 7.i)

**Yes** If yes, please provide:

- (i) 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).

*Note: The levy may be made to council when this application is lodged*

**7.i) Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?**

**No** If no, proceed to Part 8)

**Yes** If yes, please provide:

- (i) 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.

*BASIX (the Building and Sustainability Index) ensures homes are built to be more energy and water efficient. BASIX uses an online program to assess a building's design and compares it against energy and water reduction targets. The design must meet these targets before a BASIX certificate can be printed. Any changes made to a building's design after a BASIX certificate has been issued requires another BASIX assessment and new BASIX certificate. "BASIX affected buildings" contain one or more dwellings (but do not include hotels or motels).*

A BASIX certificate **MUST** be obtained for every **BASIX affected development**, which are any of the following (other than development that is **BASIX excluded development**):

- (a) development that involves the erection (but not the relocation) of a BASIX affected building
- (b) development that involves a change of building use by which a building becomes a BASIX affected building
- (c) development that involves the alteration, enlargement or extension of a BASIX affected building, where the estimated construction cost of the development is \$50,000 or more
- (d) development for the purpose of a swimming pool or spa, or combination of swimming pools and spas, that services or service only one dwelling and that has a capacity, or combined capacity, of 40,000 litres or more.

*If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.*

*Further information about BASIX, exclusions and to obtain a BASIX Certificate, go to [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).*

## PART 8 : OWNERS AUTHORITY TO ENTER AND INSPECT LAND

A certifying authority must not issue a construction certificate for development on a site which affects an existing building unless the certifying authority, or an accredited certifier, council or consent authority on behalf of the certifying authority, 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 the certifying authority, or an accredited certifier, council or consent authority, 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 make access available to the property to enable the inspection to be carried out.

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

**As the owner(s) of the above property, I/we consent to the certifying authority, or an accredited certifier, council or consent authority, 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 make access available to the property to enable the inspection to be carried out.**

Name of owner (s)\*

Signature (s)\*

Date\*

## PART 9 : SIGNATURE OF APPLICANTS (S)

Name of applicant(s)\*

Signature (s)\*

Date\*

## PART 10 : DATE OF RECEIPT OF APPLICATION

To be completed by the certifying authority immediately after receiving this Application.

This Application was received on\*