



Application For Construction Certificate

Made under the Environmental Planning and Assessment Act 1979
(Sections 109C(1b), 81A(5) and 109F)



Address the application to:

The General Manager
Warringah Council
Civic Centre, 725 Pittwater Rd
Dee Why NSW 2099

Or

Customer Service Centre
Warringah Council
DX 9118 Dee Why

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

Office Use Only

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June 12

For applicable fees and charges, please refer to Council's website: www.warringah.nsw.gov.au or contact our Customer Service Centre.

Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy Information Protection Act 1998 (NSW) to the extent permitted by those Acts

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on eServices (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

Part 1 Summary Applicant(s) Details

Applicant(s) name

Owner(s) name

If any owner/applicant of this development application is a current employee or elected representative of Warringah Council.

Warringah Council employee Yes No Elected representative Yes No

Full applicant details to be completed in Part 3 of the application form.

PART 1 Site Details

1.1 Location of property

We need this to correctly identify the land.

Unit no.

House no.

Street

Suburb

Property description (e.g. Lot/DP, etc)

1.2 Description of work

Please describe briefly everything that you want approved by the Council, including signs, hours of operation, use, subdivision, demolition etc.

Type Building Work

Subdivision work

1.3 Estimated cost of work

Must be signed

The estimated cost of development or contract price is subject to a check by Council before final acceptance.

Estimated cost of work

\$

Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.

NAME (printed), & qualification SIGNATURE of qualified person certifying value of work

1.4 Development consent

Consent number

DA (Year) / (Number)

Date of determination

1.5 Building Code of Australia

BCA classification

This information is nominated on your development consent.

1.6 Builder details

If known. To be completed in the case of residential building work.

Name

Licence number

Or

Owner-builder permit

1.7. Collection of determination

Do you seek to collect the determination from Council?

YES

NO

Note You are advised that if you do not collect the determination from Council, it will be sent via standard post. If the determination is lost/misplaced Council will charge a fee for copying the determination in accordance with Council's adopted fees and charges schedule (this process can take up to 10 working days)

This section is not made electronically available on e Services

PART 2 Applicant(s) Details

Applicant(s) details Mr Mrs Ms Other

It is important that we are able to contact you if we need more information.

Full family name(s) (no initials) (or company)

Please give us as much detail as possible.

Full given names (no initials) (or A.C.N)

Postal address

We will post all letters to this address

Postcode

Phone number ()

Alternate ()

Mobile number

Facsimile ()

Contact person

Person who may be contacted to discuss the application during business hours

PART 3 Owner(s) Consent

Owner(s) consent

Owner(s)

Council cannot grant consent if owner(s) consent is not provided.

Address

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant(s).

Signature(s)

Every owner of the land must sign this form.

Company / Organisation

If the owner is a company, owner's consent is to be provided in one of the following ways:

- Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
- Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001.

Together with an up to date ASIC Company Extract and other relevant supporting documentation.

New owner(s)

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

Strata Title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature the following must be provided if any works are proposed on common property:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by the Owner's Corporation, clearly stating the words "Support for lodgement of a Development Application".

Signing on owner(s) behalf

If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).

Joint wall / Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

PART 4 Checklist and Declaration

THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION, AND ALL ACCOMPANYING DOCUMENTATION SOUGHT. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

Declaration

Please see Part 2 for requirements for companies or units under strata or company title.

I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, complete, true and correct.

I/We also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested.

I/We acknowledge that if the information provided is misleading, any approval granted 'may be void'.

Further, I/We also certify that the plans and specifications submitted in support of this application are fully compliant with the relevant development consent.

I/We acknowledge that applications with significant variations to the development consent may be refused without discussion.

Applicant(s) Signature(s) Date ___/___/___

Applicant(s) Signature(s) Date ___/___/___

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Construction Certificate Checklist

REQUIRED

SUPPLIED

DEVELOPMENT CONSENT COMPLIANCE STATEMENT (2 copies)

An itemised statement of compliance with all relevant conditions of your development consent. The conditions of your development consent will specify what additional information is required to lodge a construction certificate application.

YES NO - WHY NOT

PLANS (2 copies)

Plans must be drawn to scale and the scale identified on each plan. Free hand, single line or illegible drawings will not be accepted. Two coloured copies of all plans must be submitted with your application

The following information should be included on all plans and documents:

- Applicant(s) name(s), block/house/shop/flat number, street/road name, town or locality
- Lot number, section number, DP number. (Found on rates notice or land title)
- Measurement in metric
- The position of true north
- Building, or parts of building, to be demolished to be indicated in outline
- Draftsman/Architect name and date
- Coloured on elevations/sections

SURVEY PLAN (2 copies)

Information should include:

- Plan to scale
- Plan to show all existing structures
- Plan to show all trees greater than 5m in height and/or 3m in canopy spread. The exact location of any such tree, the relative level (RL) at its base and its height and canopy spread.
- Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary
- Show the levels of the lowest floor, and of any yard or unbuilt area belonging to that floor, and the levels of the adjacent ground
- Levels – contour and spot levels (drawn at Australian Height Datum)
- Easements and rights of way (Council and private)

SITE PLAN (2 copies)

A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.

A site plan should include:

- Drawings to scale
- Location of the new and existing buildings in relation to site boundaries
- Location/position of all buildings/structures on adjoining land (showing street number and street address)
- Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways
- Relative location of adjoining building
- Location of any adjoining owner windows facing your development
- Levels – contour and spot levels
- Easements and rights of way including common or party walls
- Existing stormwater drainage location

REQUIRED**SUPPLIED**

YES NO - WHY NOT

 SITE PLAN Cont.

- Location of vehicle access and car parking (indicating extent of cut and fill and gradients). Engineering details may be required
- Locality boundaries if multiple localities apply
- Site safety and security fencing during construction

Measurements including:

- Length, width and site area of land, both existing and proposed
- Width of road reserve
- Distance from external walls and outermost part of proposed building to all boundaries
- Approximate distance from proposed building to neighbouring buildings

SUBDIVISION, DRAINAGE AND ROADWORKS (2 copies)

If you are going to carry out work to do a subdivision (eg building roads or a stormwater drainage system):

- The details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- The details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (like water, road, electricity, sewerage)
- The existing ground levels and the proposed ground levels when the subdivision is completed
- Copies of any compliance certificates on which you rely
- Detailed engineering plans (3 copies). The detailed plans might include the following:
 - Earthworks
 - Roadworks
 - Road pavement
 - Road furnishings
 - Stormwater drainage (including on-site detention works/ water quality control ponds)
 - Water supply works
 - Sewerage works
 - Landscaping works
 - Construction
 - Management run
 - Traffic management plan
 - Soil and water management plan
 - Stormwater or on-site detention drainage plans in accordance with Council's "on-site stormwater detention specification" IIsax or drains model

 FLOOR PLAN (2 copies)

A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development. Floor plans should include:

- Drawings to scale
- Outline of existing building/development on site (shown dotted)
- Room names, areas and dimensions
- Window and door locations and sizes
- Floor level and steps in relative levels (RLs)
- Access for persons with a disability (if in a new public building)
- Location of plumbing fixtures (where possible)
- Wall structure type and thickness

REQUIRED**SUPPLIED**

YES NO - WHY NOT

 ELEVATION PLAN (2 copies)

- Elevation plans are a side on view of your proposal. Drawings of all affected elevations (north, south, east and west facing) of your development need to be included in your application. Elevation plans should include:

- Drawings to scale
- Outline of existing building/development on site (shown dotted)
- Location/position of all buildings/structures on adjoining land (showing street number and street address)
- Exterior cladding type and roofing material/colour
- Window sizes and location
- Stormwater drainage pipes (downpipes and gutter)
- Chimneys, flue exhaust vents, duct inlet or outlet
- Reduced levels (AHD) for ridge and floor as a minimum

 SECTION PLAN (2 copies)

A section is a diagram showing a cut through the development at the most typical point. Sections should include:

- Drawings to scale
- Outline of existing building/development on site (shown dotted)
- Section names and where they are shown on plan (ie A/A B/B etc)
- Room names
- Room and window heights
- Details and chimneys, fire places and stoves
- Roof pitch and covering
- Site works, finished and proposed floor and ground levels in relative levels (RLs) (indicate cut, fill and access grades)
- Stormwater or on-site detention drainage plans in accordance with Council's "on-site stormwater detention specification" Ilsex or drains model

 SPECIFICATIONS AND STRUCTURAL DETAILS (2 copies)

A specification is a written statement that should include as a minimum:

- The construction of the building to specific BCA standards and materials to be used
- Type and colour of external finishes
- Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars
- The method of drainage, effluent disposal and provision of water supply
- Any other details relevant to the construction of the building

Note: Three copies of the specification must be supplied

 ADVERTISING STRUCTURE/SIGN (2 copies)

If you are planning to erect an advertising structure or sign, you will need to supply the following:

- Details of the structure, materials to be used and how it will be fixed to the building
- Its size, colours, lettering and overall design
- The proposed location shown on a scale plan and building elevation
- The amount and extent of light spill

 FIRE SAFETY MEASURES SCHEDULE (2 copies)

- Proposed alterations to existing building (BCA Classes 2 to 9) to be accompanied by a fire safety measures schedule listing all existing and those proposed to be installed in the building including the standard of performance
- For a new development (BCA Classes 2 to 9) a fire safety measures schedule listing all those proposed to be installed including the standard of performance

REQUIRED**SUPPLIED**

YES NO - WHY NOT

 RESIDENTIAL FLAT BUILDINGS - DESIGN VERIFICATION

Provide a design verification from a qualified designer in which the development application was required under clause 50(1A) of the Environmental Planning and Assessment Act, 1979. The design quality principles are set out in Part 2 of State Environmental Planning Policy No. 65 'Design Quality of Residential Flat Developments.'

 HOME BUILDING ACT REQUIREMENTS

In the case of an application for a construction certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:

In the case of work by a licensee under the Act:

- A statement detailing the licensee's name and contractor licence number
- Documentary evidence that the licensee has complied with the applicable requirements of the Act

In the case of work done by another person:

- A statement detailing the person's name and owner-builder permit number
- A declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act

A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

 BASIX CERTIFICATE (2 copies)

Applies to Classes 1, 2 and 4. A Basix certificate is required for all residential new dwellings and alterations and additions to residential dwellings, swimming pools and spas exceeding prescribed value.

Where a DA has been issued without a Basix certificate, the following must be provided:

- Submission of the Basix certificate and assessor certificate (when simulation method is being used)
- Details of commitments in the Basix certificate shown on plans and specifications

ENERGY EFFICIENCY (Section J, Building Code of Australia)

Applies to Classes 3 and 5 to 9 buildings. Details of commitment to be shown on plans and specifications.

FIRE SAFETY

Class 1a building must show the location of all hard-wired smoke alarms.

Class 2 to 9 building, please provide:

- Existing and proposed Fire Safety Schedules
- Plans showing detail and location of the essential fire services
- Where an alternative solution is being used, provide details or the performance requirements that the alternative solution is intended to meet (2 copies)
- Detail of assessment methods used to establish compliance "deem to satisfy"
- Evidence of accreditation, component, process or design that is to be relied upon as part of the proposed work. The list must describe the extent, capabilities and basis of the design of each of the measures
- The submission of alternative solutions must be submitted by a Level 1 (unconditional) accredited certifier