

Australian Building Certification

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Application Form



under the *Environmental Planning and Assessment Act 1979 as amended*

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This is an Application for (tick):

List documents being submitted:

Construction Certificate
Complying Development Certificate
Occupation Certificate

Applicants	note: MUST be the owner(s) if you are applying for a Construction Certificate
Name:	
Address:	
Contact number (telephone):	
Signature: _____	Date: _____

Owner	
Name:	
Address:	
Contact number (telephone):	
Consent of All Owners:	I / We consent to this application
Signature(s): _____	
Date: _____	

Land to be developed	
Address:	
Lot No.. DP/MPS, etc:	
area of site: _____	zone of the land: _____

Proposed Development Type (tick a box)	
use of land / building	carrying out of work
erection of a building	demolition
subdivision of land / building	other
Description	
Proposed use	
Value of building work	EPI / DCP applicable (for CDC)
Council Consent Number (if known)	BCA classification

Builder / Owner Builder (complete if residential building work)
Name:
contractor license number:
permit number if owner builder:

Schedule to Application (complete as much as possible)

Particulars of the proposal

What is the area of the land? (sq metres)

Gross floor area of existing building (sq metres)

What is current use of building or land?

Does site contain a dual occupancy ? (tick a box) yes no

Proposed floor area of new work? (sq metres)

What are Proposed uses of all parts of the building / land?

Number of pre-existing dwellings

Number of dwellings to be demolished

How many dwellings are proposed?

How many storeys will the building consist of?

Materials to be used (tick only applicable boxes)

walls	code	roof	code
brick veneer	12	aluminium	70
full brick	11	concrete	20
single brick	11	concrete tile	10
concrete block	11	fibrous cement	30
concrete/masonry	20	fibreglass	80
concrete	20	masonry/terracotta shingle tiles	10
steel	60	slate	20
fibrous cement	30	steel	60
hardiplank	30	terracotta tile	10
timber/weatherboard	40	other	80
cladding - aluminium	70	unknown	90
curtain glass	50		
other	80	area of asbestos (if any) to be disturbed	sq m
unknown	90		
floor		frame	
concrete	20	timber	40
timber	10	steel	60
other	80	other	80
unknown	90	unknown	90

Office use - leave blank

Date of receipt: _____

LSL (if \$25,000 & over) Insurance/OBP (>\$10,000) Fee paid stc date _____

Information you need to submit with the application form

The following minimum information needs to be included with an application for a Construction Certificate (CC) or a Complying Development Certificate (CDC). For an Occupation Certificate we will advise you what further information you will need to provide after the occupation certificate inspection is performed.

Check each box below as applicable:

A completed and signed Application Form

For a CC, a copy of the development consent and council stamped plans

For a CDC, a copy of a current Section 149 planning certificate (obtained from council)

For a CDC, a copy of the Deposited Plan (DP) showing easements and covenants, if any

3 copies of the BASIX certificate (if applicable)

3 copies of architectural plans

3 copies of specifications

3 copies of structural engineer drawings

After submission of the application, you may be notified as to whether further information is required.

Contract conditions of Engagement of Certifying Authority (CA)—Assessments of Proposals

Endorsement of the application form by the owner of the property (or their agent) signifies acceptance of the following conditions:

CA Obligations

1. The CA agrees to assess the application but only if all required documentation is submitted in accord with the Environmental Planning and Assessment Act 1979 and the Regulations. The CA, discretionally, may notify the applicant several times if the information submitted is not complying, ambiguous, or deficient, or as the CA sees fit, for the proposal to be able to be assessed.

Applicant Obligations

1. The applicant must provide all relevant drawings, plans, documentation, approvals, consents and other documents associated with the proposal at the request of the CA.

Owner Obligations

1. The owner agrees to pay all fees and charges at the time of application, in accordance with the tax invoice.
2. The owner must ensure that the subject property is accessible for the CA to carry out the CA's obligations under this Agreement.
3. If the CA terminates this Agreement then the owner must pay any money owing to the CA for work done and costs incurred by the CA up to and including the date of termination of this Agreement.
4. In the case of an application for a construction certificate the owner(s) (or their agent) must provide all the information, documents and any other things required by the consent to be completed prior to the issue of a construction certificate, at the time of application for the construction certificate. Failure to comply with this clause may give rise to further reassessment fees once the initial assessment has been complete.
5. Amended documents, plans and/or any extra submissions will give rise to further reassessment fees.
6. Details provided on the plans and supporting documentation must be accurate and relevant to all matters pertaining to the proposal. Any misleading or incorrect information supplied may invalidate the assessment and any subsequent Part 4A certificates under the Environmental Planning and Assessment Act/ Regulations that may be subsequently issued in the future, and costs incurred as a result will be the responsibility of the owner.
7. It is recommended a copy of this contract be kept by the owner(s) (or their agent) for future reference.

Termination of this Agreement

This Agreement may be terminated if any of the following occurs:-

1. Building works subject of the assessment are commenced without the issue of a Construction Certificate or Complying Development Certificate.
2. If the owner or principal contractor or builder fails to provide sufficient or accurate documentation in support of any CA request relating to the application.
3. The owner(s) (or their agents) fail to comply with any of the conditions above, under the heading of "**Owner Obligations**".
4. If misleading or inaccurate information or details are supplied for the purpose of subsequently obtaining any future part 4A certificate under the Environmental Planning and Assessment Act/Regulations.

NOTE: Withdrawal of the application will be subject to fees proportional to the assessment work completed from the date of written receipt to withdrawal the application is received.

Governing Law

The parties agree that this Agreement is governed by the laws of New South Wales and in particular the Environmental Planning and Assessment Act and its Regulations and Building Professionals Act and its Regulations.

Further information relating to the requirements of contracts and payments for the services by a Principal Certifying Authority can be found on the Building Professionals Board web site www.bpb.nsw.gov.au