

# Australian Building Certification

ABN 72861584793 RBN V6678538  
Ph 02 4228 7757

www . aubc . com . au

## Application Form



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

© Copyright 2019 Australian Building Certification

**This is an Application for (tick):**

- Construction Certificate
- Complying Development Certificate
- Occupation Certificate

<b>Applicants</b>	note: MUST be the owner(s) if you are applying for a Construction Certificate	
Name:	<input type="text"/>	
Address:	<input type="text"/>	
Contact number (telephone):	<input type="text"/>	email: <input type="text"/>
Signature:	Date: <input type="text"/>	

<b>Owner</b>	<input type="text"/>	
Name:	<input type="text"/>	
Address:	<input type="text"/>	
Contact number (telephone):	<input type="text"/>	email: <input type="text"/>
<b>Consent of All Owners:</b>	I / We consent to this application	
Signature(s):	<input type="text"/>	
Date:	<input type="text"/>	

<b>Land to be developed</b>	<input type="text"/>	
Address:	<input type="text"/>	
Lot No.. DP/MPS, etc:	<input type="text"/>	
area of site:	<input type="text"/>	zone of the land: <input type="text"/>

<b>Proposed Development Type</b> (tick a box)		
<input type="checkbox"/> use of land / building	<input type="checkbox"/> carrying out of work	
<input type="checkbox"/> erection of a building	<input type="checkbox"/> demolition	
<input type="checkbox"/> subdivision of land / building	<input type="checkbox"/> other	
Description	<input type="text"/>	
Proposed use	<input type="text"/>	
Value of building work	<input type="text"/>	EPI / DCP applicable (for CDC) <input type="text"/>
Council Consent Number (if known)	<input type="text"/>	BCA classification <input type="text"/>

<b>Builder / Owner Builder</b> (complete if residential building work)		
Name:	<input type="text"/>	
contractor license number:	<input type="text"/>	
permit number if owner builder:	<input type="text"/>	

**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)

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

*Office use - leave blank*

**Date of receipt:** \_\_\_\_\_

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

# Application Document Checklist

The following minimum information needs to be included with an application for a Construction Certificate (CC) or a Complying Development Certificate (CDC).

Either one electronic submission or three (3) collated paper sets are accepted.

Check applicable boxes below:

- One electronic package (files must be pdf format) with the information listed below (as applicable). Architectural drawings should be in one merged pdf set.

**OR**

- Three (3) collated paper sets with the information listed below (as applicable). Plans must be in A3 format.

## For a Complying Development Certificate (CDC)

- A completed and signed Application Form
- A copy of a current Section 10.7 planning certificate (obtained from council)
- A copy of the 88b instrument (covenants) and the DP plan
- BASIX certificate (if applicable)
- Architectural plans
- Specifications
- Structural engineer drawings
- Sydney Water Approval

## For a Construction Certificate (CC)

- A completed and signed Application Form
- A copy of the development consent and council stamped plans
- BASIX certificate (if applicable)
- Architectural plans
- Specifications
- Structural engineer drawings
- Sydney Water Approval

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

## **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. The owner and/or the applicant must provide all documents that may be requested by the certifier for the application to be assessed and approved. Failure to provide any requested documents within 40 days of the request will result in the application being deemed refused.
5. 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.
6. Amended documents, plans and/or any extra submissions will give rise to further reassessment fees.
7. 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.
8. 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](http://www.bpb.nsw.gov.au)