

# Australian Building Certification

ABN 72861584793 RBN V6678538

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## Application Form



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

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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:	
Address:	
Contact number (telephone):	email:
Signature: _____	Date: _____

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

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

<b>Proposed Development Type</b> (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	<b>EPI / DCP applicable (for CDC)</b>
Council Consent Number (if known)	BCA classification

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



# 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 149 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. 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](http://www.bpb.nsw.gov.au)