

INFORMATION SHEET

WHAT DOCUMENTS AND INFORMATION DO YOU NEED TO SUBMIT WITH YOUR CONSTRUCTION CERTIFICATE APPLICATION



Council's Construction Certificate Application generally identifies the documents and information to be submitted with the Application in order for Council to assess and determine your application. In this regard Council requires **two (2) copies** of plans and supporting documentation ie specifications to be submitted with the application.

Part 3 of the *Environmental Planning and Assessment Regulation 2000* provides a detailed list of information to be submitted with an application. In addition, Council has determined the need for additional information to ensure that the level of detail provided is adequate and will not lead to delays in the processing of an application.

- (1) A construction certificate application must be accompanied by the following documents:
 - (a) if the development involves building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
 - (i) a detailed description of the development, and
 - (ii) appropriate building work plans and specifications,
 - (b) if the development involves 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):
 - (i) a list of any existing **fire safety measures** provided in relation to the land or any existing building on the land, and
 - (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,
 - (c) if the development involves subdivision work, appropriate subdivision work plans and specifications,
 - (d) in the case of development to which clause 6A of the Regulations applies, such other documents as any BASIX certificate for the development requires to accompany the application,
 - (e) Site Waste & Recycling Management Plan Checklist No.2.
- (2) A detailed description of the development referred to in subclause (1)(a)(i) must indicate the following matters:
 - (a) for each proposed new building:
 - (i) the number of storeys (including underground storeys) in the building,
 - (ii) the gross floor area of the building (in square metres),
 - (iii) the gross site area of the land on which the building is to be erected (in square metres),
 - (b) for each proposed new residential building:
 - (i) the number of existing dwellings on the land on which the new building is to be erected,
 - (ii) the number of those existing dwellings that are to be demolished in connection with the erection of the new building,
 - (iii) the number of dwellings to be included in the new building,
 - (iv) whether the new building is to be attached to any existing building,
 - (v) whether the new building is to be attached to any other new building,
 - (vi) whether the land contains a dual occupancy,
 - (vii) the materials to be used in the construction of the new building (using the abbreviations set out in the attached Schedule).
- (3) Appropriate building work plans and specifications referred to in subclause (1)(a)(ii) include the following:
 - (a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
 - (i) a plan of each floor section, and
 - (ii) a plan of each elevation of the building, and
 - (iii) the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground, and
 - (iv) the height, design, construction, and provision for fire safety and fire resistance (if any),
 - (b) specifications for the development:

- (i) that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
 - (ii) that 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,
- (c) 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),
 - (d) a description of any accredited components, processes or design sought to be relied on,
 - (e) copies of any compliance certificate relied on,
 - (f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,
 - (g) in the case of development to which clause 6A applies, such other matters as and BASIX certificate requires to be included in the plans and specifications.
- (3A) An application for a construction certificate that relates only to fire link conversion needs only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.
- (4) Appropriate subdivision work plans and specifications referred to in subclause (1)(c) include the following:
- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),
 - (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
 - (c) detailed engineering plans as to the following matters:
 - (i) earthworks,
 - (ii) roadworks,
 - (iii) road pavement,
 - (iv) road furnishings,
 - (v) stormwater drainage,
 - (vi) water supply works,
 - (vii) sewerage works,
 - (viii) landscaping works,
 - (ix) erosion control works,
 - (d) copies of any compliance certificates to be relied on.

HOME BUILDING ACT REQUIREMENTS

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

- (a) In the case of work by a licensee under the Act:
 - (i) a statement detailing the licensee's name and contractor licence number, and
 - (ii) documentary evidence that the licensee has complied with the applicable requirements of the Act, or
- (b) In the case of work done by any other person:
 - (i) a statement detailing the person's name and owner-builder permit number or
 - (ii) 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 that Act.

Note: A certificate 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.

LONG SERVICE LEVY

Under s109f(1) of the *Environmental Planning and Assessment Act 1979* a construction certificate can not be issued until any long service levy payable under s34 of the *Building and Construction Industry Long Service Payments Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Council is authorised to accept the payment.