

To the General Manager, Coffs Harbour City Council

# CONSTRUCTION CERTIFICATE (BUILDING)

Environmental Planning and Assessment Act 1979

s139 Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) ABN 79 126 214 487



If you want to carry out some building work or subdivision work (such as building a house or extension), **you need a construction certificate before you can start work.** You can use this form to apply to us for a Construction Certificate. To complete the form, please place a cross in the boxes  and fill out the white sections. **To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.**

## 1. Details of the applicant

**Note: A builder or other person who will be undertaking building work on the project cannot apply for a Construction Certificate unless they are the owner of the property.**

*It is important that Council is able to contact you if more information is required. Please give as much detail as possible.*

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

## 2. Details of the builder

Name

Company/organisation

ABN

Postal Address

Daytime telephone

Fax

Licence Number

## 3. Identify the land on which the building work will be done

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata No.

## OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

#### 4. Estimated cost of work

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

Estimated cost of work:

\$

#### 5. Description of work

What type of work do you propose to carry out?

Building work

Describe the work

Has development consent been granted for the development?

No

➤ Then a development application must be lodged with Council

Yes

➤ What is the development application number?

➤ What date was development consent granted?

Class of the Building/s under the Building Code of Australia .....

#### 6. Information to be attached to the application

You need to provide material with your application that is relevant to the type of work you propose to do. Please indicate the material you have attached by placing a cross in the appropriate boxes .

##### 1. If you are going to carry out building work:

Detailed plans of the building (2 copies).

The plans must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:

- Show a plan of each floor section;
- Show each elevation of the building;
- Show the level of the lowest floor, the level of any yard or unbuilt area on that floor and the level of the ground;
- Indicate the fire safety and the fire resistant measures (if any), and their height, design and construction.

*Where you propose to alter, add to or rebuild a building that is already on the land, or modify plans that have already been approved, please mark the general plan (by colour or otherwise) to show the change you propose to make.*

Detailed specifications of the building (2 copies).

The specifications are to describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply.

A plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend the building.

*This plan will assist us to assess whether the work will reduce the fire protection capacity of the building.*

- Where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:
- A list of the performance requirements you will meet by using the alternative solution.
  - The details of the assessment methods you will use to meet those performance requirements.
  - A copy of any compliance certificate on which you rely.
- Details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details are to include:
- A list of any fire safety measures you propose to include in the building or on the land.
  - If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land.

*The lists must describe the extent, capability and the basis of design of each measure.*

- The attached schedule, completed for the development.

*The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services..*

You may also need to pay a Long Service Levy under Section 34 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) before we can issue a certificate to you.

2. **If you are going to change the use of a building** or its classification under the Building Code of Australia and you are doing building work (unless the building will now be used as a single dwelling or a non-habitable building or structure such as a private garage, carport, shed, fence, antenna, wall or swimming pool):

- A list of any fire safety measures you propose to include in the building or on the land.

- If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land.

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure..*

- Details as to how the building will comply with the Category One fire safety provisions of the BCA.

## 7. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au/fees](http://www.coffsharbour.nsw.gov.au/fees)

## 8. Owner's consent

**All owner(s) of the land being developed must sign the application.** It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

**10. Applicant's Signature/s**

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

**Signature/s:** ..... **Date:** ...../...../.....

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

**All new buildings**

Please complete the following:

- Number of storeys (including underground floors)
- Gross floor area of new building (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)

**Residential buildings only**

Please complete the following details on residential structures:

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished
- Will the new dwelling(s) be attached to other new buildings? Yes  No
- Will the new building(s) be attached to existing buildings? Yes  No
- Does the site contain a dual occupancy? Yes  No   
(NB dual occupancy = two dwellings on the same site)

**Materials – residential buildings**

Please indicate the materials to be used in the construction of the new building(s):

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	<input type="checkbox"/> 11	Tiles	<input type="checkbox"/> 10	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Brick (veneer)	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Concrete or stone	<input type="checkbox"/> 20	Fibre cement	<input type="checkbox"/> 30	Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Fibre cement	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
Timber	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70			Not specified	<input type="checkbox"/> 90
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80				
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90				
Aluminium	<input type="checkbox"/> 70						
Other	<input type="checkbox"/> 80						
Not specified	<input type="checkbox"/> 90						



## Attachment

# Appointment of Principal Certifying Authority & Letter of Authorisation s109 Environmental Planning and Assessment Act 1979 and Regulation 2000

**Note:** A builder or other person who will be undertaking building work on the project cannot appoint the Principal Certifying Authority unless they are the owner of the property. As the person having the benefit of a development consent/complying development certificate for development involving building work, I hereby nominate and authorise Coffs Harbour City Council to act as the principal certifying authority and undertake relevant functions detailed hereunder with regard to the following development:

### 1. Subject Land

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

### 2. Application

Application No.

Type of Building /  
Stage & No. of lots  
proposed

### 3. Functions

I/we agree to allow Council officers to undertake the following functions in order to discharge responsibilities in association with this appointment as the Principal Certifying Authority.

- Enter the property for the purposes of inspection and associated responsibilities relevant to Council's appointment as a Principal Certifying Authority.
- Undertake statutory functions to assess compliance with the development consent/complying development certificate.

### 4. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au).

### 5. Owner's consent

**All owner(s) of the land being developed must sign the application.** It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

**6. Privacy and personal information protection notice**

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

**7. Applicant's Signature/s**

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s: ..... Date: ...../...../.....