

To the General Manager, Coffs Harbour City Council

APPLICATION TO MODIFY A CONSTRUCTION CERTIFICATE



Environmental Planning and Assessment Act 1979 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 Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487

You can use this form to apply to modify a Construction Certificate. If the changes you propose means the development will not be substantially the same as that originally approved, please do not use this form. You will need to submit a new Development Application and 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 to us.** When your application has been assessed, you will receive a notice of determination.

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 (or modification) 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. Identify the land

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

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

or Map(s) attached

3. Details of the original construction certificate

Give details: Number

Date of Determination

Nature of approved development

OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

Give details

Number

Date of Determination

Nature of approved development

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

5. Modification applied for

Give details of the proposed changes.

6. Information to be attached to the application

You need to provide material with your application to clearly show the difference between the work you have already had approved and the changes you now seek to have approved. All proposed changes must be consistent with the Development Consent or a modification to a Development Consent. Any inconsistencies to the Development Consent cannot be considered until such consent is obtained.

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 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

8. 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.

9. Owners 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 <input style="width: 100%; height: 20px;" type="text"/> Name <input style="width: 100%; height: 20px;" type="text"/> Date <input style="width: 100%; height: 20px;" type="text"/>	Signature <input style="width: 100%; height: 20px;" type="text"/> Name <input style="width: 100%; height: 20px;" type="text"/> Date <input style="width: 100%; height: 20px;" type="text"/>
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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:**/...../.....

