

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;

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 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 Construction certificate 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

What is the Construction Certificate Application Number

What is the date of Issue

Nature of approved development

OFFICE USE ONLY

Construction Certificate Modification Number

Date received

Application fee (if applicable)

Receipt No.

What is the Construction certificate application

Number

What is the 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.

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

Notice Under Section 10 of the Privacy and Personal information Protection Act 1998 to Individuals Providing Personal Information on this Construction Certificate Application Form and in Documents Submitted with the Construction certificate application.

The personal information that Coffs Harbour City Council ("Council") is collecting on this application form and in any documents submitted with the construction certificate application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Privacy Act"). The purposes for which the information is being collected are assessment and determination of a construction certificate application under the provisions of the Environmental Planning and Assessment Act 1979 which may include making the application form and any documents submitted with the construction certificate application and documents relating to the determination publicly available for inspection or viewing on the Council's website and in other ways that the Council considers appropriate. The intended recipients of the personal information are Councillors of the Council ("Council"), members of staff of Council, administrators of Council, members of Council committees, delegates of Council, contractors engaged by Council (including legal advisers, consultants and external experts), other public sector agencies and any other person who inspects or views the application form or the documents submitted with the construction certificate application.

The supply of personal information requested on the construction certificate application form is not voluntary and if it is not provided, the Council may be unable to process the construction certificate application. The individual to whom the personal information relates, may request the Council to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) is accurate, and
- b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Coffs Harbour City Council of Coff and Castle Streets Coffs Harbour, NSW 2450 is the name and address of the agency that is collecting the personal information and the agency that is to hold the information.

8. Privacy and personal information protection notice cont.....

Construction certificate application and documents may be made publicly available

This construction certificate application form (including any personal information and other information supplied on the form) and any document submitted with the construction certificate application may be made publicly available free of charge on the website maintained by the Council and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the Government Information (Public Access) Act 2009 ("GIPA Act") and Schedule 1 of the Government Information (Public Access) Regulation 2009 ("GIPA Regulation"). In that regard it should be noted that nothing in the Privacy and Personal Information Protection Act 1998 affects the operation of the GIPA Act or operates to lessen any obligations of the Council under the GIPA Act.

Copyright Declaration by Applicant and/or Owners

1. I understand that this construction certificate application form (including any personal information and other information supplied on the form) and any document submitted with the construction certificate application is open access information under the Government Information (Public Access) Act 2009 and may be made publicly available as open access information free of charge on the website maintained by the Council and in other ways that the Council considers appropriate.
2. I give permission to the Council to copy and issue copies of this construction certificate application form (including any personal information and other information supplied on the form) and any document submitted to accompany the construction certificate application and to reproduce and to publish the construction certificate application form and any document submitted to accompany the construction certificate application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the construction certificate application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.

.....
Name (PRINT) and Signature of Applicant (or common seal and signatures of office holders if applicant is a corporation).

Date

9. Consent of owner(s)

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

Position of the person or persons authorised to sign on behalf of the Company/Organisation if applicable

Position within the Company/Organisation

Position within the Company/Organisation

For further information on Owners Consent Requirements please see the following link:-

[https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner\(s\)%20Consent%20Requirements%20Fact%20Sheet.pdf](https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner(s)%20Consent%20Requirements%20Fact%20Sheet.pdf)

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:**/...../.....