

Required attachments
see note 1 and 2

- note 1 details the information that must be submitted with an application for a construction certificate for proposed subdivision or building works
- note 15 details the information that may be submitted with an application for a construction certificate for proposed building
- other information (see note 8)
- application fee

Schedule (for building work only)

- the attached schedule is required to be completed for the purposes of providing information to the Australian Bureau of Statistics

Environmental Impact

a statement on environmental effects is attached (see note 9)
the proposed development is considered to have negligible effect

Other Attachments

additional material requested by consent authority (see note 10)
additional material submitted by applicant (see note 11)

Long Service Levy
see note 12

Building Code of Australia building classification

Builder/Owner Builder
(if known) to be completed in the case of proposed building work

Name: Address:

Contractor Licence No./Permit No in case of Owner Builder

Consent of Owner(s)
Signature(s) (required if the applicant is not the owner of the land)
As the owner(s) of the subject property, I/we consent to this application (see note 13)
I hereby authorise Council the Power of Entry to carry out inspections in relation to this application.

Signature(s)

name(s)

Date:

Principal Certifying Authority (You may appoint Council as a PCA if applicable or seek a private certifier)

I hereby nominate Lithgow City Council as the Principal Certifying Authority

Yes

Signed by Applicant or person signing on behalf of applicant - please state in what capacity

Signature(s)

Name if not Applicant:

Capacity if not Applicant Date:

SCHEDULE TO CONSTRUCTION CERTIFICATE APPLICATION

Particulars of the Proposal

What is the area of the land (m²):.....

Gross floor area of existing building(s) (m²):.....

What are the current uses of all or parts of the building(s)/land?:.....

(If vacant state vacant):.....

Location

Use

.....

.....

.....

Does the site contain a dual occupancy?:.....

What is the gross floor area of the proposed addition or new building(s) (m²):.....

What are the proposed uses of all parts of the building(s)/land?:.....

Location

Use

.....

.....

.....

Number of pre-existing dwellings:.....

Number of dwellings to be demolished:.....

How many dwellings are proposed?:.....

How many storeys will the building consist of?:.....

Materials to be Used

Place a tick (≤) in the which best describes the materials the new work will be constructed of:

Walls	Code	Roof	Code	Floor	Code
brick veneer	12	aluminium	70	concrete	20
full brick	11	concrete	20	timber	10
single brick	11	concrete tile	10	other	80
concrete block	11	fibrous cement	30		
concrete/masonry	20	fibreglass	80	Frame	Code
concrete	20	masonry/terracotta shingle tiles	10	timber	40
steel	60	slate	20	steel	60
fibrous cement	30	steel	60	other	80
hardiplank	30	terracotta tile	10		
timber/weatherboard	40	other	80		
cladding-aluminium	70	unknown	90		
curtain glass	50				
other	80				
unknown	90				

**Notes for Completing
Combined Development Application/Construction Certificate**

- Note 1** A description of the land to be developed can be given in the form of a map which contains details of the lot number, DP/Portion, etc.
- Note 2** In the case of a building or work, the fee is based on the estimated cost.
- Note 3** As part of a development application, approval may also be sought concurrently for matters under section 68 of the Local Government Act 1993. Such approvals include; Structures or places of Public Entertainment, water supply, sewerage or stormwater drainage work, management of waste and installation of solid fuel heating appliance. Council officers can advise if this pertains to your application. The application must be accompanied by such matters as would be required under s 81 of the *Local Government Act 1993* if approval was to be sought under that Act.
- Note 4** Integrated development enables certain approvals to be obtained at the same time as development consent. Council officers can advise if this pertains to your application. An application for integrated development must include:
- a) sufficient information for the approval body to make an assessment of the application;
 - b) an additional fee for each approval body as determined by clause 100 of the Regulation;
 - c) additional copies of plans as determined by the consent authority.
- Note 5** A plan of the land must include:
- a) location, boundary dimensions, site area and north point of the land;
 - b) existing vegetation and trees on the land;
 - c) location and uses of existing buildings on the land;
 - d) existing levels of the land in relation to buildings and roads;
 - e) location and uses of buildings on sites adjoining the land.
- Note 6** Plans and drawings describing the proposed development must indicate (where relevant):
- a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development;
 - b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building;
 - c) elevations and sections showing proposed external finishes and heights;
 - d) proposed finished levels of the land in relation to buildings and roads;
 - e) building perspectives, where necessary to illustrate the proposed building;
 - f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate);
 - g) proposed landscaping and treatment of land (indicating plant types and their height and maturity);
 - h) proposed methods of draining of land.
- Note 7** Where relevant an A4 plan of the building that indicates its height and external configuration, as erected, in relation to the site on which it is to be erected.
- Note 8** Other information must indicate (where relevant):
- a) in the case of shops, offices, commercial or industrial development:
 - * details of hours of operation
 - * plant and machinery to be installed
 - * type, size and quantity of goods to be made, stored or transported
 - * loading and unloading facilities;
 - b) in the case of a change of building use (except where the proposed change is to a class 1a or class 10 building) where no alterations or additions to the existing building are proposed:
 - * a list of any fire safety measures in the building or on the land on which the building is situated in connection with the proposed change of building use; and
 - * a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.
 - c) in the case of demolition:
 - * details of age and condition of buildings or works to be demolished;
 - d) in the case of development involving the erection of a building, work or demolition:
 - * details of the methods of securing the site during the course of construction.
- Note 9** The application must be accompanied by a statement of environmental effects unless the proposed development is considered to have negligible effect (eg minor interior alterations) which must:
- a) demonstrate that the environmental impact of the development has been considered;
 - b) set out steps to be taken to protect the environment or to mitigate the harm.
- Note 10** The consent authority may, within 21 days of receiving the development application, ask for additional information on the development if that information is necessary for the determination of the application or if that information is required by a concurrence authority.
- The consent authority may, within 25 days after the lodgement of a development application for integrated development, ask for additional information concerning the development if the information is necessary for the determination of the application or if the information is required by an approved body.
- Note 11** The application may be supported with additional material (eg photographs, slides, models etc) illustrating the proposed development and its context.
- Note 12** Under s 80(10A) of the *Environmental Planning and Assessment Act 1979* development consent cannot be granted until any long service levy payable 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) has been paid. The local council may be authorised to accept payment.

Note 13 In the case of Crown land within the meaning of the *Crown Lands Act 1989*, the owner's consent must be signed by an office of the Department of Land and Water Conservation, authorised for these purposes by the Governor-in-Council, from time to time.

Note 14 The following information must accompany applications for a construction certificate for building and subdivision work.

Building Work

In the case of an application for a construction certificate for **building work**:

- a) copies of compliance certificates relied upon;
- b) four (4) copies of detailed plans and specifications

The plan for the building 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 a plan of each elevation of the building
- * show 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
- * indicate the height, design, construction and provision for fire safety and fire resistance (if any)

Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The specification is:

- * to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
- * state whether the materials proposed to used are new or second hand and give particulars of any second hand materials to be used
- c) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
 - * details of the performance requirements that the alternative solution is intended to meet, and
 - * details of the assessment methods used to establish compliance with those performance requirements
- d) evidence of any accredited component, process or design sought to be relied upon;
- e) except in the case of an application for, or in respect of, a class 1a or class 10 building:
 - * a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
 - * if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.

Note 15 Home Building Act Requirements

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

- a) in the case of work by a licensee under that 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 that 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) a 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.
- * A certificate purporting to be 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.
