



# CONSTRUCTION CERTIFICATE APPLICATION

Made under the Environment Planning and Assessment Act 1979.  
Section 109C(1)(6), 81A(2) & 81A(4)

**Address the application to:**

◆ The General Manager  
North Sydney Council  
PO Box 12  
North Sydney NSW 2059

◆ Customer Service Centre  
North Sydney Council  
200 Miller St, North Sydney

◆ DX 10587 North Sydney

**If you need help lodging your application:**

Phone our Customer Service Centre on (02) 9936 8100 or come in and talk to us.

OFFICE USE ONLY.  
Keep this box blank.

## PART 1 Application and site details

**1. Applicant**

Mr  Mrs  Ms  Other

*It is important that we are able to contact you if we need more information.*

*Please give us as much detail as possible.*

Full Family name (no initials) (or Company)

Full Given names (no initials) (or A.C.N.)

Postal address   
*We will post all letters to this address*

Phone ( )  Alternate ( )

Mobile ( )  Facsimile ( )

Contact Person   
*Person who may be contacted to discuss the application during business hours*

**2. Owner's consent**

**Owner**

**Address**

*Due to possible conflicts of interest, Council will not accept applications for development on Council owned land.*

*Every owner of the land must sign this form.*

*When works affect a joint wall, consent of both property owners is required (eg semi-attached or terrace dwelling).*

*If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form.*

*If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.*

Signature(s)

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application.

*Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. Please call us to find out who owns the land, according to our records.*

*If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. power of attorney, executor, trustee, company director, etc).*

**3. Location of the property**

*We need this to correctly identify the land.*

Unit No.  House  Street

Suburb

Real Property Description (eg. Lot/DP, etc)

*These details are shown on your rate notices, property deeds, etc.*

**Office Use Only** Parcel

## PART 1 Application and site details (cont'd)

### 4. Description of work

Please describe briefly everything that you want approved

Type  Building Work  Subdivision Work


### 5. Estimated cost of work (must be signed)

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

Estimated cost of work: \$

Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.

NAME (printed), & qualification  Signature of qualified person certifying value of work

### 6. Development Consent

Council Consent No.

Date of Determination

### 7. Building Code of Australia

BCA Classification

### 8. Builder Details

If known. To be completed in the case of residential building work.

Name

Licence No.

OR

Owner/builder Permit

## PART 2 Checklist & Declaration

All the details sought in the accompanying checklist must be provided.

THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

### 9. Declaration

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, complete, true and correct.

I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'. Further I also certify that the plans and specifications submitted in support of this application are fully compliant with the relevant development consent. I acknowledge that applications with significant variations to the Development Consent may be refused without discussion.

Signature

Date:

Office Use Only

Fees & Deposits	\$	Receipt No.	Date	Fees & Deposits	\$	Receipt No.	Date
Construction Certificate (712)				Other			
Archiving Fee (722)				Other			



# CONSTRUCTION CERTIFICATE CHECKLIST

If combined Development Application and Construction Certificates please be advised that additional plans are not required

REQUIRED	SUPPLIED	
	YES	NO - WHY NOT
<p><input type="checkbox"/> <b>DEVELOPMENT CONSENT COMPLIANCE STATEMENT (5 copies)</b></p> <ul style="list-style-type: none"> <li>An itemised statement of compliance with all relevant conditions of your Development Consent. The conditions of your development consent will specify what additional information is required to lodge a Construction Certificate application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>PLANS (5 copies)</b></p> <p>Plans must be drawn to scale in ink and on A4 or A3 size paper. (Larger plans will only be accepted on prior agreement of Council) <b>Free hand, single line or illegible drawings will not be accepted.</b></p> <ul style="list-style-type: none"> <li>Five coloured copies of all plans must be submitted with your application . . . . .</li> </ul> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> <li>Applicants name, block/house/shop/flat number, street/road name, town or locality .....</li> <li>Lot Number, section number, DP number. (Found on rate notice or land title) .....</li> <li>Measurements in metric .....</li> <li>The position of true north .....</li> <li>Building, or parts of building to be demolished to be indicated in outline .....</li> <li>Draftsman/Architect name and date .....</li> <li>BASIX undertakings (if applicable) .....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>COLOURED PLANS (5 copies)</b></p> <ul style="list-style-type: none"> <li>Brick - Red; Rooftiles - Orange; Concrete - Dark Green; Tile - Purple; Fibre Cement Sheets/Cement Render - Light Green; Glass &amp; Glass Bricks - Light Blue; Sandstone - Light Brown; timber - Yellow; Steel, Galvanised Iron - Dark Blue.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>SURVEY PLAN (5 copies)</b></p> <p>Information should include:</p> <ul style="list-style-type: none"> <li>Plan to scale preferably 1:100.</li> <li>Plan to show all existing structures.</li> <li>Plan to show all trees greater than 5m in height +/- 3m in canopy spread. The exact location of any such tree, the RL at their base and their height and canopy spread.</li> <li>Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary.</li> <li>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.</li> <li>Levels - contour and spot levels.</li> <li>Cremorne Point residential development requires specific details - see DCP 22</li> <li>Easements and rights of way.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>SITE PLAN (5 copies)</b></p> <p><b>A site plan is</b> a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> <li>Drawings to scale preferably 1:100.</li> <li>Location of the new and existing buildings in relation to site boundaries.</li> <li>Location/position of all buildings/structures on adjoining land (showing street number and street address).</li> <li>Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways.</li> <li>Relative location of adjoining building.</li> <li>Location of any adjoining owner windows facing your development.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED	SUPPLIED
	YES NO - WHY NOT
<p><b>SITE PLAN</b> <i>Continued . . .</i></p> <ul style="list-style-type: none"> <li>Existing stormwater drainage location. If stormwater run-off will increase show proposed drainage details.</li> <li>Location of vehicle access and car parking (indicating extent of cut and fill and gradients). Engineering details may be required.</li> <li>Zone boundaries if multiple zoning apply.</li> <li>Site safety and security fencing during construction.</li> <li>Erosion controls to be implemented.</li> </ul> <p>Measurements including:</p> <hr/> <ul style="list-style-type: none"> <li>Length, width and site area of land, both existing and proposed.</li> <li>Width of road reserve.</li> <li>Distance from external walls and outermost part of proposed building to all boundaries.</li> <li>Approximate distance from proposed building to neighbouring buildings.</li> </ul>	
<p><input type="checkbox"/> <b>FLOOR PLAN (5 copies)</b></p> <p><b>A floor plan is</b> a birds-eye view of your existing and/or proposed layout of rooms within the development.</p> <p>Floor plans should include:</p> <hr/> <ul style="list-style-type: none"> <li>Drawings to scale preferably 1:100.</li> <li>Outline of existing building/development on site (shown dotted).</li> <li>Room names, areas and dimensions.</li> <li>Window and door locations and sizes.</li> <li>Floor levels and steps in floor levels. (RL's)</li> <li>Access for disabled (if in a new public building).</li> <li>Location of plumbing fixtures (where possible)</li> <li>Wall structure type and thickness.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><input type="checkbox"/> <b>ELEVATION PLAN (5 copies)</b></p> <p><b>Elevation plans are</b> a side on view of your proposal. Drawings of all effected elevations (north, south, east and west facing) of your development need to be included in your application.</p> <p>Elevation plans should include:</p> <hr/> <ul style="list-style-type: none"> <li>Drawings to scale preferably 1:100.</li> <li>Outline of existing building/development on site (shown dotted).</li> <li>Location/position of all buildings/structures on adjoining land (showing street number and street address).</li> <li>Exterior cladding type and roofing material/colour.</li> <li>Window sizes and location.</li> <li>Stormwater drainage pipes (downpipes and gutter).</li> <li>Chimneys, flue exhaust vents, duct inlet or outlet.</li> <li>Reduced Levels (AHD) for Ridge &amp; Floor as a minimum.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><input type="checkbox"/> <b>SECTION PLAN (5 copies)</b></p> <p><b>A section(s) is</b> a diagram showing a cut through the development at the most typical point.</p> <p>Sections should include:</p> <hr/> <ul style="list-style-type: none"> <li>Drawings to scale preferably 1:100.</li> <li>Outline of existing building/development on site (shown dotted).</li> <li>Section names and where they are shown on plan (ie A/A B/B etc).</li> <li>Room names.</li> <li>Room and window heights.</li> <li>Details of chimneys, fire places and stoves.</li> <li>Roof pitch and covering.</li> <li>Site works, finished and proposed floor &amp; ground levels in RL's (indicate cut, fill and access grades).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

**Additional requirements for all Compliance Certificates.**

REQUIRED	SUPPLIED
	YES   NO -   WHY NOT
<p><input type="checkbox"/> <b>SPECIFICATIONS (2 copies)</b></p> <p>A specification is a written statement that should include as a minimum:</p> <ul style="list-style-type: none"> <li>• The construction of the building to specific BCA standards and materials to be used.</li> <li>• Type and colour of external finishes.</li> <li>• Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars.</li> <li>• The method of drainage, effluent disposal and provision of water supply.</li> <li>• Any other details relevant to the construction of the building.</li> </ul> <p><b>NOTE: Two copies of the specification must be supplied</b></p>	<input type="checkbox"/> <input type="checkbox"/>
<p><input type="checkbox"/> <b>ADVERTISING STRUCTURE/SIGN (5 copies)</b></p> <p>If you are planning on erecting an advertising structure or sign you will need to supply the following:</p> <ul style="list-style-type: none"> <li>• Details of the structure, materials to be used and how it will be fixed to the building.</li> <li>• Its size, colours, lettering and overall design.</li> <li>• The proposed location shown on a scale plan and building elevation.</li> <li>• The amount and extent of light spill.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><input type="checkbox"/> <b>FIRE SAFETY MEASURES SCHEDULE (5 copies)</b></p> <p>a) Proposed alterations to existing building (BCA Classes 2 to 9) be accompanied by a fire safety measures schedule listing all existing and those proposed to be installed in the building including the standard of performance.</p> <p>b) For a new development (BCA Classes 2 to 9) a fire safety measures schedule listing all those proposed to be installed including the standard of performance.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p><input type="checkbox"/> <b>HOME BUILDING ACT REQUIREMENTS</b></p> <p>In the case of an application for a construction certificate for residential building work (within the meaning of the <i>Home Building Act 1989</i>) <b>attach</b> the following:</p> <p>a) in the case of work by a licensee under the Act:</p> <ul style="list-style-type: none"> <li>(i) a statement detailing the licensee's name and contractor licence number, and</li> <li>(ii) documentary evidence that the licensee has complied with the applicable requirements of the Act, or</li> </ul> <p>b) in the case of work done by any other person:</p> <ul style="list-style-type: none"> <li>(i) a statement detailing the person's name and owner-builder permit number, or</li> <li>(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 <b>owner-builder work</b> in section 29 of that Act.</li> </ul> <p>A certificate purporting to be issued by an approved insured under Part 6 of the <i>Home Building Act 1989</i> 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.</p>	<input type="checkbox"/> <input type="checkbox"/>

**Confirmation of submission of all required documentation**

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**SIGNATURE OF ARCHITECT/PERSON PREPARING PLANS**  
(Confirming submission of all required documentation)

**OFFICE USE**

Initials of customer service officer accepting application.