

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

Information for the Applicant

- This form may be used to apply for a construction certificate to carry out building work, subdivision work or to modify a construction certificate.
- **An application for a construction certificate may only be made by a person who has the benefit of the development consent. An application may not be made by a person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.**
- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- A construction certificate may only be modified if it is 'in force' (ie it has not lapsed).
- If applying to modify a construction certificate, please complete sections A to F, relevant sections of H, sections I and L.
- Once completed, this application form and all associated documentation (including plans) should be submitted to Wollongong City Council ("Council") for determination. A lodgement checklist is available and should be completed and submitted with the application. Refer to Section P for further information.
- A construction certificate has no effect if it is issued after the building work or subdivision work to which it relates is physically commenced on the land to which the relevant development consent applies.

SECTION A APPLICATION TYPE

 Construction Certificate Application

 Modify a Construction Certificate
(Please provide Construction Certificate No below)

Construction Certificate No: _____

SECTION B DETAILS OF THE APPLICANT (where all correspondence will be sent)

 Mr Ms Mrs Dr Other

First Name

Family Name

 Company
(if applicable)

 ABN
(if applicable)

Unit/Street No

Street Name

Suburb or Town

State

Postcode

 Daytime
Telephone

Fax

Mobile

Email

SECTION C LOCATION AND TITLE DETAILS OF THE LAND WHERE THE BUILDING WORK OR SUBDIVISION WORK IS TO BE CARRIED OUT

Unit/Street No

Street Name

Suburb or Town

State

Postcode

Lot No

Section

DP/SP No

Volume/Folio

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SECTION D DESCRIPTION OF THE BUILDING WORK OR SUBDIVISION WORK TO BE CARRIED OUT

Briefly describe the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

For modifications briefly describe the modification being sought.

Class(es) of building(s) under the Building Code of Australia
(Refer to Section O for building classifications under the Building Code of Australia.) Please note there may be more than one class that may apply.

SECTION E ESTIMATED COST OF THE DEVELOPMENT

\$

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.

SECTION F DEVELOPMENT CONSENT

Date of development consent
(if already granted)

Development consent reference number

Name of consent authority

Wollongong City Council

Name of applicant for development consent

Conditions of Development Consent:

You may need to refer to the 'Prior to Issue of Construction Certificate' conditions on the development consent to answer the following questions:

- 1 Are there any conditions of consent requiring documentation to be provided prior to the determination of this application? Yes No

If Yes – Provide:

A copy of the documentation and list each document as per Section I of this application form.

Section 7.12 Contribution Payments

- 2 Does the development consent require payment of any Section 7.12 contributions? Yes No

If Yes – Have the fees been paid?

Yes No

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SECTION G PLANNING AGREEMENTS

If the development or the land upon which the development is to be carried out is subject to a planning agreement as referred to in section 7.4 EP&A Act, provide a copy of the planning agreement.

SECTION H ATTACHMENTS RELATING TO THE PROPOSED DEVELOPMENT

Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please place a cross in the appropriate box(es) to indicate the type of development involved. Confirm from the certifying authority how many copies are required prior to lodging this application.

1 Does the application relate ONLY to a FIRE LINK CONVERSION? Yes No

If Yes – Provide:

A document that describes the design and construction and mode of operation of the new fire alarm communication link.

2 Does the development involve SUBDIVISION WORK? Yes No

If Yes – Provide:

Appropriate subdivision work plans and specifications, which include copies of:

- a details of the existing and proposed subdivision pattern (including the number of lots and the location of roads);
- b details as to which public authorities have been consulted with as to the provision of utility services to the land concerned;
- c detailed engineering plans as to the following matters:
 - i earthworks
 - ii roadworks
 - iii road pavement
 - iv road furnishings
 - v stormwater drainage
 - vi water supply works
 - vii sewerage works
 - viii landscaping works
 - ix erosion control works;
- d copies of any compliance certificates to be relied on.

3 Buildings

3.1 Does the development involve building work (including in relation to a dwelling-house or building or structure ancillary to a dwelling-house)? Yes No

If Yes – Provide:

1 A detailed description of the development, indicating:

- a for each proposed new building:
 - i the number of storeys (including underground storeys) in the building
 - ii the gross floor area of the building (in square metres)
 - iii the gross site area of the land on which the building is to be erected (in square metres)
- b for each proposed new residential building:
 - i the number of existing dwellings on the land on which the new building is to be erected
 - ii the number of those existing dwellings that are to be demolished in connection with the erection of the new building
 - iii the number of dwellings to be included in the new building
 - iv whether the new building is to be attached to any existing building
 - v whether the new building is to be attached to any other new building
 - vi whether the land contains a dual occupancy
 - vii the materials to be used in the construction of the new building by completing the table in

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- 2 Appropriate building work plans and specifications**, which include copies of:
- a detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
 - i a plan of each floor section
 - ii a plan of each elevation of the building
 - iii 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
 - iv the height, design, construction and provision for fire safety and fire resistance (if any)
 - b specifications for the development:
 - i that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
 - ii that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used
 - c a statement as to how the performance requirements of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used);
 - d a description of any accredited building product or system sought to be relied on for the purposes of section 4.15(4) of the Environmental Planning and Assessment Act 1979 (EP&A Act)*;
 - e copies of any compliance certificate to be relied on;
 - f if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building;
 - g if a BASIX certificate has been obtained for the development, such other matters as the BASIX certificate requires to be included in the plans and specifications.

* S.4.15(4) EP&A Act provides that a consent authority must not refuse to grant consent to development on the ground that any building product or system relating to the development does not comply with a requirement of the Building Code of Australia if the building product or system is accredited in respect of that requirement in accordance with the EP&A Regulation 2000.

- 3.2 Does the development involve building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house or work that relates only to a fire link conversion)? Yes No

If Yes – Provide:

- a A list of any existing fire safety measures provided in relation to the land or any existing building on the land.
- b A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.

- 3.3 Does the development involve an alternative solution under the Building Code of Australia (BCA) in respect of a fire safety requirement? Yes No

If Yes – Provide:

Either or both of the following from a “**fire safety engineer**” (a private accredited certifier holding Category C10 accreditation):

- a A compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies that the alternative solution complies with the relevant performance requirements of the BCA.
- b A written report that includes a statement that the alternative solution complies with the relevant requirements of the BCA.

Note: The above requirement only applies to building work in respect of:

- a a class 9a building that is proposed to have a total floor area of 2000 square metres or more
- b any building (other than a class 9a building) that is proposed to have:
 - i a fire compartment with a total floor area of more than 2000 square metres or
 - ii a total floor area of more than 6000 square metres

that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

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- 3.4 Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by design verification from a qualified designer? Yes No

If Yes – Provide:

A statement from a qualified designer which verifies that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No 65: Design Quality of Residential Flat Development (SEPP 65).

Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to

- *reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on; or*
- *improve the thermal performance of the building.*

- 3.5 Has the Fire Commissioner granted an exemption under Clause 188 EP&A Regulation from compliance with any specified Category 3 fire safety provision? Yes No

If Yes – Provide:

A copy of the exemption together with any conditions imposed.

- 3.6 Is any long service payment levy payable under s.34 of the Building and Construction Industry Long Service Payments Act 1986? Yes No

If Yes – Provide:

A copy of a receipt for any long service payment levy that has been made (or, where such a levy is payable by instalments, a receipt for the first instalment of the levy).

Where Council is the certifying authority, the levy may be made to Council when this application is lodged.

- 3.7 Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained? Yes No

If Yes – Provide:

The BASIX certificate(s) for the development (being either the BASIX certificate issued when the development consent was granted or some other BASIX certificate(s) that have been issued no earlier than three months before the date of the Application being made), and such other documents as the BASIX certificate(s) for the development requires to accompany the Application.

SECTION I LIST OF DOCUMENTS

List all of the documents provided under SECTIONS F, G and H on the relevant lodgement checklist.

- Has the lodgement checklist been completed and attached to this application? Yes No

If No – Complete the lodgement checklist and attach to this application.

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SECTION J AUTHORITY TO ENTER AND INSPECT LAND

Council must not issue a construction certificate for development on a site which affects an existing building unless it has carried out an inspection of the site of the development.

If the applicant is the owner of the land, by signing this application, authority is given to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out.

If the applicant is not the owner of the land, the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to Council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. I/we undertake to take all necessary steps to make access available to the property to enable the inspection to be carried out.

Owner's Signature(s)	 	Date
Name(s)		

SECTION K DELIVERY OF THE APPLICATION

Applications for a construction certificate may be submitted to Council:

- In person; or
- By post; or
- Online* www.wollongong.nsw.gov.au;

Applications MAY NOT be sent by fax.

***Applications to modify a construction certificate are excluded from online lodgement.**

SECTION L DECLARATION AND SIGNATURE OF APPLICANT(S)

Declaration by Applicant(s)	<p>I am/We are applying for consent for the proposed development described in this application and:</p> <p>I/We declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my/our knowledge, true and correct;</p> <p>I/We declare that the electronic data provided is a true copy of all plans and associated documents relating to this application;</p> <p>I/We declare that the electronic data is not corrupted and does not contain any viruses;</p> <p>I/We understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request by Council for additional information; and</p> <p>I/We understand that the information and documentation provided, including personal information, will be available for public inspection and copying at Council's Customer Service Centre.</p>	
Applicant's Signature(s)	 	Date
Name(s)		

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SECTION M DATE OF RECEIPT OF APPLICATION

To be completed by a Council officer **immediately** after receiving this Application.

This Application was received on _____ (insert date).

NOTE: COMPLETE SECTION N BELOW

SECTION N DEVELOPMENT STATISTICS *(This information is required by the Australian Bureau of Statistics and is mandatory)*

Place a cross in each appropriate box.

Walls

- Brick (double)
- Brick (veneer)
- Concrete/stone
- Fibre cement
- Timber
- Curtain glass
- Steel
- Aluminium cladding
- Timber/weatherboard
- Other
- Not specified

Roof

- Tiles
- Concrete/slate
- Fibre cement
- Steel
- Aluminium
- Other
- Not specified

Floor

- Concrete/slate
- Timber
- Other
- Not specified

Frame

- Timber
- Steel
- Aluminium
- Other
- Not specified

Gross site area (m ²)	<input type="text"/>	Number of dwellings to be demolished	<input type="text"/>
Gross floor area of existing building (m ²)	<input type="text"/>	Number of dwellings to be constructed	<input type="text"/>
Gross floor area of new building work (m ²)	<input type="text"/>	Will the new building be attached to an existing building	<input type="text" value="Yes/No"/>
Number of pre-existing dwellings on the site	<input type="text"/>	Does the site contain a dual occupancy	<input type="text" value="Yes/No"/>
How many storeys will the building have	<input type="text"/>		
What are the current uses of the building	<input type="text"/>		
What will be the new building uses (if changed)	<input type="text"/>		

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SECTION O BUILDING CLASSIFICATIONS (under the Building Code of Australia)

- Class 1: One or more buildings which in association constitute:
- Class 1a: a single dwelling being:
a detached house; or
one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit; or
- Class 1b: a boarding house, guest house, hostel or the like:
with a total area of all floors not exceeding 300m² measured over the enclosing walls of the Class 1b; and
in which not more than 12 persons would ordinarily be resident;
which is not located above or below another dwelling or another class of building other than a private garage.
- Class 2: A building containing two or more sole-occupancy units each being a separate dwelling.
- Class 3: A residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including:
a boarding-house, guest house, hostel, lodging-house or backpackers accommodation; or
a residential part of a hotel or motel; or
a residential part of a school; or
accommodation for the aged, children or people with disabilities; or
a residential part of a health-care building which accommodates members of staff; or
a residential part of a detention centre.
- Class 4: A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.
- Class 5: An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.
- Class 6: A shop or other building for the sale of goods by retail or the supply of services direct to the public, including:
an eating room, cafe, restaurant, milk or soft-drink bar; or
a dining room, bar, shop or kiosk part of a hotel or motel; or
a hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
market or sale room, showroom, or service station.
- Class 7: A building which is:
Class 7a: a carpark; or
Class 7b: for storage, or display of goods or produce for sale by wholesale.
- Class 8: A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.
- Class 9: A building of a public nature:
Class 9a: a health-care building, including those parts of the building set aside as a laboratory; or
Class 9b: an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another Class; or
Class 9c: an aged care building.
- Class 10: A non-habitable building or structure:
Class 10a: a non-habitable building being a private garage, carport, shed, or the like; or
Class 10b: a structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like.

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SECTION P LODGING AN APPLICATION		
Lodgement Checklist	Checklists are available on Council's website for applicants to use and submit with each application. The relevant checklist is to be completed and signed by the applicant to ensure all information required is provided at the time the application is lodged. To find out which checklist is required for your application, contact Council's Customer Service Centre on 02 4227 7111 or visit Council's website www.wollongong.nsw.gov.au and select the link called Forms & Factsheets .	
Fees	All application fees must be paid at the time the application is lodged. Fees are in accordance with Council's adopted fees and charges. The applicant may contact Council's Customer Service Centre for a fee estimate prior to lodging their application.	
Documentation	Accompanying this application form should be all required plans, reports and other supporting information. An electronic copy of the application in its entirety will be stored in Council's electronic document management system.	
Identification	All plans must display a title box in the lower right corner. The title box must show the plan name, date drawn and name of drawer, version number and scale. Other documentation must be titled and identify the development site. Modifications – Plans to clearly show what is being modified by highlighting with 'hatching' or 'clouding'. Please do not provide previous stamped approved plans as the modification plans.	
Number of Copies	Applications lodged online	Upload full set of plans and associated documentation
	Applications lodged in person or by post	One (1) digital copy and one (1) hardcopy
Electronic File Format Requirements	Files must be provided in Portable Document Format (PDF). Ideally, documents should be exported from CAD or similar software directly to PDF or through PDF converter software. PDF conversion services are available on the internet and any local printing and photocopying service providers (charges may apply). Any photos provided are to be in JPEG format.	
	File Sizes	Each document, plan (particularly residential floor plans), drawing or report should be saved as a separate file. Any PDF file larger than 10MB will need to be split into separate PDF files.
	File Naming	File names should be descriptive and include the file type extension, for example PDF. Include Plan or Document Number and Version. Include Plan or Document Date, for example 26112014.
	Plan Scale	Plans should be provided in PDF format and drawn to scale clearly displayed on all plan sheets, either: Show a scale, for example '1:200', and state the sheet size, for example 'A3'; or Show scale as '1:200 @ A3'.
Hard Copy Format	Plans	A4 or A3 standard sizes only. (Larger plans which conform to the A Series International Paper Size for larger documents may be accommodated by special arrangement.) White paper. Single-sided.
	Reports and other supporting documentation	A4 size. White paper. Single or double-sided. Individually bound copies – one copy must be unbound suitable for scanning.
Application Amendments	You may submit minor amendments to your application before it is determined by Council. Amendments must be lodged together with the <i>Lodgement of Additional Information form</i> , detailing the description of all amending plans and documents, together with the plans and documents they are superseding.	