

APPLICATION FOR A CONSTRUCTION CERTIFICATE (SUBDIVISION) OR TO MODIFY A CONSTRUCTION CERTIFICATE

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 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 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 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 SUBDIVISION WORK IS TO BE CARRIED OUT

| | | | |
|----------------|-------------|----------|--|
| Unit/Street No | Street Name | | |
| Suburb or Town | State | Postcode | |
| Lot No | Section | DP/SP No | |

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

Briefly describe the development.

For modifications briefly describe the modification being sought.

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.

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.
- e details/covering letter on how each condition of consent has been complied with in the plans and reports. Please reference which reports or plans are to address specific conditions.

SECTION I LIST OF DOCUMENTS AND PLANS

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.

The documents and plans list must follow the following nomenclature;

Plan Name, Reference, Sheet Number, Revision, Prepared by, Date

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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 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: 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; I/We declare that the electronic data provided is a true copy of all plans and associated documents relating to this application; I/We declare that the electronic data is not corrupted and does not contain any viruses; 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 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 L 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 | A1 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. |
| 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. | |