

Combine Development Application and Construction Certificate Form and Contract for Certification Work



Document Number: / TRIM F18/596

[Must be lodged in conjunction with a DA Checklist Form]

Part 1

Section 4.12 of the Environmental Planning and Assessment Act 1979

DA Number _____

In order to ensure a speedy and efficient assessment of your application, **we strongly recommend that you consult with a Council Officer before lodging this application to determine your proposals specific requirements.** The Development Advisory Officers at Council's Customer Service Centre can advise you on relevant planning and building controls and provide preliminary advice on your proposal. These staff are available in person by calling into either of the Rockdale or Eastgardens Centres or by phone on 1300 581 299.

Use this form to apply for development consent to (please tick whichever applies):

<input type="checkbox"/>	Erect, alter or demolish a building	<input type="checkbox"/>	Land subdivision
<input type="checkbox"/>	Change the use of land or a building	<input type="checkbox"/>	Strata subdivide a building
<input type="checkbox"/>	Carry out earthworks or similar	<input type="checkbox"/>	Display an advertising sign
<input type="checkbox"/>	Demolition (only)	<input type="checkbox"/>	Other (please specify)

Exempt or Complying Development

Some minor proposals may fall within Exempt or Complying Development guidelines and will not require a development application or construction certificate. Please ask our Development Advisory Officers for further advice.

How to lodge this application

This application, once complete, can be lodged at either of Council's Rockdale or Eastgardens Customer Service Centres on any business day from 8.30am up to 4pm and 9am to 12.30pm on Saturdays (except public holidays). Note that it is recommended that you come into the Centre at least one hour prior to close of lodgement, to provide adequate time to check through your submission.

Your application can also be submitted via post (do not send cash as payment when submitting via post). Please ensure that all the necessary information as identified in the Development Application Checklist is submitted.

If your application is incomplete, it will not be accepted and will be returned to you with your payment, with an outline of additional information that is required to ensure an 'assessment ready' application.

Rockdale Customer Service Centre
444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443

Eastgardens Customer Service Centre
Westfield Eastgardens
152 Bunnerong Road
Eastgardens NSW 2036, Australia
ABN 80 690 785 443

T 1300 581 299 | 02 9562 1666
E council@bayside.nsw.gov.au
W www.bayside.nsw.gov.au

Postal address: PO Box 21, Rockdale NSW 2216



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

What you need for Lodgement

	Application form		DA checklist
	Party Wall Consent (if proposal includes works to a Party Wall)		
	Disclosure of Political Donations (if applicable)		
	A CD/USB of the plans and supporting documents in accordance with Council's naming criteria [Note that the CD/USB is kept for Council record purposes].		

Privacy Statement:

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation.

Please only complete **either** Section A – Private, or Section B - Company

Section A - Applicant Details - Private					
Ms/Mr/Mrs/ Other (please circle)		Family Name		Given Name(s)	
Unit No.		Street No.		Street	
Suburb				Postcode	
Mailing Address (if different)					
Daytime Telephone No. (Home/Work)				Mobile No.	
Email Address					

OR

Section B - Applicant Details - Company			
Company Name (if applicable)			
Mailing Address			
Contact Person			
Daytime Telephone No. (Home/Work)		Mobile No.	
Email Address			

Site Details					
Location and title description of the property. We need this to correctly identify the land.					
Unit/shop/ suite		Street No		Street	
Suburb				Postcode	
Site Area		Lot No/s		Section	
Deposited Plan/s		Strata Plan/s		Other	

Estimated cost of the development

State the full contract price for labour and materials. The fee is based on the estimated cost of demolition, building/fitout work. Please note understatement can delay your application.

Estimated cost (only for erection of buildings/additions, demolition and carrying out of work)

\$

Fees & Payment Methods

Application fees are calculated on a scale based on the contract value for demolition (if required), costs associated with constructing the building and cost associated with fitting out the building for its use and includes GST. Please note Council's fee is GST exempt. Information on these fees is on Council's web site or from our Customer Service Centre staff.

Pay by cash, cheque, Mastercard, Visa or EFTPOS. Over the phone payments are NOT accepted. Please make cheques payable to Bayside Council.

Description of proposed development or use

Owners Consent

As owner of the land to which this application applies, I request consent to carry out the development described in this modification. I also authorise:

- Council representatives to enter the site for the purpose of site inspections.
- Council to make copies of all documents for the purpose of determining the application or to provide copies to people who may be affected by the proposal.

- *If more than one owner, every owner must sign.*
- *If you are signing on the owner's behalf as their legal representative, please state your legal authority (eg Power of Attorney, Executor, Trustee _____) and attach evidence of this authority.*
- *If the property is within a strata plan, the consent of the Owners Corporation is required under seal.*
- *If the owner is a Company, a Director and the Secretary must sign.*

Full Name	Full Name	Full Name
Address	Address	Address
Phone No.	Phone No.	Phone No.

If signing on behalf of a Company, please indicate your position within the Company

Position	Position	Position
Company Name	Company Name	Company Name
Signature	Signature	Signature
Date	Date	Date
___ / ___ / _____	___ / ___ / _____	___ / ___ / _____

Which consent is sought?

	Immediate commencement – use to commence immediately or works to commence after Construction Certificate is issued.
	Staged consent – proposed works to be carried out in distinct stages.
	Deferred commencement – consent can be granted subject to submission of additional information/reports, etc

Pre lodgement consultation

Have you had a formal pre-DA meeting with Council?

	No		Yes	Date of meeting	___ / ___ / _____
Reference No.				Name of Officer	

Present use of the site

Use			
Hours of operation		No. of employees	
Date use commenced	___ / ___ / _____	Date use ceased	___ / ___ / _____

Proposed use of the site

Use			
Hours of operation		No. of employees	
Plant/machinery to be installed			
Type, size and quality of goods to be produced/stored			

Do you wish to demolish any structures on the property?

If you do not apply for demolition on this application, and you need to demolish structures on the site, a separate Development Application will need to be submitted and approved prior to removal of any structures from the property.

	No		Yes	If yes, describe what is to be demolished

Type of application

	Local Development		State Significant Development [deemed to have State significance due to size, economic value or potential impacts, identified in the State and Regional Development SEPP.]
	Integrated Development [development that requires development consent and one or more approvals from a NSW State Government Agency.]		Designated Development [developments that are high-impact developments or are located in or near an environmentally sensitive area.]

Is this application for Integrated Development?

Applications for Integrated Development will be referred to the relevant approval body and they must include:

- sufficient information for the approval body to make an assessment of the application;
- an additional copy of the application and accompanying plans/documentation on a USB or CD for each approval body; and
- a cheque for each referral body – these cheques are to be made payable to the referral body NOT Council.

	No		Yes	If yes, please select from the below
	An EPA licence activity			
	Destruction or damage to an Aboriginal relic			
	Dredging or reclamation of any waters			
	Extraction or harvesting of raw water from streams			
	Earthworks within 40 metres of foreshore or a watercourse			
	Earthworks, hoardings or structures within a public road			
	Erect a structure, carry out works etc on a public road under the <i>Roads Act 1993</i>			
	Extraction or use of groundwater			
	Item or place under an interim or Permanent Conservation Order			
	Aquaculture Permit			
	Permit for dredging / reclamation			
	Permit for harm to marine vegetation			
	Permit to obstruct fish passage			

Does this application require concurrence from another authority?

Applications for concurrence will be referred to the relevant authority. It is necessary to provide the following:

- sufficient information for the concurrence authority to make an assessment of the application;
- an additional copy of the application and accompanying plans/documentation on a USB or CD for each concurrence authority; and
- a cheque for the referral body (if required by that authority) – these cheques are to be made payable to the referral body NOT Council.

	No		Yes	If yes, please select from the below
	RailCorp (SEPP Infrastructure)			
	Roads and Maritime Services (SEPP Infrastructure)			
	Housing NSW (SEPP Affordable Rental Housing)			
	Sydney Airport Corporation (SACL)			
	Other – Please specify			

Do you also want approval under s68 of the Local Government Act?

The application must be accompanied by such matters as would be required under s81 of the Local Government Act 1993 if approval is to be sought under the Act.

	No		Yes	If yes, please select from the below
	Amusement devices			
	Place of public entertainment			
	Placing waste/waste storage container in a public place			
	Public carpark, caravan park or camping ground			
	Swing or hoist goods over a public road			
	Temporary structure			
	Water supply, sewerage, stormwater drainage work			
	Other – give details			

BASIX Certificate

	BASIX Certificate attached to application		BASIX Certificate not required
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Owners/Applicants Declaration of Relationship to Council:

For Council to ensure the integrity of the Development Application process, please advise if you are a Council employee, Councillor and/or their immediate relative(s) or contractor of Council.

	No		Yes	If yes, please state the relationship
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Political Donations and Gifts			
If you or anyone with a financial interest in this application has made a reportable political donation or gift in the last two (2) years, a Disclosure Statement must be submitted with this application. For further information, please refer to Council's website.			
If yes, have you attached a statement:	<input type="checkbox"/>	No	Yes
Applicant's Declaration			
<ul style="list-style-type: none"> • I declare that all the information given is true and correct. • I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement. • The personal information required on this form may be available for public access under various legislation. 			
Applicant's Signature		Date	___ / ___ / ____

PART 2: CONTRACT FOR CERTIFICATION WORK

Contract for Certification Work

PART 2 represents a *Contract for Certification Work*, in accordance with section 73A of the *Building Professionals Act 2005*. The contract is between Bayside Council and the the Applicant specified in in the "Applicant Details" section in Part 1.

The person for whom the certification work is to be carried out has the same address and contract details as specified in the "Applicant Details" Section in Part 1.

This contract relates to the following certification work:

- The carrying out by Bayside Council of the functions of a Principal Certifying Authority (PCA) under the *Environmental Planning and Assessment Act 1979* (EP&A Act) in relation to the Development (as specified in the "Description of Development" section in Part 1);
- Application and determination of a Construction Certificate;
- Application and determination of an Occupation Certificate;
- The carrying out of inspections for the purposes of S 6.5 of the EP&A Act;

Details and particulars of the:

- development,
- address, and formal particulars of title, of the site of the development;
- particulars in respect of any related development consent;
- particulars of any plans the subject of any related development consent,

are contained in Part 1, under the sections "Details of Development" and "Property Details", unless otherwise specified as follows.....

Applications for a Construction Certificate and Occupation Certificate will be assessed and determined by a Council Building Certifier (accredited by the NSW Building Professionals Board), in accordance with the relevant requirements of the EP&A Act and the *Building Professionals Act 2005*.

The Certification Work specified above, including the carrying out of required inspections under the EP&A Act, will be carried out by one or more of the following Council Building Certifier (accredited by the NSW Building Professionals Board) on behalf of Bayside Council.

Name	Position Title	Accreditation No.	Contact Details
Tim DeBeck	Senior Building Certifier	BPB1350	1300 581 299
Robert Kozarovski	Coordinator Program Certification	BPB1548	1300 581 299
Sam Zafiropoulos	Senior Building Certifier	BPB1351	1300 581 299
Louie Apostolou	Building Certifier	BPB1645	1300 581 299
William Chick	Building Certifier	BPB1663	1300 581 299
Thomas Kulchar	Coordinator Development Certification	BPB1637	1300 581 299

Council will advise the applicant/client of the principal officer dealing with this application and subsequent PCA inspections and services. However, the application and PCA inspections and associated services may be carried out by any accredited Council Building Certifier or Accredited Certifier appointed or engaged by Council.

Fees & Payment Methods

Fees and charges for initial Certification Work will be calculated by the Customer Service Officers at lodgement. Information on these fees is available on Council's website or from our Customer Service Centre.

Total Fees and charges for the initial Certification Work (to be filled in by Council):

.....

Contingency fees and charges

Fees and charges may also be payable under this contract for carrying out work arising as a result of unforeseen contingencies. The basis upon which such fees and charges will be calculated is as follows:

Fees and charges in accordance with Council's current "Fees and Charges" Schedule.

Council will issue an invoice for work carried out arising from unforeseen contingencies within 21 days after completion of any such work.

Signatures in relation to the Contract for Certification Work

IMPORTANT NOTE: this contract cannot not be signed until the total fees and charges have been calculated.

Client

Date

Bayside Council Officer

Date

Schedule to Construction Certificate Application

This information will be compiled and sent to the Australian Bureau of Statistics

All New Buildings

Please complete the following

Number of storeys (including underground floors)	
Gross Floor area of new building (m²)	
Gross site area (m²)	

Residential Buildings Only

Please complete the following details on residential structures

Number of dwellings to be constructed		
Number of pre-existing dwellings on site		
Number of dwellings to be demolished		
Will the new dwelling/s be attached to other new buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the new building/s be attached to existing buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site contain a dual occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Materials - Residential Buildings

Please indicate the materials to be used in the construction of the new building(s).

Walls	Code	Roof	Code	Floor	Code	Frame	Code
<input type="checkbox"/> Brick (double)	11	<input type="checkbox"/> Tiles	10	<input type="checkbox"/> Concrete or slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Brick (veneer)	12	<input type="checkbox"/> Concrete or sate	20	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Concrete / stone	20	<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70			<input type="checkbox"/> Not specified	90
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80				

<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90				
<input type="checkbox"/> Aluminium	70						
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Not specified	90						

Construction Certificate Checklist			
Applicant to Complete	Yes	N / A	Office Use
Have the following been fully completed/submitted?			
▪ Has the consent of all owners been provided?			
▪ Has the Building Classification been provided?			
▪ Schedule to Construction Certificate (for ABS).			
Has the following been submitted with the completed form on a CD/USB in accordance with naming criteria?			
▪ Detailed plans of the land and proposed development as per approved Development Application. These plans must be fresh copies (ie must not show any Council stamps) - inc site plan, all floor plans, all elevations & sections and BASIX requirements.			
▪ Are alterations/additions & amendments to approvals coloured on the plans?			
▪ A detailed building specification.			
▪ Structural engineering plans and, where applicable, other technical details including details on mechanical ventilation, hydraulic/drainage, timber framing and roof truss, termite protection and details of compliance with the provisions of the National Construction Code?			
▪ Details of compliance with the conditions of development consent - Details of any modification required by the consent conditions, submission of stormwater drainage, landscaping or other specialist details, colour and material schedule, payment of security deposits or contributions etc.			
▪ For residential building work, details of compliance with the insurance provisions of the Home Building Act 1989 (see note 2).			
▪ Except in relation to a Class 1 or a Class 10 building (ie - dwelling house, carport, garage, pergola, verandah, fence, retaining wall or swimming pool etc), a detailed list of existing (if any) and proposed fire safety measures to be implemented in the building or upon the subject land.			
▪ Details of the BASIX measures/provisions been clearly identified on the plans.			
▪ A BASIX Certificate current/valid (issued no more than 3 months prior to lodgement of this application or copy of the Certificate lodged with the DA).			

Office use only – Development Advisory Service				
Estimated cost of works:	\$			
Relate to DA:	DA-			
Building Classification:				
Number of Inspections Required (ONLY if appointing Council as PCA) – circle type of development or provide number	New Residential Dwelling	Modification at Ground Floor	Modification at First Floor	First Floor Addition
	Non Habitable Building Class 1 & 10	Swimming Pools	Com./Change of use – Building Surveyor to quote: _____	Officer advised number of inspections – quote: _____
Checked by:			Date:	___ / ___ / ____

Office use only – Customer Service			
Receipt No:		Date:	___ / ___ / ____
Total Fees received:	\$		
Checked by:		Date:	___ / ___ / ____

Notes for completing a Construction Certificate Application

Note 1 - Information required to be provided

The following information must accompany applications for construction certificates for building and subdivision work.

Building Work

- Copies of compliance certificates (or other documentary evidence) relied upon
- Copy 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; and
 - ♦ 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; and
- ♦ State whether the materials proposed to be used are new or second hand and give particulars of any second-hand materials to be used.
- Copy of structural engineering plans or other technical details (ie Mechanical ventilation details, hydraulic/drainage details, timber framing and roof truss details and termite protection details etc), where applicable.
- The plans and specifications must detail compliance with the relevant provisions of the Building Code of Australia and relevant standards of construction.
- 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.
- Evidence of any accredited component, process or design sought to be relied upon.
- 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.

Subdivision Work

- Copies of compliance certificates relied upon.
- Copies of detailed engineering plans. The detailed plans may include but are not limited to the following:
 - ♦ earthworks
 - ♦ roadworks
 - ♦ road pavement
 - ♦ road furnishings
 - ♦ stormwater drainage
 - ♦ water supply works
 - ♦ sewerage works
 - ♦ landscaping works
 - ♦ erosion control works

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

Note 2 - Home Building Act Requirements

As from 1 February 2012, all residential building works (excluding residential development of over 4 storeys) over the value of \$20,000 will need to be insured under the Act for Home Warranty Insurance.

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:

- In the case of work by a licensee under that Act:
 - ♦ A statement detailing the licensee's name and contractor licence number, and
 - ♦ Documentary evidence that the licensee has complied with the applicable requirements of that Act (ie A certificate of insurance under Part 6 of the Home Building Act), or
- In the case of work done by any other person:
 - ♦ A statement detailing the person's name and owner-builder permit number, or
 - ♦ 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. The prescribed amount in section 29 of the Home Building Act 1989.
 - ♦ The construction certificate application may be lodged prior to providing details of compliance with the Home Building Act insurance requirements, however, residential building works must not be commenced prior to complying with the insurance requirements and details of compliance must be submitted to the principal certifying authority and Council prior to the uplift of the Construction Certificate.
 - ♦ Insurance before handover.

Note 3 - Building Industry Long Service Levy Requirements

Under S 6.8 of the Environmental Planning and Assessment Act 1979 a construction certificate cannot be issued until any long service levy payable under section 34 of the Building and Construction Industry Long Service Levy Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Council is authorised to accept payment. The levy rate as at (1 June 2003) is 0.35% of the total cost of the work and is payable on work costing \$25,000 or more.