



BCA / Certifiers

# APPLICATION FOR A CONSTRUCTION CERTIFICATE

(Made under Clause 139 and Part 3 of Schedule 1 of the Environmental Planning and Assessment Regulation 2000)

What date was the application for a Construction Certificate received by AE&D?

AE&D Office Use

## Information for the Applicant

This form may be used to apply for a construction certificate to carry out building work or subdivision work.

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 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.

## 1. Applicant's Details *(Applicant must be the person or company having the benefit of the development consent)*

Mr Ms Mrs Dr Company

First Name / Surname / Company Name

Address

Suburb

State

Postcode

Postal Address

Suburb

State

Postcode

Daytime Telephone

Mobile

Email

## 2. Owner's Details *(if different from Applicant's Details, please complete)*

First Name / Surname / Company Name

Address

Suburb

State

Postcode





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**3. Invoicing Details** *(if AE&D invoices need to be addressed differently to Applicant's Details, please complete)*

First Name / Surname / Company Name

Address

Suburb

State

Postcode

**4. Identification Of Land**

Flat/Street No.

Street Name

Suburb

Postcode

Lot No.

Section

DP/MPS No.

Volume/Folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

**5. Estimated Cost Of Development**

\$

including GST

**6. Description Of Development**

What type of work do you propose to carry out?

Building work

Subdivision work

Describe the work:

Class(s) of building(s) under the Building Code of Australia?



Has a development consent been granted for the development?

No

Yes ➤ What is the development application no.?

What date was development consent granted?

Has a Section 96 Modification been granted for the development?

No

Yes ➤ What is the Section 96 Modification no.? (List all if more than one S96)

What date was Section 96 Modification granted? (List all if more than one S96)

The applicant is aware that compliance with the Building Code of Australia (BCA) does not necessarily address the requirements Disability Discrimination Act (DDA)

**Provide:**

A copy of the development consent, including:

- Approved plans endorsed by the consent authority.
- Conditions of the development consent.
- Other documents referenced by the development consent that are relevant to this decision.

## 7. Information To Be Attached To This Application

You need to provide material with your application that is relevant to the type of work you propose to do. Please indicate the material you have attached by placing a tick in the appropriate boxes:

### 1. If you are going to carry out building work:

A copy of any compliance certificates on which you rely

Detailed plans of the building – **PDF format**, i.e. no hard copies unless requested

The plans 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 each elevation of the building
- show the level of the lowest floor, the level of any yard or unbuilt area on that floor and the level of the ground
- indicate the fire safety and fire resistance measures (if any), and their height, design and construction

*Where you propose to alter, add to or rebuild a building that is already on the land, or modify plans that have already been approved, please mark the general plan (by colour or otherwise) to show the change you propose to make.*

Detailed specifications of the building – PDF format, i.e. no hard copies unless requested

The specifications are to:

- Describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage, and water supply; and
- State whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

*Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.*

A plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building. This plan will assist us to assess whether the work will reduce the fire protection capacity of the building.

Where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA, you will need to provide:

- \* A list of the performance requirements you will meet by using the alternative solution;
- \* The details of the assessment methods you will use to meet those performance requirements; &
- \* A copy of any compliance certificates on which you rely.

Evidence of any accredited component, processes or design on which you seek to rely:

*Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Regulation 2000.*

Details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details are to include:

- A list of any fire safety measures you propose to include in the building or on the land; and
- If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land.

*The lists must describe the extent, capability and the basis of design of each measure.*

If the building work involves an Alternative Solution under the Building Code of Australia ("BCA") in respect of a fire safety requirement, you will need to 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 s109C(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 all 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.*

If the application relates 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 a design verification from a qualified engineer, you will need to provide a statement from a qualified engineer which verifies that the plans and specifications achieve or improve the design quality of the development for which the development consent was granted, having regard to the design quality principals set out in Part 2 of State and 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 principals 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.*

The attached Schedule 1, completed for the development.

*The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.*

If you need to pay a long service levy under section 34 of the *Building and Construction Industry Long Service Payments Act 1986*, you will need to 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, the first instalment of the levy).

## 2. **If you are going to change the use of a building** or its classification under the Building Code of Australia and you are doing building work (unless the building will now be used as a single dwelling or a non-habitable building or structure such as a private garage, carport, shed, fence, antenna, wall or swimming pool):

A list of any fire safety measures you propose to include in the building or on the land

If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure.*

Details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia.



## 8. Signatures & Applicant Declaration

The Applicant(s) of the land to be developed must sign this application.

### Applicant's Declaration:

As the applicant(s) of the above property, I/we consent to this application and declare that:

- I/We "have the benefit of the Development Consent" within the meaning and under EP&A Act 1979 for the proposed works as indicated on this form;
- I/We, to the best of my/our knowledge, have completed all details in this form in a correct and accurate manner and hereby indemnify the appointed PCA and AE&D against any damage, losses or suffering as a result of incorrect information provided under that section;
- I/We understand that the Commencement of Building Works cannot be any earlier than 2 business days after the appointment of PCA has been accepted and therefore declare that no building works will commence prior to this date;
- I/We understand that the Application for and acquisition of a Construction Certificate does not authorise commencement of building works;
- I/We authorise the right of entry for any certifying authority arranged by AE&D to carry out inspection required by the PCA under this agreement;
- I/We understand that it is my/our responsibility to ensure that sufficient notice is given to AE&D, in writing, to carry out critical stage inspections or make arrangements with the Builder to carry out this function on my/our behalf as a condition of my/our building contract;
- I/We declare that I/we will notify AE&D (PCA) at the earliest possible instance of any changes of the appointment of the Builder and ensure any mandatory insurances required by the incoming Builder in accordance with Home Building Act 1989 are in place;
- I/We have obtained consent from the owner/s of the property as indicated in this form to apply and obtain a Construction Certificate. Such written consent will be provided with this application;
- I/We have read, understood and hereby accept the Terms & Conditions outlined in AE&D's Fee Proposal; and
- I/We understand that the Application for a Construction Certificate is not complete until all required documentation has been satisfactorily received by AE&D.

The applicant, or the applicant's agent, must sign the application.

Signature

Date

Name, if you are not the applicant

In what capacity are you signing if you are not the applicant?

## 9. Privacy Policy

The information you provide in this application will enable your application to be assessed by the Certifying Authority.



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## Schedule 1 - Application For Construction Certificate

Please complete this schedule. The information will be 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 (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)


### 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?
- Will the new building(s) be attached to existing buildings?
- Does the site contain a dual occupancy?  
(NB dual occupancy = two dwellings on the same site)


Yes	No
Yes	No
Yes	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
Brick (double)	11	Tiles	10	Concrete or slate	20	Timber	40
Brick (veneer)	12	Concrete or slate	20	Timber	40	Steel	60
Concrete or stone	20	Fibre cement	30	Other	80	Aluminium	70
Fibre cement	30	Steel	60	Not specified	90	Other	80
Timber	40	Aluminium	70			Not specified	90
Curtain glass	50	Other	80				
Steel	60	Not specified	90				
Aluminium	70						
Other	80						
Not specified	90						



## Documents to Accompany Application for Construction Certificate

- (1) An application for a construction certificate must be accompanied by the following documents:
- (a) If the development involves building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
    - (i) A detailed description of the development, and
    - (ii) Appropriate building work plans and specifications,
  - (b) If the development involves 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 fire link conversion):
    - (i) A list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
    - (ii) 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,
  - (c) If the development involves subdivision work, appropriate subdivision work plans and specifications.
- (2) A detailed description of the development referred to in sub-clause (1) (a) (i) must indicate the following matters:
- (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 (using the abbreviations set out in Schedule 1).
- (3) Appropriate building work plans and specifications referred to in sub-clause (1) (a) (ii) include the following:
- (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, and
    - (ii) a plan of each elevation of the building, and
    - (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, and
    - (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 components, processes or design sought to be relied on,
  - (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.

**Note: An application for a construction certificate that relates only to fire link conversion need only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.**

- (4) Appropriate subdivision work plans and specifications referred to in sub-clause (1) (c) include the following:
- (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.