

# Application for a Complying Development Certificate, Appointment of Principal Certifying Authority & Contract for Certification Work

APPLICATION NUMBER:

Effective 1 July 2020 to 30 June 2021

## ABOUT THIS FORM

Use this form to apply for a *Complying Development Certificate* and to appoint Randwick City Council as the *Principal Certifying Authority* for this development, under the *Environmental Planning and Assessment Act 1979* and as a *Contract for Certification Work* under the *Building Professionals Act 2005*.

## WHAT YOU'LL NEED

Please read and complete all parts of this form and submit all of the relevant information and fees.

## SUBJECT PROPERTY

Unit/Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Lot No./DP/MPS,  
etc vol/fol: ..... Area of site: ..... m<sup>2</sup>

## APPLICANT DETAILS

The 'applicant' must be the person that has the benefit of the consent (e.g. the owner or authorised lessee)

Title:  Mr  Mrs  Ms  Other: .....

Applicant's Name: .....

Company Name: .....

Contact Person: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: .....

Phone No(s): ..... Mobile: .....

Your contact details may be provided to the occupants of surrounding premises, as required by Clause 130AB of the *Environmental Planning and Assessment Regulation 2000* (Refer to Note 10).

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
council@randwick.nsw.gov.au  
www.randwick.nsw.gov.au

**SCOPE OF APPLICATION***(Please tick appropriate boxes)*

This application relates to the following certification work:

- Application and determination of a Complying Development Certificate
- Appointment of Council as the Principal Certifying Authority (PCA) for inspection services
- Application and determination of an Occupation Certificate

**APPLICATION DETAILS***(Please tick appropriate box)*

- |   |  |                              |
|---|--|------------------------------|
| <input type="checkbox"/> NSW CODES SEPP2008 | <input type="checkbox"/> Other SEPP                                    | <input type="checkbox"/> LEP |
| <input type="checkbox"/> New application    | <input type="checkbox"/> Modification to existing approved certificate | .....                        |

**TYPE OF DEVELOPMENT***(Please tick appropriate box)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Residential dwelling/house | <input type="checkbox"/> Secondary dwelling     | <input type="checkbox"/> Multi-unit housing |
| <input type="checkbox"/> Industrial                 | <input type="checkbox"/> Commercial             | <input type="checkbox"/> Demolition work    |
| <input type="checkbox"/> Change of Use              | <input type="checkbox"/> Other (please specify) | .....                                       |

Description of development: .....

.....

**TYPE OF WORK***(Please select all that apply)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New building           | <input type="checkbox"/> Additions/external alterations    | <input type="checkbox"/> Internal alterations |
| <input type="checkbox"/> Swimming pool/spa pool | <input type="checkbox"/> Ancillary development/outbuilding | <input type="checkbox"/> Food business        |
| <input type="checkbox"/> Temporary structure    | <input type="checkbox"/> Other structure or work:          | .....   |

Description of development: .....

.....

Does the proposed work involve disturbing, repairing or the removal of any bonded asbestos material or friable asbestos material?

- No       Yes – If so, indicate how much in m<sup>2</sup> (see note 5e) ..... m<sup>2</sup>

**OWNER OF THE LAND***(To be completed if the applicant is NOT the owner of the land)*

Name/s: .....

Postal Address: .....

Contact Person: .....

Contact No's.  
Home/Bus: ..... Mobile: .....

Owner-Builder  
Permit No: ..... *(if applicable – copy to be provided to Council)*

Signature of  
Owner/s: ..... Date: .....

**BUILDER'S DETAILS***(If known at this stage)*

Name: .....

Company Name: ..... ABN: .....

Postal Address: .....

Contact Person: .....

Contact  
Phone No: ..... Email: .....

Contractor  
Licence No: ..... *(A copy of the builders licence and home warranty insurance certificate is to be provided to Council.)*

**VALUE OF WORK/CLASSIFICATION**

Total estimated costs of development \$ ..... *(including GST)*

Building Code of Australia building  
classification/s (if known) .....

**CONTRACT FOR CERTIFICATION WORK**

This application also represents a Contract for Certification Work, in accordance with section 73A of the *Building Professionals Act 2005*.

Applications for a Complying Development Certificate and Occupation Certificate will be assessed and determined by a Council Building Surveyor (accredited by the NSW Building Professionals Board), in accordance with the relevant requirements of the *Environmental Planning and Assessment Act 1979* and the *Building Professionals Act 2005*.

For the purposes of the *Environmental Planning and Assessment Act 1979* and the *Building Professionals Act 2005*, Randwick City Council is the appointed Certifying Authority and Principal Certifying Authority (PCA), for this application and development (as indicated above).

These functions and services will be carried out by one or more of Council's Building Surveyors (accredited by the NSW Building Professionals Board) on behalf of Randwick City Council, as listed in Attachment 1 item 9.

Details of Council's certification services, fees and charges, building inspections, PCA services and other requirements are provided in 'Attachment 1' – Certification Services, Information and Requirements and form part of this contract for certification work.

**SIGNATURES TO THE APPLICATION, APPOINTMENT OF PCA & CERTIFICATION CONTRACT**

Applicant/s  
Signature: ..... Name: ..... Date: .....

Randwick City  
Council Officer: ..... Accreditation No: ..... Date: .....

## HOW TO LODGE THIS APPLICATION

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

Courier or Personal Delivery to our Customer Service Centre:

*Randwick City Council*

30 Frances Street

Open 8:30am – 5:00pm, Monday – Friday

## FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

<b>FEE TYPE – CERTIFICATION FEES</b>			
<i>(To be completed by Council officer)</i>			
	<b>RECEIPT CODE</b>	<b>FEE</b>	<b>GST</b>
Complying Development Certificate & PCA Inspections (combined fee)	AP	\$	\$
Complying Development Certificate (only)	AP	\$	\$
Principal Certifying Authority (PCA) Inspections (only)	AP	\$	\$
	<b>TOTAL:</b>		\$
<b>OTHER FEES &amp; PAYMENTS</b>			
<i>(To be completed by Council officer)</i>			
	<b>RECEIPT CODE</b>	<b>FEE</b>	<b>GST</b>
Footpath Deposit Admin Fee		\$	\$
Footpath Damage Deposit		\$	\$
Long Service Levy Fee		\$	\$
S94A Levy		\$	\$
Compliance & Enforcement Fee		\$	\$
Other Bonds/Guarantees		\$	\$
Certificate Lodgement Fee		\$	\$
Neighbour Notification Fee		\$	\$
Other Fees		\$	\$
	<b>TOTAL:</b>		\$

**PRIVACY NOTIFICATION**

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers, other government agencies and person authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

**COPYRIGHT DISCLAIMER**

The Government Information (Public Access) Act 2009 (GIPA Act) provides that anyone may inspect, free of charge, certain documents held by a council, including (among others) development applications and associated documents. GIPA provides that a right to inspect a document under the Act includes a right to take away a copy of the document, whether free of charge or subject to reasonable copying charges.

It follows that anyone has a statutory right to inspect development application and associated documents, subject to GIPA, and to take away copies. A council complying with its obligation under the GIPA Act does not breach copyright law. However, a person who through this process obtains a copy of survey or other plans subject to copyright would be in breach of copyright law if those plans were later used in a way adverse to the interest of the holder of the copyright.

If you do copy, reproduce, republish, upload to a third party, transmit or distribute in any way plans, building specifications or other documents subject to copyright, contrary to the provisions of the *Copyright Act 1968* (Cth) you will be taken to have indemnified Randwick City Council against any claim or action in respect to breach of copyright.

**OFFICE USE ONLY**

Application/Request received by: .....	Date: .....
Referred to: .....	Date: .....
Receipt No: .....	Date: .....
Fee: \$ .....	.....

## SCHEDULE TO COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

To be completed by the Applicant

(This 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?  Yes  No
- Will the new buildings(s) be attached to existing buildings?  Yes  No
- Does the site contain a dual occupancy?  Yes  No  
(NB dual occupancy = two dwellings on the same site)

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

## 1. REGULATORY REQUIREMENTS

All building work (including demolition, excavation and other site works) must be carried out in accordance with the relevant requirements of:

- The *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2000*.
- The development consent or Complying Development Certificate issued by Council or other determining authority.
- The Building Code of Australia (BCA) and the relevant Australian Standards referenced in the BCA.

Failure to comply with these requirements is an offence and Council may issue a Notice or Order to comply with the development consent or to demolish any unauthorised work or variations.

Council may also commence legal proceedings or issue a Penalty Infringement Notice (up to \$6,000) for a breach of the *Environmental Planning and Assessment Act 1979*.

## 2. CERTIFICATION WORK – CONTRACT DETAILS

This contract applies to all applications and certification work for the subject development, including any subsequent amendments to the Complying Development Certificate, subject to the payment of any additional fees and charges as detailed in Council's Pricing Policy.

Council's Building Surveyors are employees of Randwick City Council and are acting on behalf of Randwick City Council. Council Building Surveyors are also accredited by the NSW Building Professionals Board under the *Building Professionals Act 2005*.

Council's Building Surveyors endeavour to provide professional, customer focused and accountable building certification and inspection services. However, should you have any concerns or complaints about an accredited Council Building Surveyor, please forward your concerns to the General Manager of Randwick City Council [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au). Formal complaints may also be made to the Building Professionals Board for investigation under the *Building Professionals Act 2005*.

(A list of accredited Council Building Surveyors is provided in item 9 of this attachment)

Reference should be made to the dictionary and definitions contained in the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2000* and *Building Professionals Act 2005*, in respect of defined terms contained in this application and contract.

## 3. BUILDING INSPECTIONS

Council's Building Surveyors will carry out building inspections during the course of construction and upon completion of the work, having regard to the relevant provisions of the *Environmental Planning and Assessment Act 1979*, BCA and relevant Standards.

Upon determination of a Complying Development Certificate, Council will issue a *Notice of Critical Stage Inspections*, which will detail the specific stages of construction which must be inspected by an accredited Council Building Surveyor.

These inspections are mandatory and a failure to ensure that these inspections are carried out (by Council's Building Surveyor) is an offence and which may prevent the issue of the required *Occupation Certificate*.

In accordance with Clause 163 of the *Environmental Planning and Assessment Regulation 2000*, the *principal contractor* or *owner-builder* must provide 48 hours notice (excluding weekends and public holidays) to be given to Council to enable the specified stages of construction to be inspected, as specified in the Notice of Critical Stage Inspections. The owner of the premises (or other person having the benefit of the consent), must also ensure that the *principal contractor* and all trades personnel are properly notified of the required inspections, to ensure that Council is given 48 hours notice of the required inspections.

The directions of Council's Building Surveyors are to be observed to ensure compliance with the Complying Development Certificate, BCA and relevant Standards.

Inspections must be carried out by an accredited Council Building Surveyor and inspections are required to be booked by phoning Council on 1300 722 542, during business hours Monday to Friday.

Building works must **not** proceed to the subsequent stages of construction prior to obtaining a satisfactory inspection from Council for each stage of construction. The required inspections will be specified in the Notice of Critical Stage Inspections issued by Council upon determination of this application.

It is an offence to fail to comply with these inspection requirements and Council may be unable to issue an Occupation Certificate if the mandatory inspections are not carried out or if the relevant requirements are not fully satisfied.

Any ancillary inspections undertaken by the owner or builder's Structural Engineer or other specialist, are separate to these mandatory inspection requirements and they do not satisfy the mandatory requirements of the Environmental Planning and Assessment Act 1979.

#### 4. FEES & CHARGES

The Fees and Charges for Council to undertake certification work are detailed in Council's annual Pricing Policy - Fees & Charges as adopted by Council.

Fees and Charges are based upon the total value of the building and associated work encompassed in the application (including all labour and materials), as determined by Council, or in specialist cases, a project specific fee proposal may be provided.

Council may review the nominated cost of works and payment of fees based upon the current Cordells publications or Home Warranty Insurance details. If there are any resultant changes in the value of the works, the additional relevant Council fees and charges, Long Service Levy or other payments must be paid to Council within 21 days of notification.

Fees and Charges do not include any services or inspections associated with the investigation, assessment, resolution or enforcement of any unauthorised or non-complying works or the issuing of an interim or partial Occupation Certificate. Additional fees are applicable for these services.

Fees for the application for a Complying Development Certificate and appointment of Council as the Principal Certifying Authority (PCA) may be paid together at the time of lodgement of the application. Alternatively, the fees for the lodgement of the Complying Development Certificate and appointment of Council as the PCA may be paid separately. However, additional fees apply if the application and appointment of Council as PCA are made separately.

It should also be noted that the appointment of Council as the PCA and payment of PCA fees must be made at least 2 days before commencing any works.

Fees and Charges for any additional certification work, inspections or services must be paid to Council within 21 days of Council's notification or invoice.

#### 5. SPECIALIST INFORMATION & CERTIFICATION REQUIREMENTS

Council may require specific specialist details, plans, reports, surveys, certification or other information to be provided before, during construction or upon completion, to ensure compliance with the Complying Development Certificate, BCA and Australian Standards, to Council's satisfaction.

Details of the required certification, details, plans, surveys or other information will be provided in writing upon determination of the application for a Complying Development Certificate or during the course of construction, prior to the issue of an Occupation Certificate.

#### 6. OCCUPATION CERTIFICATE

An Occupation Certificate must be obtained from Randwick City Council prior to the occupation or use of a new building or part of a building (i.e. alterations or additions) or prior to the change of an existing building use/classification. Failure to obtain an occupation certificate is an offence under the *Environmental Planning and Assessment Act 1979* which may result in significant penalties.

An application may be made to the Council for an interim or partial Occupation Certificate, where suitable, which will be considered in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and conditions of development consent.

An application for an *interim* or *final* Occupation Certificate must be accompanied by a single and complete Fire Safety Certificate as required by the *Environmental Planning and Assessment Regulation 2000*.

#### 7. AUTHORISATION TO ENTER PREMISES

This application and contract authorises Council officers to enter the property to carry out inspections of the building work and to assess compliance with the Complying Development Certificate and relevant building regulations and standards.

#### 8. MISCELLANEOUS INFORMATION & REQUIREMENTS

- The application for a Complying Development Certificate and appointment of Council as the Principal Certifying Authority may be combined (together with payment of the relevant fees) prior to lodgement of the application. Alternatively, the applicant may only wish to apply to Council for the Complying Development Certificate and to appoint another Accredited Certifier as the Principal Certifying Authority (PCA) for the development, or vice versa. Additional fees apply to an application for a Complying Development Certificate only or appointment of Council as the Principal Certifying Authority only.



- If Randwick City Council is appointed as the PCA but did not issue the Complying Development Certificate for the development, Council may require additional plans, reports, details, certification and other information to be provided to Council's satisfaction prior to accepting appointment and prior to commencement of any works.
- The applicant is required to ensure that valid public liability insurance cover to the value of \$10,000,000 (minimum) is held by the applicant and/or builder. The builder is also required to satisfy the relevant insurance requirements under the *Home Building Act 1989*, in relation to residential building work.
- The applicant must notify Randwick City Council, in writing, of any change in the appointment, details or address of the owner and/or the principal building contractor.
- Should the building works not be completed within a period of 2 years of the date of this contract, additional building inspection and PCA service fees may be required to be paid in accordance with Council's latest adopted Pricing Policy.

## 9. COUNCIL'S ACCREDITED BUILDING SURVEYORS

Applications for a Complying Development Certificate and Occupation Certificate will be assessed and determined by a Council Building Surveyor (accredited by the NSW Building Professionals Board), in accordance with the relevant requirements of the *Environmental Planning and Assessment Act 1979* and the *Building Professionals Act 2005*.

For the purposes of the *Environmental Planning and Assessment Act 1979* and the *Building Professionals Act 2005*, Randwick City Council is the appointed Certifying Authority and Principal Certifying Authority (PCA), for this application and development (as indicated on the application form).

These functions and services will be carried out by one or more of Council's Building Surveyors (accredited by the NSW Building Professionals Board) on behalf of Randwick City Council, as detailed below:

Name	Accreditation No.	Name	Accreditation No.
Greg Hynes	BPB1110	Karl Gray	BPB2134
Andrew Murtha	BPB1111	Peter James	BPB2145
David Foster	BPB1108	John Skene	BPB2119
Michael van Dam	BPB1112	Christopher Donnellan	BPB2117
Roman Wereszczynski	BPB1065		

Council will advise the applicant of the Council Building Surveyor 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 Surveyor or Accredited Certifier appointed or engaged by Council.

## ATTACHMENT 2 – APPLICATION SUBMISSION INFORMATION & OTHER REQUIREMENTS

The plans, specifications and details listed in the notes below must be submitted with the application (as applicable). Please also refer to the following notes and complete the Lodgement Checklist (Attachment 3 to this form).

### NOTE 1: CROWN LAND – OWNERS CONSENT:

In relation to Crown land, the owners consent must be signed by an authorised officer of the Department of Primary Industries Catchments & Lands.

### NOTE 2: DETAILS TO BE SHOWN ON THE SITE PLAN:

The site plan must indicate:

- location, boundary dimensions, site area and north point
- location and uses of existing buildings on the land
- existing levels of the land in relation to the buildings and road
- location and uses of buildings on adjoining sites
- existing vegetation and trees on the land
- location of any trees on the adjoining land that are within 3 metres of any building work
- existing parking and loading/unloading provisions

### NOTE 3: DETAILS TO BE SHOWN ON THE PLANS FOR DEVELOPMENT:

The plans of the proposed development must be drawn to a suitable scale and indicate:

- the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
- floor plans of the proposed buildings showing the layout, partitioning, room sizes and intended uses of each part of the building
- elevations, sections, heights and external finishes
- proposed finished levels of the land in relation to the buildings and the road
- indicate the height, design, construction and provision for fire safety and fire resistance (if any)
- proposed parking and loading/unloading provisions, entry and exit points for vehicles and dimensions
- proposed landscaping and treatment of the land (indicating plant types, heights and maturity)
- proposed stormwater drainage details

### NOTE 4: PLANS AND SPECIFICATIONS FOR BUILDING WORK, SUBDIVISION WORK AND A CHANGE OF BUILDING USE:

The following information must accompany applications for building work, subdivision work and change of building use:

#### **Building Work:**

In the case of an application for a complying development certificate for **building work**:

- a) three copies of detailed plans and specifications (as detailed above)

The plans and specifications must detail compliance with the relevant provisions of the BCA and relevant standards of construction.

Where the proposed building work involves any alteration, addition or rebuilding of an existing building, or involves a modification to previous approval, the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition, rebuilding or 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. Also, it must state whether the materials proposed to be used are new or second-hand and give particulars of any second-hand materials to be used.

- b) three copies of structural engineering plans or other technical details (i.e. mechanical ventilation details, hydraulic/drainage details, timber framing and roof truss details and termite protection details etc), where applicable.
- c) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by a report from a suitably qualified professional containing 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, in accordance with the provisions of the *Environmental Planning and Assessment Regulation 2000*.

- d) copies of compliance certificates (or other documentary evidence) relied upon.
- e) In the case of development subject to a BASIX Certificate; a copy of the BASIX Certificate and details of compliance with all BASIX Certificate commitments.
- f) except in the case of an application relating to a class 1a dwelling or class 10 outbuilding:
  - a list of the fire safety measures that are proposed to be implemented in the building or upon the subject land, and
  - if the application relates to an existing building, a list of existing fire safety measures in the building or on the subject land, and
  - in the case of an existing building, a copy of the most recent *fire safety schedule* and *annual fire safety statement* for the building.

The list or details must describe the extent, capability and basis of design of each of the fire safety measures.

- g) evidence of any accredited component, process or design sought to be relied upon.
- h) Council may require additional site – specific information and details to enable full and proper consideration of the application.
- i) A digital copy of all plans, specifications, reports and details on a USB, CD-ROM in PDF format, maximum file size 5MB.

### Subdivision Work

In the case of an application for a complying development certificate for subdivision work; details of the existing and proposed subdivision, details of consultation with public authorities, existing and finished ground levels, copies of compliance certificates relied upon, four (4) copies of detailed engineering plans, including earthworks, roadworks, road pavement and road furnishings, stormwater drainage, water supply works and sewerage works, landscaping works and 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.

*Applications for subdivision work are assessed by Council's Development Engineers, please liaise with Council's Development Engineer prior to lodging your application to determine the submission and processing requirements for your development.*

### Changes of Building Use

Details of existing and proposed *fire safety measures* as detailed in note 4 under Building Works.

## NOTE 5: OTHER INFORMATION TO BE PROVIDED:

- a) In the case of shops, offices, commercial and industrial developments:
  - details of the existing and proposed hours of operation
  - plant and equipment to be installed
  - type, size and quantity of goods to be made, stored or transported, loading and unloading facilities
- b) In the case of demolition, details of age and condition of buildings to be demolished
- c) In the case of development relating to an existing use, details of the existing use
- d) In the case of development involving demolition, building or other work, details of the methods of securing the site during construction.
- e) Asbestos and 'Asbestos work removal' means the following:
  - **bonded asbestos material** means any material (other than friable asbestos material) that contains asbestos.
  - **bonded asbestos removal work** means work in which bonded asbestos material is removed, repaired or disturbed.
  - **friable asbestos material** means any material that contains asbestos and is in the form of a powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry.
  - **friable asbestos removal work** means work in which friable asbestos material is removed, repaired or disturbed.
- f) Council may require other information to determine compliance with the relevant requirements for complying development including, a registered survey of the land, copy of the certificate of title for the land, a section 149 certificate, structural or other certification or documentation.
- g) A report must be provided from a *professional engineer* detailing the methods of support of the adjoining land and

buildings where it is proposed to:

- Demolish or build a wall less than 900mm from the site boundary and the wall of the building upon the adjoining land is located less than 900mm from that boundary.

A *Dilapidation report* must also be obtained from a *professional engineer* in such cases, in respect of the subject wall/building located on the adjoining property, prior to commencing any works.

- h) Applications for the erection of a *temporary structure* must be provided with details specifying the live and dead loads of the temporary structure, a list of the proposed fire safety measures and other technical information and specification for the temporary structures.
- i) Applications relating to the use of a building as an entertainment venue, function centre, pub, registered club or restaurant must include details of the number of persons proposed to occupy the subject building or part. If the Complying Development Certificate is issued a sign must be provided in a conspicuous position identifying the maximum number of persons permitted in the building or part.

#### NOTE 6: HOME BUILDING ACT REQUIREMENTS:

In the case of an application for a complying development certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach the following:

- a) 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 (i.e. a certificate of insurance under Part 6 of the *Home Building Act 1989*), or
- b) 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 as at 1 July, 2012 is \$10,000.*

\* Details of compliance with these requirements need not be submitted with the application if the builders details are not known at the application stage. However, details of compliance must be provided to the Principal Certifying Authority (PCA) not less than 2 days before the commencement of work.

#### NOTE 7: LONG SERVICE LEVY REQUIREMENTS:

Under s.85A (10A) of the *Environmental Planning and Assessment Act 1979* a complying development certificate cannot be issued until any long service levy payable under s.34 of the *Building and Construction Industry Long Service Payments Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Randwick City Council is authorised to accept payment upon lodgement of the application. The levy rate as (at 1 January 2006) is 0.35% of the total cost of the work and is payable on work costing \$25,000 or more.

#### NOTE 8: SYDNEY WATER REQUIREMENTS:

All building, plumbing and drainage work must be carried out in accordance with the requirements of the Sydney Water Corporation.

Prior to issuing a Complying Development Certificate the plans must be submitted to a Sydney Water Quick Check agent, to determine whether the development will affect Sydney Water's waste water and water mains, stormwater drains and/or easements, and if any further requirements need to be met. If suitable, the plans will be appropriately stamped. For details please refer to the Sydney Water website at [www.sydneywater.com.au](http://www.sydneywater.com.au) for:

- Sydney Water Tap in – see Plumbing, Building and Developing then Building Plan Approvals and
- Building over or next to Sydney Water Assets – see Plumbing, Building and Developing then Building Plan Approvals, or telephone 13 20 92.

#### NOTE 9: OTHER APPROVALS:

Other approvals may be required before the complying development certificate is issued, including but not limited to:

- approvals from the relevant roads authority for the building of any kerb, crossover or driveway if required under the *Roads Act 1993*

- Permits for the removal or pruning of any tree where a permit is required.

A separate application must be made to Council to carry out any of the following activities, in accordance with the *Local Government Act 1993* and *Roads Act 1993*:

- Placement of a waste skip bin on a road or on Council land
- Install a hoarding, site fencing, enclosure or article on Council land or occupy Council land for building or other work, storage or associated purposes
- Stand or operate a crane, hoist or concrete pump or the like over a public footpath.

It is the responsibility of the applicant to obtain any other required approvals from Council or other Authority.

#### **NOTE 10: NEIGHBOUR NOTIFICATION:**

Where a complying development application relates to a new dwelling, an addition to an existing dwelling, or some demolition works, the certifying authority must give notice of the application to the occupier of nearby properties.

The notice will be provided in writing and will contain specific details relating to the application, including the name, address and contact details of the applicant.

The certifying authority must not issue a complying development certificate until at least 14 days after the required advice to neighbours has been given.

#### **FURTHER INFORMATION:**

Further information can be obtained by phoning Council on 1300 722 542 Monday to Friday between 8.30am and 5.00pm or in person at our Customer Service Centre.

## ATTACHMENT 3 – LODGEMENT CHECKLIST:

APPLICANT LODGEMENT CHECKLIST (PLEASE TICK RELEVANT BOXES):	To be completed by Applicant		
	Yes	No	N/A
• Application form & Australian Bureau of Statistics information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Three copies of fully detailed plans ( <i>inc. site plan, floor plans, elevations &amp; sections. See notes 2-4</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In the case of alterations/additions & amendments to approvals, are the plans appropriately coloured or otherwise to distinguish the amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Three copies of building specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Three copies of structural engineering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A digital copy of all plans, specifications, reports and details on a USB, CD-ROM in PDF format, maximum file size 5MB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A written statement (or check list) detailing how the proposal complies with SEPP 2008 or other planning instrument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate application fee ( <i>Customer Service Officer will calculate</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of payment of the Long Service Levy ( <i>in relation to work costing \$25,000 or more</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Certificate of Title or current Registered Survey Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A BASIX Certificate (including details of compliance with all BASIX Certificate commitments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Asbestos removal information been supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other information that may be required ( <i>includes operation hours, parking, site survey - See note 5</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approval from <i>Sydney Water</i> and plans stamped by Sydney Water Quick Check Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written consent from the relevant roads authority (if required) under Clause 1.18 (1)(e) of the SEPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In relation to class 2 to 9 buildings ( <i>e.g. Multi-unit housing, commercial &amp; industrial developments</i> ):			
- Details of fire resisting construction (e.g. walls, ceilings, floors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Details of existing fire safety measures (e.g. hose reels, fire doors, exit signs, smoke alarms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Details of proposed fire safety measures (e.g. hose reels, fire doors, exit signs, smoke alarms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- An Energy Efficiency report detailing compliance with Section J of the BCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- A report from an Access Consultant detailing compliance with the Disability (Access to Premises - Buildings) Standards 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If the building is the subject of an existing Fire Safety <i>Alternative Solution</i> , a report or correspondence is required from an accredited fire safety engineer detailing that the proposed new works will not affect the existing alternative solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Relevant section 94A Contribution fees been paid (for development costs over \$100,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cost summary report/details of the total cost of the proposed development been provided where the cost is \$100,000 to \$499,999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Registered Quantity Surveyor's Cost Report been provided for development costs of \$500,000 or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b> Council may require further information to enable a full assessment of the application and proposed development and Council's officer will contact you as soon as practicable to advise if further details are required to be provided.			