

Application for a Construction Certificate, Appointment of Principal Certifying Authority & Contract for Certification Work



APPLICATION NUMBER:

Effective 1 July 2018 to 30 June 2019

ABOUT THIS FORM

Use this form to apply for a *Construction 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: m²

APPLICANT DETAILS

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

Title: Mr Mrs Ms Other:

Applicant's Name:

Company Name:

Contact Person:

Postal Address:

Suburb: Post Code:

Email:

Phone No(s): Mobile:

GET IN CONTACT

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

Phone 1300 722 542
Fax (02) 9319 1510
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 Construction Certificate
- Appointment of Council as the Principal Certifying Authority (PCA) for inspection services
- Application and determination of an Occupation Certificate

DESCRIPTION OF DEVELOPMENT*(Please tick appropriate box)*Type of development: Building work Change of use Sub-division workType of application: New application Modification to existing approved construction certificate

Description of development:

.....

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 Home/Bus: Mobile:Owner-Builder
Permit No.: *(if applicable – copy to be provided to Council)*Signature of
Owner/s: Date:**DEVELOPMENT CONSENT DETAILS**

Development Application No: DA/

Date of Determination:

Referenced approved plans:

.....

VALUE OF WORK / CLASSIFICATIONTotal estimated cost of development \$ *(including GST)*Building Code of Australia building
classification/s (if known)

BUILDERS DETAILS

(Builder is Principal building contractor OR Owner-Builder as applicable)

Name:

Company Name: ABN No:

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.)

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 Construction 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

Fax: (02) 9319 1510

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.

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

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 GIPA 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 CONSTRUCTION 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 (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? 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						

ATTACHMENT 1 – CERTIFICATION SERVICES, INFORMATION AND REQUIREMENTS

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 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 Construction 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 Surveyor's are also accredited by the NSW Building Professionals Board under the *Building Professionals Act 2005*.

Council's Building Surveyors endeavour to provide a 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. 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 Surveyor's 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 Construction 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 inspection 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 Construction 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 Construction 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 Construction Certificate, BCA and Australian Standards or the development consent, 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 Construction 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 and 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 development consent, construction certificate and relevant building regulations and standards.

8. MISCELLANEOUS INFORMATION & REQUIREMENTS

- The application for a Construction Certificate and appointment of Council as the Principal Certifying Authority (PCA) 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 Construction Certificate and to appoint another Accredited Certifier as the PCA for the development, or vice versa. Additional fees apply to an application for a Construction 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 Construction 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 Construction 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.

NOTE 1: DETAILS AND INFORMATION REQUIRED TO BE PROVIDED WITH THE APPLICATION

The following information must accompany applications for a construction certificate:

Building Work:

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

- a) three copies of detailed plans and specifications (as detailed above), drawn to a suitable scale, including:
 - a plan of each floor section
 - a plan of each elevation of the building
 - 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
 - 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 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 plans and specifications must detail compliance with the relevant provisions of the Building Code of Australia (BCA) and relevant standards of construction.

The specification is also required to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply. Also, to 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) copies of compliance certificates, design certification or other documentary evidence relied upon
- d) in the case of development subject to a BASIX Certificate:
 - A copy of the BASIX Certificate
 - Details of compliance with all BASIX Certificate commitments
- e) 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
- f) 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.
- g) evidence of any accredited component, process or design sought to be relied upon
- h) Council may also require additional site – specific details, certification or reports 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 construction certificate for **subdivision work**:

- a) details of the existing and proposed subdivision
- b) details of consultation with public authorities
- c) existing and finished ground levels
- d) copies of compliance certificates relied upon
- e) three copies of detailed engineering plans. The detailed plans may include (but not limited to) details of earthworks, roadworks, road pavement, road furnishings, stormwater drainage, water supply works, sewerage works, landscaping works, erosion control works.
- f) 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.

NOTE 2: DEVELOPMENT CONSENT REQUIREMENTS:

Details of compliance with the development consent conditions must be provided with the construction certificate.

To assist in the assessment of the construction certificate application, a list or spreadsheet should be submitted with the construction certificate which identifies each condition of development consent, together with brief details describing how (and if applicable, when) the particular requirement has been or will be satisfied. The comments should also refer to a particular construction certificate plan, report or document which addresses the particular condition or requirement, where applicable.

NOTE 3: HOME BUILDING ACT REQUIREMENTS:

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:

- 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 Home Warranty 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* [\$10,000 as a 1 July 2012].

The construction certificate application may be lodged prior to providing details of compliance with the *Home Building Act 1989* 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 on the notice of appointment of the principal certifying authority/notice of intention to commence work, which must be submitted to Council not less than 2 days before the commencement of work.

NOTE 4: BUILDING INDUSTRY LONG SERVICE LEVY REQUIREMENTS:

Under s 109F 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. Randwick City Council is authorised to accept payment. 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 5: 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 Construction 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 web site at 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 6: OTHER SUBMISSION REQUIREMENTS & DETAILS:

- In the case of development involving demolition, building or other work, details of the proposed construction site fencing, site management and sediment control measures.
- Details of any demolition work involving the removal of materials containing asbestos (e.g. fibro sheeting), including the type and area (in m²) of material.

Asbestos and 'Asbestos removal work' 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.
- Council may require other information to determine compliance with the relevant requirements 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.
- A report 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. In addition, a *dilapidation report* should 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.
- Applications for the erection of a *temporary structure* are to 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.

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
• Completion of the application form, including all signatures and ABS data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Three copies of fully detailed plans? (<i>inc. site plan, all floor plans, all elevations and sections</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In relation to alterations/additions & amendments to approvals, the plans must be coloured or otherwise marked to clearly distinguish the alterations and additions or modifications	<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"/>
• Details of compliance with conditions of development consent? (<i>i.e. colour schemes, drainage, landscaping, traffic & planning etc</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approval from <i>Sydney Water</i> and plans stamped by a <i>Sydney Water</i> Quick Check Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Submission of a BASIX Certificate (including details of compliance with all BASIX Certificate commitments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other information (Refer to Note No. 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Payment of the appropriate application fees? (<i>Customer Service Officer will calculate</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Payment of relevant section 94 contributions, security deposits, bank guarantees, bonds and long service levy etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In relation to class 2 to 9 buildings (<i>e.g. Multi-unit housing, commercial & industrial developments</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 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. hydrants, 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. hydrants, hose reels, fire doors, exit signs, smoke alarms)	<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 for Class 2 to 9 buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- An Energy Efficiency report detailing compliance with all relevant Parts of Section J of the BCA for all Class 2 to 9 Buildings	<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"/>
<p><i>Note: 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.</i></p>			