



CONSTRUCTION CERTIFICATE  
APPLICATION/CONTRACT FOR CERTIFICATION WORK  
made under the Environmental Planning and Assessment Act 1979

PART 1 - Property, Applicant & Owner Details

1. Property Details

unit:	house:
Address	
street:	
suburb:	postcode:
Lot/DP/SP etc	
lot:	DP/SP etc:

2. Applicant Details

Full name/company and contact person	family name (or company & ABN):	
	full given names:	
	OR company contact person:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	fax:
	email:	date:
Do you consent to receiving further information requests via email?    yes <input type="checkbox"/>		

3. Builder/Owner Builder Details

Name		
Contractor license / permit number in case of owner builder		
Builder's address		
	suburb:	postcode:
Builder's contact details	phone:	mobile:
	email:	fax:



Book Building Inspection

You can book an inspection via [http://www.parracity.nsw.gov.au/build/lodging\\_a\\_development\\_application/building\\_inspection/view\\_reservations/\\_nocache](http://www.parracity.nsw.gov.au/build/lodging_a_development_application/building_inspection/view_reservations/_nocache) or contact the customer contact centre on 9806 5050.

OFFICE USE ONLY    Reference:

Date:	CC/	CC fee:	\$
		Receipt #:	
		:	



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PART 2 - Development Description and Proposal Details

4. Description of proposed development

Detailed description


5. Estimated cost of work

\$

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6. Current use of site

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Is this use still operating?

yes

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no

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If vacant when did last use cease?

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Estimated cost of construction

\$

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Note: If an interim Occupation Certificate is required then an additional Occupation Certificate will be charged.

7. Package including Construction Certificate, Council elected as  
Principle Certifying Authority, building inspections up to the  
maximum number for the structure selected above and a single  
Occupation Certificate

yes

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no

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No package - Construction Certificate only

yes

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no

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8. Principal Certifying Authority (if 'No Package' was selected)

Will Council be the Principal  
Certifying Authority?

yes

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no

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Was an Occupation  
Certificate applied for?

yes

--

no

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If no, name of accredited certifier

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Accreditation number

--

Company

--

Address

--

suburb:

postcode:

--

Contact details

phone:

mobile:

--

email:

fax:

--

9. Consent Reference

Development Consent #

DA/

--

Date of Determination:

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1. Area of the land ( $\text{m}^2$ ).
2. Gross floor area of existing building ( $\text{m}^2$ ).
3. Current uses of all or parts of the building(s)/land e.g. vacant.
4. Does the site contain a dual occupancy?
5. Gross floor area of the proposed addition or new building ( $\text{m}^2$ ).
6. Proposed uses of all parts of the building(s)/land.
7. Number of pre-existing dwellings.
8. Number of dwellings to be demolished.
9. Number of dwellings proposed.
10. Number of storeys the proposed building will consist of?



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## PART 5 - Fire Safety Schedule

NB: Only applicable in Class 2-9 Developments for the whole building and the land on which it is situated. A fire safety schedule and a current Annual Fire Safety Statement is required for all existing buildings. This is not applicable to dwellings.

Item	Measure	Existing measure? YES	Proposed to be upgraded? YES	If yes, enter the proposed standard of performance (eg. AS2118)
1	Access panels, doors and hoppers to fire resisting shafts			
2	Automatic fail safe devices			
3	Automatic fire detection and alarm systems			
4	Automatic fire suppression systems			
5	Emergency lifts			
6	Emergency warning and intercommunication systems			
7	Exit signs			
8	Fire control centres and rooms			
9	Fire dampers			
10	Fire doors			
11	Fire hydrant systems			
12	Fire seals (protecting openings in fire resisting building components)			
13	Fire shutters			
14	Fire windows			
15	Hose reel systems			
16	Lightweight construction			
17	Mechanical air handling systems			
18	Perimeter vehicle access for emergency vehicles			
19	Portable fire extinguishers			
20	Safety curtains in proscenium openings			
21	Smoke and heat vents			
22	Smoke dampers			
23	Smoke detectors and heat detectors			
24	Smoke doors			
25	Solid core doors			
26	Stand-by power systems			
27	Wall wetting sprinkler and drencher systems			
28	Warning and Operational signs			
29	Building occupant warning system			
30	Fire and Smoke Alarms			
31	Illuminated exit sign as emergency lighting			
32	Other			
33	Other			



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## PART 6 - Accompanying Documentation Checklist

✓ = Document required. • = Document may be required.	New Residential Dwellings	Alteration & Additions to Residential Dwellings	Swimming Pools & Spas	New Dual Occupancies	Multi Unit / Town Housing	Residential Flat Buildings & Seniors Living	Commercial & Industrial Buildings	Child Care Centres	Subdivision / Demolition	Advertising / Signage	Applicant Checklist (✓)	Council Checklist (✓)
Site Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan (1:100 scale / 1:200)	✓	✓	•	✓	✓	✓	✓	✓	•	•		
Elevation Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	•	✓		
Section Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Building Specifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Landscaping Plan	✓	•	•	✓	✓	✓	✓	✓	•	•		
Erosion & Sediment Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	•		
Drainage / Stormwater Plan	✓	✓	•	✓	✓	✓	✓	✓	✓	•		
Structural Details	✓	✓	✓	✓	✓	✓	✓	✓	•	✓		
Digital Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

## PART 7 - Accompanying Documentation Guide

Document copies required All accompanying documents need to be digitalised.  
Council requires 1 hardcopy of all documents as follows as required in Part 6:

- Approved architectural plans
- Structural engineering drawings

## PART 8 - Privacy & Personal Information Protection Notice

Purpose of collection: Council is collecting your personal information in order to enable Council to assess and determine your application.

Intended recipients: The intended recipient of the information is City of Parramatta Council.

Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to meet its Statutory requirements.

Access/Correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150.



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## PART 9 - Digital Requirements

### Digital requirements

As of 1st July 2010, all Applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing all documentation (including written documents). This is to assist Council in record keeping and processing.  
Applications without a digital data disc will not be accepted.

File format requirements: • The files must be in PDF format



One PDF file should contain all plans and drawings (excluding internal residential floor plans) i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file.



Each additional accompanying document requires a separate PDF file e.g. application form, statement of environmental effects, heritage report, internal residential floor plans, etc each in separate files.

Files named as follows: Document Type - Property Address

File name requirements:



Architectural Plans - 126 Church Street, Parramatta.pdf



Application Form - 126 Church Street Parramatta.pdf



Statement of Environmental Effects - 126 Church Street Parramatta.pdf



Waste Management Plan - 126 Church Street Parramatta.pdf



Internal Residential Floor Plans - 126 Church Street Parramatta.pdf



For the full list of mandatory naming conventions see:

[http://www.parracity.nsw.gov.au/build/lodging\\_a\\_development\\_application/preparing\\_and\\_lodging\\_a\\_da](http://www.parracity.nsw.gov.au/build/lodging_a_development_application/preparing_and_lodging_a_da)

## PART 10 - Council Accredited Officers

### Council Certifiers

Ghantous	JP	Restricted Buildings	Class 1 and 10
Papadoniou	Sam	Unrestricted	
Tan-Lim	Kim	Unrestricted	With Conditions
Tramoli	Christopher	Unrestricted	With Conditions
Trifiro	Mario	Unrestricted	
Woodward	Geoffrey	Restricted	All Classes



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### PART 11 - Applicant Declaration

#### Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.

yes

☐

no

☐

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I accept all terms and conditions outlined in the PCA Agreement/contract, unless Council notifies in writing within 14 days of receipt of the Construction Certificate. A copy of the PCA agreement is available on PCC's website [www.parracity.nsw.gov.au](http://www.parracity.nsw.gov.au)

Applicant's signature

date:

### PART 12 - Owner's Consent

#### Owner's consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.

yes

☐

no

☐

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

If the owner is a company, this form must be signed by 2 directors or a director and a company secretary (unless it has a sole director). In addition to the signatures, a common seal must be stamped on this form if applicable. If there is no common seal, a company letterhead is acceptable. Alternatively a copy of the **company's** ASIC registration can be accepted in lieu of the common seal or company letterhead.

If the property is a unit under strata title or a lot in a community title and approval is sought for work on or over common property, then the common seal of the body corporate must be stamped on this form and signed by the chairman or secretary of the Body Corporate.

Owner's signature(s)

date:

date:

date:

### PART 13 - Council Officer Declaration

#### Officer declaration

I declare that this application is, to the best of my knowledge, complete including owners consent and that all accompanying documentation outlined in the checklist on page 6 has been checked including digital requirements.

Officer's name/signatures

date:

Comments: