



# CONSTRUCTION CERTIFICATE APPLICATION/CONTRACT FOR CERTIFICATION WORK

made under the Environmental Planning and Assessment Act 1979

## PART 1 - Property, Applicant & Owner Details

<b>1. Property Details</b>	unit:	house:
	Address	street:
	suburb:	postcode:
Lot/DP/SP etc	lot:	DP/SP etc:

<b>2. Applicant Details</b>	family name (or company & ABN):	
	Full name/company and contact person	
	full given names:	
	OR company contact person:	
Postal address		
	suburb:	postcode:
Contact details	home phone:	mobile:
<i>The application can only be made by: 1- The owner of the land 2- The person who has benefit of the development consent 3- A builder/contractor who owns the land. (Section 109E EP&amp;A Act &amp; Clause 139 EP&amp;A Reg)</i>	office phone:	fax:
	email:	date:
	Do you consent to receiving further information requests via email?    yes <input type="checkbox"/>	

<b>3. Builder/Owner Builder Details</b>		
Name		
Contractor license / permit number in case of owner builder		
Builder's address		
	suburb:	postcode:
Builder's contact details	phone:	mobile:
	email:	fax:



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.

<b>OFFICE USE ONLY</b> Reference:			
Date:	<input type="text" value="CC/"/>	CC fee:	<input type="text" value="\$"/>
	<input type="text"/>	Receipt #:	<input type="text"/>
		:	<input type="text"/>





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### PART 2 - Development Description and Proposal Details (continued)

#### 10. Building Classification

Building Code of Australia

### PART 3 - Australian Bureau of Statistics Details

#### Information to be collected for Australian Bureau of Statistics

Please tick (✓) which best describes the materials from which the proposed work will be constructed.

Walls	Code	Roof	Code	Floor	Code
brick veneer	<input type="checkbox"/> 12	aluminium	<input type="checkbox"/> 70	concrete	<input type="checkbox"/> 20
full brick	<input type="checkbox"/> 11	concrete	<input type="checkbox"/> 20	timber	<input type="checkbox"/> 40
single brick	<input type="checkbox"/> 11	concrete tile	<input type="checkbox"/> 10	other	<input type="checkbox"/> 80
concrete block	<input type="checkbox"/> 11	fibrous cement	<input type="checkbox"/> 30	unknown	<input type="checkbox"/> 90
concrete/masonry	<input type="checkbox"/> 20	fibreglass	<input type="checkbox"/> 80		
concrete	<input type="checkbox"/> 20	masonry/terracotta shingle tiles	<input type="checkbox"/> 10	<b>Frame</b>	
steel	<input type="checkbox"/> 60	slate	<input type="checkbox"/> 20	timber	<input type="checkbox"/> 40
fibrous cement	<input type="checkbox"/> 30	steel	<input type="checkbox"/> 60	steel	<input type="checkbox"/> 60
hardiplank	<input type="checkbox"/> 30	terracotta tile	<input type="checkbox"/> 10	other	<input type="checkbox"/> 80
timber/weatherboard	<input type="checkbox"/> 40	other	<input type="checkbox"/> 80	unknown	<input type="checkbox"/> 90
cladding-aluminium	<input type="checkbox"/> 70	unknown	<input type="checkbox"/> 90		
curtain glass	<input type="checkbox"/> 50				
other	<input type="checkbox"/> 80				
unknown	<input type="checkbox"/> 90				

### PART 4 - Particulars of the proposal

- |   |  |
|---|--|
| 1. Area of the land (m <sup>2</sup> ).  | 1. <input style="width: 500px; height: 20px;" type="text"/>  |
| 2. Gross floor area of existing building (m <sup>2</sup> ).                     | 2. <input style="width: 500px; height: 20px;" type="text"/>  |
| 3. Current uses of all or parts of the building(s)/land e.g. vacant.            | 3. <input style="width: 500px; height: 20px;" type="text"/>  |
| 4. Does the site contain a dual occupancy?                                      | yes <input type="checkbox"/> no <input type="checkbox"/>     |
| 5. Gross floor area of the proposed addition or new building (m <sup>2</sup> ). | 5. <input style="width: 500px; height: 20px;" type="text"/>  |
| 6. Proposed uses of all parts of the building(s)/land.                          | 6. <input style="width: 500px; height: 20px;" type="text"/>  |
| 7. Number of pre-existing dwellings.  | 7. <input style="width: 500px; height: 20px;" type="text"/>  |
| 8. Number of dwellings to be demolished.  | 8. <input style="width: 500px; height: 20px;" type="text"/>  |
| 9. Number of dwellings proposed.  | 9. <input style="width: 500px; height: 20px;" type="text"/>  |
| 10. Number of storeys the proposed building will consist of?                    | 10. <input style="width: 500px; height: 20px;" type="text"/> |



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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	A3
Mejakic	Mladen	A3
Tan-Lim	Kim	A1
Tramoli	Christopher	A1
Trifiro	Mario	A1



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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 owner's 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: