

# Construction Certificate Application

Under Sections 109C (1)(b), 81A (2) and 81A (4) of the *Environmental Planning and Assessment Act 1979* and clause 139 of the *Environmental Planning and Assessment Regulation 2000*

## About this form

You can use this form to obtain approval to undertake building work.

## How to complete this form

1. Read the Construction Certificate Application Guide before completing the form.
2. Ensure that all fields have been filled out correctly before submitting the application.
3. Once completed you can submit this form by mail or in person. Please refer to the Lodgement details section in Part 7 for further information.



### Part 1: Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

### Part 2: Applicant Details

**Note:** The applicant must be the property owner or a person authorised by the owner to lodge the application.  
A building contractor cannot be the applicant unless the contractor is the owner of the property.

Title

Given Name/s

Family Name

Organisation Name / Company Name (if applicable)

Address

**Note:** Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number

Mobile Number

Email Address

Applicant's Name (please print)

Applicant's Signature

Date

**Note:** If you are signing on behalf of a company  
please state capacity to the right.

Capacity within the company

**Note:** It is important that we are able to contact you if we need more information. Please give us as much detail as possible.  
Council will deal only with the nominated applicant in the event of any query or communication regarding this application.  
Please note that information provided will be public information.

### Part 3: Proposed Development Description

Is the application for modification of a current Construction Certificate?

No ☐

Yes ☒

If yes, please provide the Construction Certificate Application Number in the box to the right (see Note 2 for assessment fee).

B/

Type of development (tick as applicable):

Erect a new building ☐

Carry out a work ☐

Refurbishment ☐

Signage/awning/canopy ☐

Alterations/additions/partitions ☐

Services ☐

Shop fitout ☐

Other ☐

Building Code of Australia Classification

Detailed description

Estimated cost (inclusive of GST - See Note 2)

Existing use of site (retail, office, etc.)

Basement

Ground floor

Upper floors

Location if within existing building

Number of storeys

Height (RL)m

Number of basement storeys

Is there an alternate or fire-engineered solution for the existing building?

No ☐

Yes ☒ Provide details

Alternate / fire-engineered solution - details

### Part 4: Development Consent

Development Consent number

Date of determination

D/

# Construction Certificate Application Schedule

## Schedule 1 - Existing fire safety measures currently installed in the building

(for the whole building and the land on which it is situated) See note 4(j)

Fire Safety Measure	Is this measure installed in the building?		Enter current standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
2. Automatic fail-safe devices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
3. Automatic fire detection and alarm system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
4. Automatic fire suppression system (sprinkler)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
5. Emergency lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
6. Emergency lifts	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
7. Emergency warning and intercommunication system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
8. Exit signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
9. Fire control centres and rooms	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
10. Fire dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
11. Fire doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
12. Fire hydrant systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
13. Fire seals (protecting openings in fire resisting components of building)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
14. Fire shutters	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
15. Fire windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
16. Hose reel systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
17. Lightweight construction	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
18. Mechanical air handling systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
20. Portable fire extinguishers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
21. Safety curtains in proscenium openings	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
22. Smoke and Heat Vents	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
23. Smoke dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
24. Smoke detectors and heat detectors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
25. Smoke doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
26. Solid-Core doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
27. Standby Power Systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
28. Wall wetting sprinkler and drencher systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
29. Warning and operational signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
30. Other (please specify)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>

This is an accurate statement of the existing fire safety measures currently implemented in the whole building and the land on which it is situated.

Owner/Agent Name

Signature

Date

# Construction Certificate Application Schedule

## Schedule 2 - Proposed fire safety measures to be installed/modified in the building

(for the whole building and the land on which it is situated) See note 4(j)

Fire Safety Measure	Is this measure proposed to be installed/modified?		If yes, enter proposed standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
2. Automatic fail-safe devices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
3. Automatic fire detection and alarm system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
4. Automatic fire suppression system (sprinkler)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
5. Emergency lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
6. Emergency lifts	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
7. Emergency warning and intercommunication system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
8. Exit signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
9. Fire control centres and rooms	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
10. Fire dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
11. Fire doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
12. Fire hydrant systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
13. Fire seals (protecting openings in fire resisting components of the building)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
14. Fire shutters	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
15. Fire windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
16. Hose reel systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
17. Lightweight construction	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
18. Mechanical air handling systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
20. Portable fire extinguishers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
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26. Solid-Core doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
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29. Warning and operational signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
30. Other (please specify)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>

This is an accurate statement of the fire safety measures proposed to be installed/modified in the whole building and the land on which it is situated.

Owner/Agent Name

Signature

Date

# Construction Certificate Application Schedule

## Schedule 3 - Information to be collected for the Australian Bureau of Statistics

### Part 5: Proposal Particulars

Land area (m<sup>2</sup>)

Gross floor area (m<sup>2</sup>)

What are the current uses of all or parts of the building(s)/land? (if vacant please state)

Location

Building/Land Use

Does the site contain residential dual occupancy? (please specify)

What is the gross floor area of the proposed addition or new building?

Gross floor area (m<sup>2</sup>)

What are the proposed uses of all parts of the building(s)/land?

Location

Building/Land Use

Is the new residential building to be attached to an existing building?

Yes ☐

No ☐

Is the new building to be attached to any other new building?

Yes ☐

No ☐

No. Pre-existing dwellings

No. dwellings to be demolished

Proposed dwellings

No. of storeys in new building

**Materials to be used** - place a tick in the box which best describes the materials of which the new 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>	<b>Code</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	Aluminium <input type="checkbox"/>	70
Timber/weatherboard <input type="checkbox"/>	40	Other <input type="checkbox"/>	80	Other <input type="checkbox"/>	80
Cladding-aluminium <input type="checkbox"/>	70	Unknown <input type="checkbox"/>	90	Unknown <input type="checkbox"/>	90
Curtain glass <input type="checkbox"/>	50				
Other <input type="checkbox"/>	80				
Unknown <input type="checkbox"/>	90				

# Construction Certificate Application Schedule

## Schedule 4 - List of documents accompanying the application

Document	No. of sets	Document	No. of sets

### Part 6: Applicant Checklist and Declaration

I have attached the following:

OSS  
checked

- Applicant's signature ☐ ☐
- Contract for Certification Work (note 6) ☐ ☐
- Location plan (see note 4b) ☐ ☐
- Site plan (see note 3) ☐ ☐
- 3 sets of coloured plans (1 on A4),  
elevations and sections.  
(see note 4) ☐ ☐
- 3 sets of specifications, 1 on A4.  
(see note 4) ☐ ☐
- USB of all plans & documents  
(see note 3) ☐ ☐

OSS  
checked

- Completion of Schedule 2 - proposed fire  
safety measures (if applicable) ☐ ☐
- Details of alternative solutions to comply with  
the Building Code of Australia (if applicable) ☐ ☐
- Completion of Schedule 3 - information to be  
collected for the Australian Bureau of Statistics ☐ ☐
- Completion of Schedule 4 - documents  
accompanying the application ☐ ☐
- Quantity Surveyor's certificate if cost of  
work is \$2million + (see note 2) ☐ ☐
- Fees ☐ ☐
- Completion of Schedule 1 - existing  
fire safety measures (if applicable) ☐ ☐

I declare that all information in the application and checklist is to the best of my knowledge, true and correct. I also understand that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a separate PDF file no larger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB may be publicly available.

#### Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

☐ Yes ☐ No

If yes, state relationship

Applicant's Name (please print)

Applicant's Signature

Date

#### Office Use Only - please print clearly

Application Number

Application Fee

LSL Levy

Other fees

Total fees paid

Receipt Number

Estimated Cost of Work

Date

Checked by Customer Service Officer

File Create - Date\Time

Application Key Indicator

# Construction Certificate Application Schedule

## Notes for completing the Construction Certificate Application

### Note 1: Fee for Modified Construction Certificate

Application fees for amendments to Construction Certificates apply and are specified in Council's Schedule of Fees and Charges. Contact Council's One Stop Shop or Neighbourhood Service Centres for details of application fees.

### Note 2:

In the case of a building work, the fee is based on the estimated or contract cost including GST. For developments over \$2 million, a Quantity Surveyor's Certificate verifying the cost must be submitted on the lodgement of the application.

### Note 3

#### Digital File requirements

- All plans and documents, including the application form must be submitted in digital format on a single USB.
- Each plan and document must be supplied as a separate PDF file no larger than 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website
- Digital files must be virus free.

As all information provided on the USB may be publicly available, personal information including credit card details must **NOT** be copied onto the USB

### Note 4:

The following information must accompany applications for a Construction Certificate for building and subdivision work.

#### Building Work

In the case of an application for a Construction Certificate for building work:

- copies of compliance certificates relied upon
- three copies (1 on A4 paper) of a location plan clearly showing the address of the site and the location of the site with respect to the adjoining streets
- three copies (1 on A4 paper) of a site plan drawn at a scale of 1:200 (preferred) but not smaller than 1:500 showing the relation of the building to the boundaries of the allotment
- three copies (1 on A4 paper) of detailed drawings (minimum A3 size):
  - a plan of each floor indicating location of the proposed works in relation to the whole floor, including existing exits, lifts and services, partitioning etc, plus elevations and cross sections sufficient to indicate completely the proposed design and construction
  - a plan of each elevation of the building
  - at least one sectional drawing of the building/works at the most typical point
  - 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 (preferably to Australian Height Datum), design, construction and provision for fire safety and fire resistance (if any)
  - structural drawings and certification from a practising structural engineer
- new work shown on plans shall be appropriately coloured so as to adequately distinguish the various materials to be used and to distinguish new work from existing
- the purpose for which all buildings and all rooms are to be used shall be shown on the plan
- three copies (at least 1 on A4) of a detailed specification shall be submitted when the construction and materials are not fully described on the plan  
The specification must:
  - describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
  - state whether the materials proposed to be used are new or secondhand and give particulars of any secondhand materials to be used.
  - state the relevant Australian Standards applicable to the proposed work.
- where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
  - 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
  - justifications (including detailed computer printouts, calculation sheets and verification statements) that the proposed alternative solutions comply with relevant performance requirements.
- evidence of any accredited component, process or design sought to be relied upon.

# Construction Certificate Application Schedule

## Notes for completing the Construction Certificate Application (continued)

### Note 4 (continued):

- (j) 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
  - if the application relates to a proposal to carry out any structural work, alteration or rebuilding of, addition to or change of classification of an existing building, or part of a building, Schedule 1 - Existing Fire Safety Schedule and Schedule 2 - Proposed Fire Safety Schedule must be completed.
  - The extent, capability and basis of design of each of the fire safety measures concerned must be described.
- (k) a BASIX certificate (water and energy efficiency certificate) if required by the development consent.
- (l) for commercial buildings (BCA - Classifications 3, 5, 6, 7, 8, & 9) details of the method of complying with 'Section J - Energy Efficiency' of the Building Code of Australia.

### Subdivision Work

In the case of an application for a Construction Certificate for subdivision work:

- (a) copies of compliance certificates relied upon
- (b) three copies (1 on A4) of detailed engineering plans, which may include but are not limited to the following:
  - earthworks
  - roadworks
  - road pavement
  - road furnishings
  - stormwater drainage
  - water supply works
  - sewerage works
  - landscaping works
  - erosion and 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 Council to adequately distinguish the modification.

### Note 5: Long Service Levy

Under 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 Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The levy is payable where the cost of works is \$25000 or greater. Council is authorised to accept payment. A cheque must be made out to the City of Sydney.

### Note 6: Contract for Certification Work

The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as issuing construction certificates and complying development certificates to undertake building work, unless it has entered into a written contract with that person.

You must therefore complete and sign a Contract for Certification Work and attach it to this application.

<http://www.cityofsydney.nsw.gov.au/council/forms-and-publications/forms/pdf-forms>

NOTE: Your application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract is lodged, the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

### Note 7: Construction Certificate Assessment and Building Process

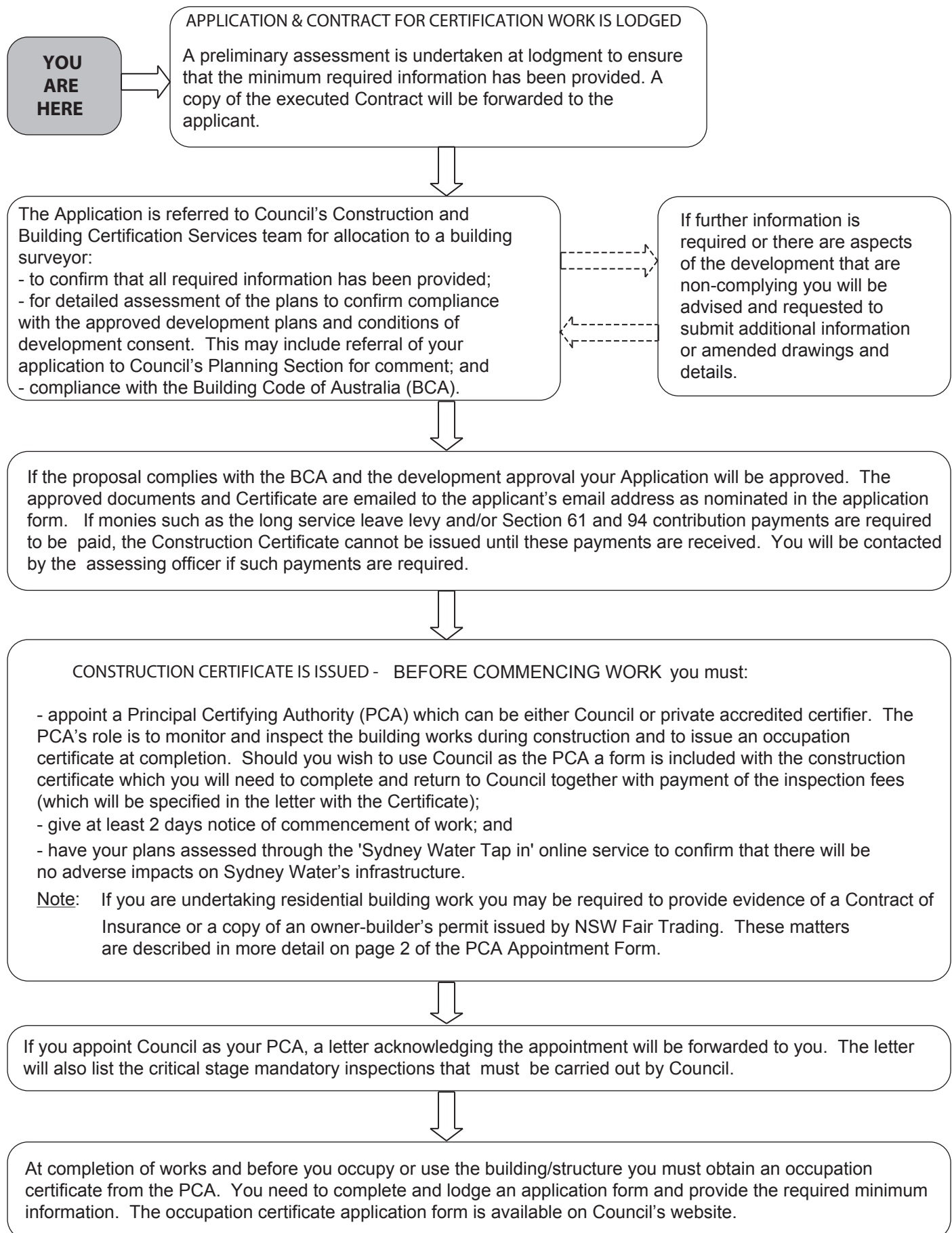
Please refer to the flow chart on the next page of this application form.



# Construction Certificate Application Schedule

## Notes for completing the Construction Certificate Application

### Note 8: Construction Certificate Assessment and Building Process



## Part 7: Lodgement Details

You can lodge the completed application by:

**MAIL:** City of Sydney  
GPO Box 1591  
Sydney NSW 2001

**DX:** 1251

**IN PERSON:**

<b>CBD:</b>	Level 2, 456 Kent St,	Monday - Friday 8am - 6pm
<b>Kings Cross:</b>	50-52 Darlinghurst Rd,	Monday - Friday 9am - 5pm, Saturday 9am - 12pm
<b>Glebe:</b>	186 Glebe Point Rd,	Monday - Friday 9am - 5pm
<b>Green Square:</b>	100 Joynton Ave,	Monday - Friday 10am-6pm
<b>Redfern:</b>	158 Redfern St,	Monday - Friday 9am - 5pm, Saturday 9am - 12pm

**WHAT NOW:** Please refer to the flowchart at Note 8 for the outline of steps involved in the application and construction approval process. Once your application is received a Council Officer may contact you to discuss your proposal, which may include a request for further information and / or clarification of the proposal.

For further information regarding your application, please contact us by:

**TELEPHONE:** 9265 9333 or visit our **WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Part 8: Privacy & Personal Information Protection Notice

**Purpose of collection:** For assessment of applications for Construction Certificates by the consent authority and any other relevant state government agency.

**Intended recipients:** Council staff and approved contractors of the Council of the City of Sydney.

**Supply:** A Construction Certificate application is voluntary, however a completed application is required for delivery and management of all applicable development in the City of Sydney local government area.

**Access / Correction:** Contact the City of Sydney Customer Service Unit to access or correct this information.

**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.