

Construction Certificate

Part 4A, Environmental Planning and Assessment Act 1979



Office Use - DA No.....CC No.....

This form

Use this form to apply for a Construction Certificate for proposed building or subdivision work, appointment of the Principal Certifying Authority and the issue of an Occupation Certificate. You need to have or be in the process of obtaining development consent.

Please complete relevant sections. Failure to do so might result in delays in your application.

The Checklist

Please refer to the relevant checklist for your development for more information regarding the completion of this form. You can obtain the guide and the checklists from Council or download from our website [here](#).

Part 1: Applicant and site details

1. Your name, address etc

Title: Mr Mrs Miss Ms Other

Family name (or company)

Given names (or ACN).....

All correspondence will be sent to this address.

Postal address.....

Postcode.....

Phone.....Alternative phone.....

Fax (...).....E-mail

If a company provide a contact person

Contact personReference no.....

2. Location and title description of the property

- This information is available on rates notices, property deeds, or from Council property maps.

Unit NoHouse NoStreet.....

Locality.....

Lot(s).....Section.....

Deposited Plan(s) Strata plan

Other.....

3. Who owns the land?

Give the name of **every** owner and their postal address. (It is not to be marked 'Care Of' the company submitting the application'). If insufficient space is available, please attach a separate list.

Name 1.....
 Address.....Postcode.....
 Phone.....
Name 2.....
 Address.....Postcode.....
 Phone.....

Part 2: Development details

4. Describe the proposed development

Building Work Subdivision Work

Description of work

The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plant, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.

The cost of development \$.....

5. What type of applications are you applying for?

Please tick applicable

Construction Certificate
 Appointment of Principal Certifying Authority

6. Have you discussed the plans with a Council officer?

Yes. Whom did you speak to?
 No

Part 3: Statistical return for the Australian Bureau of Statistics, required when a Construction Certificate has been applied for.

7. What is the area of the land?

Area square metres

8. Gross floor area of existing building?
 If no existing building, write 'NIL'

Existing floor area square metres

9. What is the existing building or site used for at present?
 If vacant, write 'Vacant'

Main use
 Other uses

10. Gross floor area of proposed building?	Proposed floor area square metres If additions or alterations, only give the additional floor area.
11. How many dwellings? Please insert the appropriate number	a) are presently at this address? dwellings b) are proposed to be demolished? dwellings c) are proposed to be constructed? dwellings
12. How many storeys in the new building? storeys

13. What are the main building materials for the proposed work? Tick one box for each of walls, floor, roof and frame.	<table border="0"> <tr> <td>Walls</td> <td></td> <td>Roof</td> <td></td> </tr> <tr> <td>Full brick</td> <td><input type="checkbox"/></td> <td>Tile</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brick veneer</td> <td><input type="checkbox"/></td> <td>Concrete or slate</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Concrete, masonry</td> <td><input type="checkbox"/></td> <td>Fibrous cement</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fibrous cement, h/plank</td> <td><input type="checkbox"/></td> <td>Steel</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Timber, w/board</td> <td><input type="checkbox"/></td> <td>Aluminium</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Curtain glass</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Steel</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Aluminium cladding</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Floor</td> <td></td> <td>Frame</td> <td></td> </tr> <tr> <td>Timber</td> <td><input type="checkbox"/></td> <td>Timber</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Concrete</td> <td><input type="checkbox"/></td> <td>Steel</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	Walls		Roof		Full brick	<input type="checkbox"/>	Tile	<input type="checkbox"/>	Brick veneer	<input type="checkbox"/>	Concrete or slate	<input type="checkbox"/>	Concrete, masonry	<input type="checkbox"/>	Fibrous cement	<input type="checkbox"/>	Fibrous cement, h/plank	<input type="checkbox"/>	Steel	<input type="checkbox"/>	Timber, w/board	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>	Curtain glass	<input type="checkbox"/>	Other	<input type="checkbox"/>	Steel	<input type="checkbox"/>			Aluminium cladding	<input type="checkbox"/>			Other	<input type="checkbox"/>			Floor		Frame		Timber	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Steel	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Part 4: Principal Certifying Authority (PCA)

14. Do you wish to appoint Newcastle City Council as 'Principal Certifying Authority' and issue the Occupation Certificate?	<input type="checkbox"/> Yes, I appoint Newcastle City Council to be principal certifying authority in accordance with the terms specified opposite. If yes, please read and sign the following terms and conditions: 1. Fees payable are as specified in the Council's current fees and charges schedule. 2. I agree to provide all documents that the Council reasonably requires for it to perform the function of principal certifying authority. 3. I agree to provide the Council with reasonable access to the development site. Owner's Signature Date <input type="checkbox"/> No, I do not wish to make an appointment at present. I understand that I can appoint the Council at a later date, or I can appoint an accredited certifier.
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15. Builder's name address & licence If you are appointing Council as the PCA, give details of who will be carrying out	<input type="checkbox"/> Owner-builder <input type="checkbox"/> Licensed builder Name or Company Australian Company Number (ACN)if applicable.....
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the works.
Please Note: You may be required to provide a copy of the Owner Builder Permit or Builders Home Warranty Insurance, prior to the commencement of work

Postal address
.....Post Code
Phone (...)Alternative phone (...)
Fax (...)Licence No
.....

- Unlicensed builder Only permitted for non-residential building work
- To be advised You must notify us of the name, address and licence number (or O/B permit number) of the builder.

Name of approved insurer

Part 5: Owner's consent and applicant's declaration

16. Owner's consent

Must be completed by the owner/s of the land. If more than one owner, every owner must sign.

If the owner is a company or owners' association, must be signed by a director, secretary or authorised delegate.

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Signature/s	Name/s Please Print	Capacity	Date
.....
.....
.....
.....

**If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (eg, power of attorney, executor, trustee, company director).*

17. Probity

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of The City of Newcastle? or,
- b) a State or Federal Member of Parliament?

- Yes. If yes, state the relationship and person.....
.....
- No

18. Applicant's declaration

- I apply for consent to carry out the development described in this application.
- I declare that all the information given is true and correct.
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public for inspection both at Council and on Council's website, and will be available for copying at Council. I indemnify all persons using the development application and documents in accordance with the Environmental Planning and Assessment Act against any claim or action in respect of breach of copyright.

Signature.....Date.....

Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

- Purpose of collection:** To enable Council as the consent authority to assess your proposal
- Intended recipients:** Council staff and other government agencies that may be required to assess the proposal
- Supply:** The information is a statutory requirement related to the assessment of the application.
- Consequence of non-provision:** Your application may not be accepted or processed due to a lack of information.
- Storage and Security:** Newcastle City Council, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.
- Access:** Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle.**
2. By mail - Postal address, The General Manager, Newcastle City Council, PO Box 489 Newcastle 2300.

We are open for business from 8.30am to 5.00pm Mondays to Fridays. Payments are only accepted between **8.30am and 4.00pm.**

A duty officer is available to provide basic information in relation to development applications, **until 4:00pm daily.** Pre-DA appointments should be made for more complex enquiries.

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee quotes can be obtained by contacting Council on (02) 4974 2000.

Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to Newcastle City Council. Do not send cash in the mail.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to the Newcastle City Council for card payments.

Acknowledgement

Once Council has lodged your application you will be forwarded a letter with the registered application number and a receipt specifying the amount of fees paid.

How to contact us:

Phone: (02) 4974 2000
 Fax: (02) 4974 2222
 E-mail: mail@ncc.nsw.gov.au

OFFICE USE

Fee type	Amount	Receipt No	Date	Application Details
Construction Certificate Fee				<input type="checkbox"/> Plans <input type="checkbox"/> Specifications
Archiving Fee (CC)				<input type="checkbox"/> HWC <input type="checkbox"/> Mines
Inspection Fee				<input type="checkbox"/> O/B Permit <input type="checkbox"/> LSL Form
PCA sign				<input type="checkbox"/> Home Warranty Insurance
Occ. Cert. Fee				<input type="checkbox"/> Application form completed
Archiving Fee (OC)				<input type="checkbox"/> Electronic Copies
Long Service Levy Fee				
Total				

Accepted by Date.....

Registered by Date.....