



Hills Certifiers is a business initiative of
The Hills Shire Council
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THE HILLS
Sydney's Garden Shire

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OFFICE USE	
Estimate No.	
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Receipt No.	
DA ref.	
CC ref.	
Date received	

CONSTRUCTION CERTIFICATE APPLICATION FORM

Incorporating Appointment of Principal Certifying Authority (PCA)

This application is a contract for certification work in accordance
with Section 73A of the Building Professionals Act 2005
Appointment and Service Agreement is attached

INTRODUCTION

1. FEES AND ESTIMATES

Fee Estimates can be requested through the *Hills Certifiers* website www.hillscertifiers.com.au or by contacting our staff on 9843 0431.

Hills Certifiers offers a choice of Certification packages to suit your needs. Please select either:-

"No Fuss" all inclusive package which includes

- Construction Certificate
- Appointment as Principal Certifying Authority (PCA)
- Building Inspections
- Occupation Certificate

Construction Certificate only

- Before commencement of work, a PCA will need to be appointed and a contract with that PCA will need to be agreed upon.
- Refer to **Part E** of this application form for information regarding the PCA. You can appoint *Hills Certifiers* as your PCA at the same time as you lodge this application to save delay.

PART A

PROPERTY, APPLICANT AND OWNER DETAILS

1. LOCATION OF PROPOSED DEVELOPMENT

Lot: DP/SP:

Unit No: House No:

Street:

Suburb: Postcode:

2. APPLICANT DETAILS

It is important that we are able to contact you if we need more information.

Surname:
or Company Name

Given Name:
or Company contact person

Mobile: Other:

Email:

Street No. & Name:

Suburb: Postcode:

Tick this box if you do not consent to the determination of this application being signed and served by electronic means (note additional charges may apply to the provision of paper documents).

3. OWNER(S) DETAILS

Signatures of **all** registered owners are required on the last page of this application form. Without signatures of all registered owners, the application cannot be lodged.

As per applicant's details: otherwise, please provide details below

Given Name(s) or Company Name	Surname(s) or Company contact person
<input type="text"/>	<input type="text"/>

Please provide contact details of nominated owner:-

Email:

Mobile: Other:

Street No. & Name:

Suburb: Postcode:

PART B DEVELOPMENT CONSENT

1. DETAILS OF DEVELOPMENT CONSENT
If known

Development Consent No.

Date of Consent

PART C CONSTRUCTION CERTIFICATE DETAILS

1. ESTIMATED COST OF DEVELOPMENT

\$

Must be the full contract price for labour and materials or a genuine cost estimate of work. If understated, the amount will be adjusted using standard industry guides

2. DESCRIPTION OF WORK

Please provide a detailed description of the proposal

3. CLASSIFICATION OF BUILDING

Class of the proposed building under the Building Code of Australia. If parts of the building have different classes, include all classes.

PART D**BUILDING WORK DETAILS****1. WHO WILL BE DOING THE BUILDING WORK?**

Not determined at this time
This information will be required prior to work commencing

Or

Owner-Builder See notes below

Or

Licensed Builder

Builder's
Name:

Builder's
Licence No.:

Builder's
Address:

Suburb:

Postcode:

Email:

Mobile:

Other:

Notes

- If a licenced builder is not engaged and the value of any residential work exceeds \$10,000, a copy of an Owner-Builder permit must be submitted to the PCA prior to building work commencing.
- Where Owner-Builder work is proposed and the value of the proposed work is over \$20,000, you must have either completed an approved owner-builder course, or can satisfy the approved equivalent qualifications.
- Evidence that an application has been lodged is required before NSW Fair Trading will issue an Owner-Builder permit.
- Further information about Owner-Builder permits can be obtained from the [Fair Trading website](#)
- Demolisher's details can be inserted as Builder's details where the application is for demolition

2. LONG SERVICE LEVY

If the value of work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Construction Certificate can be forwarded or delivered.

The levy can be paid online through the [Long Service Payments Corporation website](#) or alternatively, the levy can be paid to Council (*Hills Certifiers*), who are agents for the Long Service Payments Corporation, or to the Corporation when lodging this application. Partial levy exemptions may be applicable in some instances, for further information on the long service levy please contact the Corporation

Has the Long Service Levy been paid?

Yes

Please ensure you have attached a copy of the levy payment receipt

No

The Long Service Levy must be paid prior to the Construction Certificate being forwarded or delivered

Long Service Levy not required

3. HOME BUILDING COMPENSATION FUND (HBCF) INSURANCE

If you are using a licenced builder for residential building work exceeding \$20,000, a Certificate of Home Building Compensation (HBCF) must be provided to confirm that it has been obtained. For more information, refer to the [Home Building Compensation Fund Insurance website](#)

Has a Certificate of Insurance under the HBCF been provided?

Yes

Please ensure you have attached a copy of the HBCF Certificate of Insurance

No

A copy of the HBCF Certificate of Insurance must be submitted to the PCA prior to building work commencing. The PCA may not be able to carry out inspections if the HBCF Certificate of Insurance has not been provided.

HBCF Insurance not required

PART E**PRINCIPAL CERTIFYING AUTHORITY****1. REQUIREMENTS**

It is a requirement that a PCA be appointed before the commencement of work. The PCA must be an Accredited Certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with section 81A of the Environmental Planning and Assessment Act 1979. The PCA may also issue an Occupation Certificate which permits occupation or use of a building or part.

2. PCA APPOINTMENT

Will Council (*Hills Certifiers*) be the PCA?

Yes

I wish to appoint The Hills Shire Council (*Hills Certifiers*) as the PCA for this project. Please complete the PCA Appointment Declaration below

Note – Should you not wish to appoint a PCA at this time, a separate PCA Appointment and Service Agreement from an Accredited Certifier will still be required **before** you start work. We have this documentation available should you wish to appoint us at a later date, however, it may be simpler to appoint us now by completing the PCA Appointment Declaration below.

No

I do not wish to appoint a PCA at this time and understand that I must appoint a PCA before starting work on this project.

3. APPOINTOR'S DETAILS

The appointer **cannot** be the building contractor unless they own the property.

As per "Applicant Details" in Part A Section 2

Or

As per "Owner(s) Details" in Part A Section 3

Or

Appointer's Name:

Appointer's Address:

Suburb:

Postcode:

Email:

Mobile:

Other:

4. APPOINTMENT DECLARATION

I agree to appoint Hills Certifiers to carry out all necessary certification work relevant or related to the development.

I have read, understood and accept the terms and conditions contained in the "Certification Appointment and Service Agreement". A copy of this document is attached and is also available from our website.

.....
Appointor's Signature

.....
Date

5. HILLS CERTIFIERS CERTIFICATION AND SERVICE AGREEMENT

To view a copy of Hills Certifiers Certification and Service Agreement [click here](#)

PART F**AUSTRALIAN BUREAU OF STATISTICS INFORMATION**

This information is required for the purpose of providing information to the Australian Bureau of Statistics.

1. GENERAL DATA

Area of land (m²):

Gross Floor Area of existing building (m²):

Gross Floor Area of proposed addition or new building (m²):

Number of storeys the proposed building will consist of:

2. CONSTRUCTION MATERIALS DATA

Please select the building material which best describes the materials the new work will be constructed of:-

Exterior Wall Material	Code
Brick veneer	<input type="checkbox"/> 12
Full Brick	<input type="checkbox"/> 11
Single Brick	<input type="checkbox"/> 11
Concrete Block	<input type="checkbox"/> 11
Concrete/Masonry	<input type="checkbox"/> 20
Concrete	<input type="checkbox"/> 20
Steel	<input type="checkbox"/> 60
Fibrous cement	<input type="checkbox"/> 30
Hardiplank	<input type="checkbox"/> 30
Timber or Weatherboard	<input type="checkbox"/> 40
Clad - Aluminium	<input type="checkbox"/> 70
Curtain Glass	<input type="checkbox"/> 50
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90

Roof Material	Code
Aluminium	<input type="checkbox"/> 70
Steel	<input type="checkbox"/> 60
Concrete	<input type="checkbox"/> 20
Concrete Tile	<input type="checkbox"/> 10
Fibrous Cement	<input type="checkbox"/> 30
Fibreglass	<input type="checkbox"/> 80
Masonry or Terracotta	<input type="checkbox"/> 10
Slate	<input type="checkbox"/> 20

Floor Material	Code
Concrete	<input type="checkbox"/> 20
Timber	<input type="checkbox"/> 40
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90

Frame Material	Code
Timber	<input type="checkbox"/> 40
Steel	<input type="checkbox"/> 60
Aluminium	<input type="checkbox"/> 70
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90

PART G

ACCOMPANYING DOCUMENTATION CHECKLIST

	Applicant use		Office use
	YES	N/A	
<p>GENERAL PLAN REQUIREMENTS</p> <p>Plans must be drawn to scale (preferably 1:100 or 1:200) and the scale identified on each plan. Free hand or illegible drawings will not be acceptable. A digital copy of all documentation (PDF format on CD or USB) assists us in providing you with faster approvals. Please refer to the fact sheet for further details.</p> <p>The following information should be provided on all plans:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property description including Lot and DP number, house/unit number, street name and suburb <input type="checkbox"/> Architect/designer name, contact details and date of drawing <input type="checkbox"/> Location of true north <input type="checkbox"/> Measurements in metric <input type="checkbox"/> BASIX commitments (where relevant) <input type="checkbox"/> Buildings, or parts of building to be demolished to be indicated <input type="checkbox"/> Highlight in colour all proposed additions <input type="checkbox"/> Plans stamped by a Sydney Water Quick Check Agent 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>SITE PLAN Electronic copy and 1 hard copy</p> <p>Information should include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of new and existing buildings in relation to site boundaries and all buildings and structures on adjoining land <input type="checkbox"/> Location of any windows on adjoining land facing the proposed new buildings <input type="checkbox"/> Proposed finished levels of the lot indicating extent of cut and fill, floor levels of buildings, street kerb invert levels and stormwater drains <input type="checkbox"/> Location dimensions and area of any impermeable surfaces (including driveways) covering the lot <input type="checkbox"/> Location dimensions and area of private open space <input type="checkbox"/> Layout of stormwater drainage including the lawful point of drainage discharge <input type="checkbox"/> Location of vehicle access and car parking including dimensions, gradient and extent of cut and fill <input type="checkbox"/> Proposed landscaping and treatment of the land (indicating plant types and their height and maturity) <input type="checkbox"/> Site protection details during construction <input type="checkbox"/> Swimming pool volume calculations 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>ARCHITECTURAL PLANS Electronic copy and 1 hard copy set</p> <p>Information should include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor plans of proposed buildings showing layout, partitioning, room dimensions and area and intended uses of each part of the building <input type="checkbox"/> Window and door location and dimensions <input type="checkbox"/> Floor levels and steps in floor levels <input type="checkbox"/> Elevations and sections showing proposed external colour, material, finishes, heights and levels including roof pitch and ridge height. <input type="checkbox"/> Plans are to consistent with DA approved plans and should be BCA compliant 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>ENGINEERING PLANS AND SPECIALIST REPORTS Electronic copy and 1 hard copy set</p> <p>Information should include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site and soil investigation report <input type="checkbox"/> Method of termite protection <input type="checkbox"/> Footing, wall bracing, roof truss, floor joists, and bracing layout plans. <input type="checkbox"/> Structural engineer's details for all reinforced concrete, retaining wall and structural steel components. <input type="checkbox"/> All engineering documentation must be certified by a practising professional engineer. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>BUILDING SPECIFICATIONS Electronic copy only</p> <p>The specifications are a written statement that should be up to date and include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> The construction of the building to specific BCA standards and materials to be used <input type="checkbox"/> Type and colour of external finishes <input type="checkbox"/> Whether the materials proposed to be used are new or second-hand and give particulars of any second-hand materials to be used <input type="checkbox"/> The method of drainage, effluent disposal, and water supply <input type="checkbox"/> Any other details relevant to the construction of the building <input type="checkbox"/> If relevant, evidence of any accredited component, process or design sought to be relied upon 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>FIRE SAFETY STATEMENT Electronic copy only</p> <p>Information should include (where relevant – not required for dwellings and outbuildings):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed alteration to existing building (BCA Classes 2-9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety <input type="checkbox"/> A schedule of fire safety measures listing all existing and those proposed to be installed in the building <input type="checkbox"/> In addition to the above, if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling house): <ul style="list-style-type: none"> <input type="checkbox"/> A list of Category 1 fire safety provisions (as defined by the EP&A Regulations) that currently apply to the existing building, and <input type="checkbox"/> A list of Category 1 fire safety provisions that are to apply to the building following its change of use <input type="checkbox"/> A list of the existing and proposed essential fire and other safety measures that apply to the building 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>BASIX (SUSTAINABILITY) CERTIFICATE Electronic copy and 1 hard copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applications cannot be accepted without this certificate (where it is required). You can generate a BASIX Certificate on the BASIX website <input type="checkbox"/> For new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40,000 litres or greater, a current BASIX certificate must accompany the application if not already provided as part of a DA. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>ADVERTISING STRUCTURE/SIGN Electronic copy and 1 hard copy</p> <p>Applications for advertising structures or signs should include the following information (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of the structure, materials to be used and how it will be fixed to the building <input type="checkbox"/> Overall design including dimension, colours and lettering <input type="checkbox"/> Proposed location shown on a scale plan and building elevation 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PART H**DECLARATIONS****1. APPLICANT**

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

I confirm I have completed the relevant separate supporting Construction Certificate Checklist and have attached it to this application.

I understand that:

- I am entering into a contract with Council as required by Section 73A of the Building Professionals Act 2005.
- This application authorises Council (*Hills Certifiers*) officers to enter the property to perform inspections associated with its processing and subsequent determination.
- I am liable to pay for/rectify any damage caused to public infrastructure arising from construction works associated with the proposed development.

.....
Applicant Signature

.....
Date

2. OWNER

I/we are the owners of the subject land and consent to this application and to Council (*Hills Certifiers*) staff entering premises during normal office hours for the purpose of conducting inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of the owners being a corporation, an ACN is required, or if crown land, written authorisation of the relevant statutory authority.

Company seal not required if an ACN has been provided.



.....
Owner Signature

.....
Date

.....
Owner Signature

.....
Date

.....
Owner Signature

.....
Date

.....
Date

.....
Owner Signature

.....
Date

ACN (if relevant)

3. COUNCIL

- Application form satisfactorily completed
- Relevant separate supporting Construction Certificate Checklist provided and complete
- Relevant accompanying documents have been provided (refer to checklist)
- PCA Appointment completed and included please circle YES / NO
- I confirm the application is suitable for lodgement

.....
Officer Name

.....
Officer Signature

.....
Date

Signed for and on behalf of The Hills Shire Council

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website: www.ipc.nsw.gov.au