



**KYOGLE COUNCIL**  
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Office Use Only
Application No. _____/_____/_____
C/Cert No. _____/_____/_____

# CONSTRUCTION CERTIFICATE APPLICATION **CC**

Form 11	<b>Construction Certificate Application</b> Issued under the Environmental Planning and Assessment Act 1979 Sections 109C (1) (b), 81A (2) and 81A (4)
<b>L A N D</b>	No.....Street/Road:..... Locality:.....Parish:..... Lot No.....Sec.....DP, SP.....Zone: .....
<b>A P P L I C A N T (S)</b>	Name(s):..... Address:..... .....Post Code:..... Contact phone ..... Signature .....Date:...../...../.....
<b>O W N E R (S)  C O N S E N T</b>	As the owner(s) of the above property, I/we consent to this application. Name(s)..... Address:..... .....Post Code:..... Telephone..... Signatures of <b>All</b> Owners ..... .....Date:.....
<b>B U I L D E R</b>	<i>To be completed in the case of proposed residential work</i> Name:..... Full Postal Address:..... .....Post Code:..... Telephone Bus.....Mobile.....Private..... Builders Licence No:.....Expiry Date:...../...../.....

**DESCRIPTION OF DEVELOPMENT**  
 .....

<b>Value of Work</b> Building/subdivision	\$ .....
Type of work	[ ] Building work                      [ ] Subdivision Work
Description	.....

<b>Development Consent</b> Approved Development Consent No Date of determination	..... .....
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**Building Classification**  
 .....

<b>Required Attachments</b> (see note 1 and 2)	❖ Note 1 details the information that must be submitted with an application for a construction certificate for proposed subdivision or building works ❖ Note 2 details the information that may be submitted with an application for a construction certificate for proposed residential building work
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<b>Form 10</b>	I/We hereby apply for the issue of relevant Compliance Certificate(s) upon inspection. Signature(s) .....
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**MATERIALS TO BE USED:**  
 Place a tick ( ) in the box which best describes the materials the work will be constructed of:

<b>Walls:</b> ( ) brick veneer ( ) full brick ( ) single brick ( ) concrete block ( ) concrete/masonry ( ) concrete ( ) steel ( ) fibrous cement ( ) hardiplank ( ) timber / weatherboard ( ) cladding-aluminium ( ) curtain glass ( ) other ( ) unknown	<b>Roof:</b> ( ) aluminium ( ) concrete ( ) concrete tile ( ) fibrous cement ( ) fibreglass ( ) masonry/terracotta shingle tile ( ) slate ( ) steel ( ) terracotta tile ( ) other ( ) unknown
<b>Floor:</b> ( ) concrete ( ) timber ( ) other ( ) unknown	<b>Frame:</b> ( ) timber ( ) steel ( ) other ( ) unknown

<b>Receipt No</b> .....	<b>Date</b> .....	<b>\$</b> .....	<b>By</b> .....
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# Notes for completing Construction Certificate Application

**Note 1.** 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**.

(NB For class 1a (Dwellings) use a separate dedicated application form.)

a) copies of compliance certificates relied upon

b) five (5) copies of detailed plans and specifications

The plan for the building must be drawn in ink to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:

- ❖ Show a plan of each floor section
- ❖ Show a plan of each elevation of the building
- ❖ Show 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, design, construction and provision for fire safety and fire resistance (if any) Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.
- ❖ Where the proposed building work involves a modification to previously approved plans and specification the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification
- ❖ For any dwellings work over \$50,000, or any pool (or pool and spa) with a capacity of greater than 40.000 litres, a BASIX Certificate is required.

The specification is:

to 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 second-hand and give particulars of any second-hand materials to be used.

c) 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

d) evidence of any accredited component, process or design sought to be relied upon

e) 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, and
- ❖ If the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of those measures as are currently implemented in the building or on the land on which the building is situated

The list must describe the extent, capability and basic design of each of the measures concerned.

### **Subdivision work**

In the case of an application for a construction certificate for **subdivision work**:

- a) Copies of compliance certificates relied upon
- b) Five (5) copies of detailed engineering plans. The detailed plans 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 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 the certifying authority to adequately distinguish the modification.

### **Note 2. Home Building Act Requirements**

In the case of an application for a construction certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach the following:

- a) in the case of work by a licensee under that Act:
  - (i) a statement detailing the licensee's name and contractor licence number, and
  - (ii) documentary evidence that the licensee has complied with the applicable requirements of that Act\*, or
- b) in the case of work done by any other person
  - (i) a statement detailing the person's name and owner-builder permit number, or
  - (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of **owner-builder work** in section 29 of that Act.

\*A certificate purporting to be issued by an approved insurer under Part 6 of the *Home Building Act 1989* to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.