



Application for Construction Certificate

This application must be accompanied by all relevant plans and documents to enable the issue of a Construction Certificate.

PART A: Applicant information

Applicant Name:		
Address:		
Contact Phone:	H:	M:
Email Address:		

PART B: Land details

Street Address:	
Lot/Sec/DP Number:	
Zone:	
Development Consent Number:	
Date of Determination:	

PART C: Builder Details

Are you an Owner-builder?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please attach Owner-builder permit		
Builders' Name:		
Address:		
Contact Phone:	H:	M:
Builders' Licence Number:		
Expiry Date:		

PART D: Owners Consent

All land owners must sign this form. If the owner is a company this form must be signed by a person with legal authority to act on the company's behalf.

Name:	Signature:	Date: / /
Name:	Signature:	Date: / /
Name:	Signature:	Date: / /
Name:	Signature:	Date: / /
Legal Authority (if applicable):		

PART E: Development Detail

Description of development:	
Building Classification (NCC):	
Value of works:	\$

PART F: Building Specification

Please identify the materials the development will be constructed of by ticking applicable boxes below:

<p>Roof</p> <input type="checkbox"/> Aluminium <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete Tile <input type="checkbox"/> Fibrous Cement <input type="checkbox"/> Fibreglass <input type="checkbox"/> Masonry/terracotta shingle tile <input type="checkbox"/> Slate <input type="checkbox"/> Steel <input type="checkbox"/> Terracotta tile <input type="checkbox"/> Other	<p>Walls</p> <input type="checkbox"/> Brick veneer <input type="checkbox"/> Full brick <input type="checkbox"/> Single brick <input type="checkbox"/> Concrete Block <input type="checkbox"/> Concrete/Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Fibrous Cement <input type="checkbox"/> Hardiplank <input type="checkbox"/> Timber/weatherboard <input type="checkbox"/> Cladding/aluminium <input type="checkbox"/> Curtain Glass <input type="checkbox"/> Other
<p>Floor</p> <input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Other	<p>Frame</p> <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other

PART G: Supporting Documentation

The following documents are required to be provided with your application (see Schedule 1, Part 3 of the *Environmental Planning and Assessment Regulation 2000*). Failure to provide these documents may result in delays in processing your application or refusal due to lack of information.

Two (2) copies of detailed plans and specifications (see checklist)	<input type="checkbox"/> YES
Where the application involves an alternative solution to meet the performance requirements of the National Construction Code: <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> YES
Copies of any compliance certificates relied upon	<input type="checkbox"/> YES
Evidence of any accredited building component, product or system sought to be relied upon	<input type="checkbox"/> YES
For all buildings except a class 1a or class 10 building: <ul style="list-style-type: none"> • a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and • 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. The list must describe the extent, capability and basic design of each of the measures concerned.	<input type="checkbox"/> YES

Plan and specification checklist:

Plans	
A block plan and general plan, drawn to suitable scale showing: <ul style="list-style-type: none">• a plan of each floor section• a plan of each elevation of the building• 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• the height, design, construction and provision for fire safety and fire resistance (if any). Note: Free hand, single line or illegible drawings will not be accepted. Where the proposed building work involves any alteration, addition to, or rebuilding of, an existing building, the general plan must include a scaled plan of the existing building and be coloured or otherwise marked to adequately distinguish the proposed alteration, addition or rebuilding. Where the proposed building work involves a modification to previously approved plans and specifications, the general plan must be coloured or otherwise to adequately distinguish the modification.	<input type="checkbox"/> YES
Specifications	
Describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply	<input type="checkbox"/> YES
State whether the materials proposed to be used are new or second-hand and includes particulars of second-hand materials to be used.	<input type="checkbox"/> YES

PART H: Declaration

I, the undersigned wish to lodge this application for a Construction Certificate. I confirm that all plans and specifications listed in Part G of this application form are included with the application. I declare that all information included in this application form is true and accurate to the best of my knowledge.

Applicant signature: _____ Date: _____

How to lodge this application

Applications can be submitted in person at the Kyogle Council Administration Building, 1 Stratheden Street, Kyogle, via email to council@kyogle.nsw.gov.au, or via post to PO Box 11, Kyogle, NSW, 2474.

Payment methods

Payment must accompany this application. Payment can be made via direct bank deposit (see below account information), cheque or credit card (0.6% surcharge applies) by phoning Council on (02) 6632 1611. When making payment by direct bank deposit please email remittance advice to council@kyogle.nsw.gov.au including applicant name and Development Consent Number in the email.

Account name: Kyogle Council BSB: 062-563 Account number: 00000011

Privacy: Kyogle Council is collecting the personal information on this form for the purposes of assessing eligibility for a Construction Certificate under the *Environmental Planning and Assessment Act*. This information will not be disclosed to another party except as required by law.

OFFICE USE ONLY: Receipt No: _____ Date: _____ AMOUNT PAID: _____



Principal Certifying Authority and Service Agreement

The Service Agreement must be completed to appoint Kyogle Council as Principal Certifying Authority (PCA). This is in accordance with Section 4.19 of the Environmental Planning and Assessment Act, 1979, to carry out construction inspection of the building works and to issue the required Occupation Certificate.

This form is to be completed to satisfy the requirements of the Environmental Planning and Assessment Act, 1979 and the Environmental Planning and Assessment Regulations 2000.

The owner, not the builder, must complete the form.

When applying for a final inspection, an application for Occupation Certificate must be submitted to Council.

Kyogle Council aims to provide efficient, quality and cost effective building inspections and approval services.

Kyogle Council has a team of professional and experienced Building Surveyors who will ensure that relevant Building Regulations, Australian Standards and Development Consent requirements are satisfied, as applicable to a Principal Certifying Authority (PCA).

PART A: Applicant information

Applicant Name:		
Address:		
Contact Phone:	H:	M:
Email Address:		
Signature/s		

PART B: Land details

Street Address:	
Lot/Sec/DP Number:	