

Construction Certificate

Modification to Construction Certificate

INFORMATION FOR THE APPLICATION

This form may be used to apply for a Construction Certificate or Modification to a Construction Certificate(a "Certificate") to carry out building work or subdivision work.

To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided – see the Construction Certificate Lodgement Checklist on Council's website.

1. All documents must be supplied as an electronic copy on a USB or email when lodging a Construction Certificate Application (including all written reports/statements and plans). See checklist for titling protocols.
2. Attach your completed checklist to this form. Council's Customer Services Centre can assist you with any enquiries you have about completing your application.
3. At time of lodgement, Council staff will calculate application fees payable and levied in accordance with Council's Fees and Charges.
4. You can track the progress of your application online at www.singleton.nsw.gov.au property tools – application search.
5. A Construction Certificate has no effect if it is issued after the building work or subdivision work to which it relates is physically commenced on the land to which the relevant development consent applies.
6. If you intend to appoint Singleton Council as Principal Certifier for the development you will need to complete the "Appointment of Singleton Council as Principal Certifier" form.

Applicant Details

Note: The applicant is the person responsible for making the application and need not be the owner of the land, however, a builder or building company cannot be the applicant. The applicant is responsible for ensuring all the information provided is correct. All correspondence in relation to this application will be issued to the applicant as stated on this form.

Name/s (individual or company name in full)							
For companies, contact name							
Postal address							
ABN:							
		Suburb					
		State		Post Code			
Contact phone number							
Mobile number							
Email address							
Applicant's reference number							

Property Details

Unit/House No.	Street	Suburb	Lot	Section	DP/SP

Description of the new building work or subdivision work to be carried out

Briefly describe the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

Description of the modification sought

Class (s) of building(s) under the Building Code of Australia

Development consent

Date of Development Consent (if already granted)

Development Consent reference no

Name of applicant for Development Consent

Estimated Development Cost

The estimated price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plan, fittings, fixtures and equipment). GST is also to be included. **(For modifications please go to next section)**

Development up to \$1 million must be calculated by a suitably qualified person*. Development over \$1 million must be calculated by a registered quantity surveyor.

*E.g. a builder licensed to undertake the proposed works, a registered architect, and qualified and accredited building designer, or a registered quantity surveyor

\$

Additional Costs as a result of the Modification

Contract price or estimate including labour and materials. If no additional cost write 'nil'.

\$



Who will be undertaking the building work?

Owner Builder	Owner builder Permit No:
Copy of Owner Builders permit attached	Yes No – to be provided with Notice of Commencement Form
If you are an Owner-Builder for the residential building work exceeding \$5000 you must apply for a permit at NSW Office of Fair Trading. Visit www.fairtrading.nsw.gov.au for the location of the nearest office.	

OR

Licensed Builder	Builders License No:
Name of Builder	Phone
Contact person	Mobile
Address	Email
If you are using a licensed builder for residential building work exceeding \$20,000 you must obtain insurance under the Home Building Compensation Fund (HBCF) issued under the <i>Home Building Act</i> . A certificate of insurance must be provided with this application or submitted with the Notification of Commencement Form.	

Principal Certifier

Principal Certifier

I appoint Singleton Council as Principal Certifier for the development.

No Yes – you are required to complete the - Appointment of Singleton Council as Principal Certifier form (available from the Council website).

Subdivision Works

Number of lots created	Road works length
Lineal metres of drainage	Number of water quality structures

Australian Bureau of Statistics schedule (from 1 July 2018 these details are also required for Building Professionals Board (BPB) reporting)

Number of dwellings	Number of dwellings to be demolished	Number of pre-existing dwellings
Maximum number of storeys (including garage, attic room or storage level)		
Gross floor area of additional or new building m ²		

Place a cross in each appropriate box

Floor	Code	Roof	Code	Walls	Code	Frame	Code
Concrete/slate	20	Tiles	10	Brick (double)	11	Timber	40
Timber	40	Concrete/slate	20	Brick (veneer)	12	Steel	60
Other	80	Fibre cement	30	Concrete/stone	20	Aluminium	70
Not specified	90	Steel	60	Fibre cement	30	Other	80
		Aluminium	70	Timber	40	Not specified	90
		Other	80	Curtain glass	50		
		Not specified	90	Steel	60		
				Aluminium cladding	70		
				Timber/weather board	40		
				Other	80		
				Not specified	90		



Documentation to be provided with your Construction Certificate application

If you are applying for a Construction Certificate together with your DA, in addition to the documentation required for the DA "specifications and construction details" must be supplied.

If you are applying only for a Construction Certificate the "specifications and construction details" must be supplied together with a set of plans that fully describe the approved development at the DA stage. Not all the documents required and approved with the DA are required.

Home Building Compensation Fund (previously Home Warranty Insurance)

Prior to the first inspection we require a copy of the contract of insurance (under Part 6 of the Home Building Act 1989) if the value of specified works is over \$20,000.

Owner Builder Permit

Prior to the first inspection we require a copy of the Owner Builders Permit if the value of work is over \$10,000. It can be obtained from "Service NSW" once your proposed development has received Development approval from Council. If the value of works is over \$20,000 you may also be required to undertake a short course prior to the issue of your permit.

Authority to enter and inspect land

An accredited certifier must not issue a Construction Certificate for development on a site which affects an existing building unless the accredited certifier has carried out an inspection of the site of the development.

If the applicant is the owner of the land, by signing this application, authority is given to the accredited certifier to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. The Applicant undertakes to take all necessary steps to make access available to the property to enable an inspection to be carried out.

If the applicant is not the owner of the land, the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to the accredited certifier to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps to make access available to the property to enable the inspection be carried out.

Owner(s) Signature

Name(s)

Date



Owner Declaration (enter details of all owners below)		
<input type="checkbox"/> I am the sole owner of the development site (provide details below)		
<input type="checkbox"/> There are multiple owners of the development site (provide details of all owners below, one per line)		
<input type="checkbox"/> The owner is a Company (details below) and I am authorised under delegation to provide owner's consent - my name and role designation is: <input style="width: 500px;" type="text"/>		
Owner Name	Owner Address	Owner Email
Owner Signature:		
Handwritten forms are required to be signed by all owners. Where the form is completed in the editable PDF, a scanned copy of owners' signatures can be inserted. Where an electronic signature is inserted, owners will be bound by that signature.		
Dated:		
If there are more than 3 owners, please provide the additional details on an additional sheet. Please be aware that it is a criminal offence to make a false declaration		
Applicant Declaration		
<input type="checkbox"/> I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge		
Applicant's Signature:		
Applicant's Name:		
Handwritten forms are required to be signed by all applicants. Where the form is completed in the editable PDF, a scanned copy of applicants' signatures can be inserted. Where an electronic signature is inserted, applicants will be bound by that signature.		
Dated:		
Conflict of Interest		
I am an employee/Councillor or relative of an employee/Councillor	No	Yes
If yes, state relationship		

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website
<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.

