

INFORMATION FOR THE APPLICATION

This form may be used to apply for 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, and can be lodged in person or by email.
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. 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 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).

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 estimate 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.

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

\$



Who will be doing the building works?

Owner Builder

Owner Builders 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 *Home Building Act*. 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 m²

Place a cross in each appropriate box.

Walls		Code	Roof		Code	Floor		Code	Frame		Code
<input type="checkbox"/>	Brick (double)	11	<input type="checkbox"/>	Tiles	10	<input type="checkbox"/>	Concrete/slate	20	<input type="checkbox"/>	Timber	40
<input type="checkbox"/>	Brick (veneer)	12	<input type="checkbox"/>	Concrete/slate	20	<input type="checkbox"/>	Timber	40	<input type="checkbox"/>	Steel	60
<input type="checkbox"/>	Concrete/stone	20	<input type="checkbox"/>	Fibre cement	30	<input type="checkbox"/>	Other	80	<input type="checkbox"/>	Aluminium	70
<input type="checkbox"/>	Fibre cement	30	<input type="checkbox"/>	Steel	60	<input type="checkbox"/>	Not specified	90	<input type="checkbox"/>	Other	80
<input type="checkbox"/>	Timber	40	<input type="checkbox"/>	Aluminium	70				<input type="checkbox"/>	Not specified	90
<input type="checkbox"/>	Curtain glass	50	<input type="checkbox"/>	Other	80						
<input type="checkbox"/>	Steel	60	<input type="checkbox"/>	Not specified	90						
<input type="checkbox"/>	Aluminium cladding	70									
<input type="checkbox"/>	Timber/ weatherboard	40									
<input type="checkbox"/>	Other	80									
<input type="checkbox"/>	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

Signature of Applicant(s)

Signature of Applicant(s)

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 type="text"/>		
Owner Name	Address	Email
Owner Signature:		
<input type="checkbox"/> By ticking this box I have signed this form electronically and will be bound by my signature		
Dated:		
If there are more than 3 owners, please provide the additional details on an additional sheet. <i>Please be aware that it is a criminal offence to make a false declaration</i>		
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:		
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.