

# Application to Modify Construction Certificate

Under section 6.6 of the *Environmental Planning and Assessment Act 1979*

## Notes:

1. All documents must be supplied as an electronic copy on a USB or by email when lodging a Construction Certificate Modification Application (including all written reports/statements and plans).
2. You must include all information requested on this form, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
3. Council's Customer Services Centre can assist you with any enquiries you have about completing your application.
4. At time of lodgement, Council will calculate application fees payable. Note: Until fees are receipted the application is not deemed to have been lodged at Council.
5. You can track the progress of your application online at [www.singleton.nsw.gov.au](http://www.singleton.nsw.gov.au) property tools – applications search.
6. By submitting this application, you consent to Council's Authorised Officers to enter the land to carry out inspections for the purpose of assessing and determining this application.

**Construction Certificate No:** \_\_\_\_\_

## 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 Modification

A detailed description of the modification is to be provided. Attach a detailed submission if the space is insufficient.

## Likely impact of the Modification

Please detail any likely impacts of the modification or attach a Statement of Environmental Impacts

## Additional Estimated Costs as a result of the Modification

Contract price or estimate including labour and materials. If no additional cost write 'nil'. Owner builders must include labour costs as well as material costs.

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## Documents Supplied (Complete sets of plans and documents required)

Plans and Elevations

Structural Plans

Specifications

Other

Current BASIX Certificate

Revised Fires Safety Measures Schedule

Revised Section J Report



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
<b>Owner Signature:</b>		
<input type="checkbox"/> By ticking this box I have signed this form electronically and will be bound by my signature		
<b>Dated:</b>		
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		
<b>Applicant's Signature:</b>		
<b>Applicant's Name:</b>		
<b>Dated:</b>		

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.

