



APPLICATION FOR CONSTRUCTION CERTIFICATE OR MODIFICATION TO AN EXISTING CONSTRUCTION CERTIFICATE

Made under Section 68, 106 or 107 of the *Local Government Act 1993*

Information for the Application

This form may be used to apply for a Construction 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 – application tracker.
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.

1. Applicant Details

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/company name in full)			
For companies, contact name	ABN		
Postal address			
Suburb	State	Postcode	
Contact phone number	Mobile number		
Email address			
Applicant's reference number			

2. Property Details

Number	Street	Suburb	Lot	Section	DP/SP

3. Type of Application

Construction Certificate Modification to Construction Certificate – Construction Certificate Number:

4. Proposed Development Detail

Description of the new building work or subdivision work to be carried out. For Modifications, please provide the proposed Modification and the Building Classification under the BCA.

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

Development Consent details	
Date of Development Consent (if already granted)	
Development Consent Reference Number	
Name of Applicant for Development Consent	

5. 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.

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

For Modifications, please provide the contract price or estimate including labour and materials. If no additional cost write 'nil'.

\$

6. Builder Details

Owner Builder

Owner Builders permit is attached es, Owner Builder Permit Number : 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.

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.

Licenced Builder

Name of Builder			
Builders License Number		ABN	
Postal Address			
Suburb		State	Post code
Contact phone number		Email address	

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 1989](#). A certificate of insurance must be provided with this application or submitted with the [Notice of Commencement Form](#)

7. Principal Certifier

I appoint Singleton Council as Principal Certifier for the development

No Yes, complete the [Appointment of Singleton Council as Principal Certifier Form](#) (available on Council's Website)

8. 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.

9. Subdivision Works

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

10. Australian Bureau of Statistic (ABS) 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		Gross floor area of additional/new building m ²	
Maximum number of storeys (including garage, attic room or storage level)			

Place a Cross in each appropriate box

Floor	Code	Roof	Code	Walls	Code	Frame	Code
<input type="checkbox"/> Concrete/Slate	20	<input type="checkbox"/> Tiles	10	<input type="checkbox"/> Brick (double)	11	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Timber	40	<input type="checkbox"/> oncrete/Slate	20	<input type="checkbox"/> Brink (veneer)	12	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Other	80	<input type="checkbox"/> Fibre Cement	30	<input type="checkbox"/> Concrete/Stone	20	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Not Specified	90	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Fibre Cement	30	<input type="checkbox"/> Other	80
		<input type="checkbox"/> Aluminium	70	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Not Specified	90
		<input type="checkbox"/> Other	80	<input type="checkbox"/> Curtain Glass	50		
		<input type="checkbox"/> Not Specified	90	<input type="checkbox"/> Steel	60		
				<input type="checkbox"/> Aluminium Cladding	70		
				<input type="checkbox"/> Timber/Weather Board	40		
				<input type="checkbox"/> Other	80		
				<input type="checkbox"/> Not Specified	90		

11. Authority to Enter and Inspect Land

An accredited certifier cannot 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 Name	Owner/s Signature	Date

12. Conflict of Interest

I am an employee/Councillor or relative of an employee/Councillor Yes No

If yes, state relationship:

13. Applicant Declaration

I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge

Applicant's Name	Applicant's Signature	Date

14. Owner Declaration

separate document attached signed by each owner

All owners must sign this form (or attach a separate letter signed by each owner if more space is required).

If the property is owned by a company, consent to lodge this application is required consistent with corporation law. Any person who signs on behalf of a company must state the authority by which that person acts and must print their name and position. If you do not provide the information (or any part of it) your application may not be accepted.

- As the owner of the land to which this application relates, I/we consent to this application.
- I give consent for authorised Council officers to enter the land to carry out inspections.
- I understand that by signing this form, I am also authorising the applicant, as identified on this form; to act on my behalf. I understand that the applicant, as identified on this form; is the contact for Council's enquiries about the application.

Please be aware that it is a criminal offence to make a false declaration

Owner Name (If a Company, Company name and name of person authorised to sign and their role)	Owner Address & Email	Owner Signature	Date

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. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.