

ADDITIONAL INFORMATION SUBMISSION FORM FOR CONSTRUCTION CERTIFICATE/COMPLYING DEVELOPMENT CERTIFICATES

Under the Environmental Planning and Assessment Act 1979

Information for the Applicant

This form is to be used to submit additional information/plans/details that will form part of the Construction Certificate (CC) or Complying Development Certificate (CDC) approval.

The details will be indicated in a Schedule attached to the Construction Certificate or Complying Development Certificate and approval from the Certifier is required before that stage of the work commences.

This form is **NOT** to be used to submit any amendments to any application.

To minimise delay in receiving a decision about the information submitted, please fill in all sections and ensure all relevant information and documents are included.

1. All documents must be supplied as an electronic copy on a USB or email when submitting additional Information.
2. Council's Customer Services Centre can assist you with any enquiries you have about completing this form.
3. At time of submission, Council staff will calculate application fees payable which are levied in accordance with Council's Fees and Charges.
4. This application should be submitted at least five (5) working days prior to your expected inspection.
5. Application fees are charged per submission. To minimise cost if all additional information is submitted at the same time you will only be required to pay the fee once.

1. Applicant Details

Name/s (full name of Individual/company)			
For companies, contact name		ABN	
Postal Address			
Contact phone number		Mobile number	
Email address			
Applicant's reference number			

2. Property Details

Number	Street	Suburb	Lot	Section	DP/SP

3. Construction Certificate or Complying Development Reference Number

<input type="checkbox"/> Construction Certificate or <input type="checkbox"/> Complying Development Reference Number	
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4. Description and Class of Building/s Under the Building Code of Australia to which the details relate

5. List of the documentation provided to support your Construction Certificate/Complying Development Certificate

The documentation you are required to provide is listed in a Schedule provided with your Construction Certificate or Complying Development Certificate. You will not need to supply the documentation, listed below, if it is not included in the Schedule attached to your approval. Please tick the box next to the documentation you are providing and completed the companion table listing the Document name, reference number and number of pages must be completed in the fields below:

- Certified structural engineers plans (CC only)
- Details of the frame design and in particular with respect to specifications for the tie-downs from the footing/slab to the battens and/or number and type of nominal and structural bracing units for each elevation. All details must demonstrate compliance with the Building Code of Australia and specify the wind classification. (CC only)
- Manufacturer's details and erection requirements for the roof trusses. (CC only)
- Details of the method of providing ventilation to the room specified on Schedule B in accordance with AS 1668 Air changes, discharge points and fire ratings (if required) must be specified. (CC only)
- Details of building work involving the installation of a relevant fire safety system (a Hydraulic Fire Safety System within the meaning of clause 165 of the *Environmental Planning and Assessment Regulation 2000*) or a Fire Detection and Alarm System or a Mechanical Ducted Smoke Control System. (CC or CDC)

Document Name	Reference Number	Number of Pages	Dated

Please allow a minimum of 5 working days from the submission for assessment and processing of those details

Notes

1. Allow 5 working days for the assessment of this additional information prior to an inspection related to this matter.
2. If more than one piece of information to be submitted, lodging each separately will require a separate form and fee each time.

The 'Submit Form' button will send the application form to Singleton Council (council@singleton.nsw.gov.au) You will have an opportunity to attach your documentation prior to sending.

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 is required to process your application/request. For enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

