



COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

Made under sections 85 and 85A of the Environmental Planning and Assessment Act 1979

Office Use:

CDC Number: Date Approved: Date Completed:

Assessment No: BASIX Certificate No:

Entered on Practical Entered on Trim Entered on ABS Occupation Certificate Issued

Completed on Practical BASIX Sign Off Infrastructure Bond Refund requested:

Applicant Details

Company Name:

Surname: First Name:

Postal Address:

Town: Postcode:

Phone (h): Phone (w):

Mobile: Fax:

Email:

Signature: _____ Date: _____

Subject Land

House/Unit No: Street:

Town: Postcode:

Parish: Lot No: Deposited Plan:

Strata Plan / Section or other: Easement: Yes No Area - m²/ha:

Proposed Complying Development

Description of proposed work: _____

Value of Work: \$ _____

BCA Classification:

Rated Owner(s) Details & Consent:

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Town:	<input type="text"/>	Postcode:	<input type="text"/>
Postal Address:	<input type="text"/>		
Town:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Mobile:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Signature:	Date:	Signature:	Date:

Details of Builder

Owner/Builder <input type="checkbox"/>	Owner/Builder Permit No:	<input type="text"/>	Issued:	<input type="text"/>	
Licensed Builder <input type="checkbox"/>	Licence No:	<input type="text"/>			
Company Name:	<input type="text"/>				
Surname:	<input type="text"/>	First Name:	<input type="text"/>		
Address:	<input type="text"/>				
Town:	<input type="text"/>	Postcode:	<input type="text"/>		
Postal Address:	<input type="text"/>				
Town:	<input type="text"/>	Postcode:	<input type="text"/>		
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>	Fax:	<input type="text"/>		

Home Owner Warranty Insurance Details:

Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Insurer:	<input type="text"/>		
Policy No:	<input type="text"/>	Date of Policy:	<input type="text"/>

Office Use Only

Payment Details –

EFTPOS CREDIT CARD CHEQUE CASH

Card No. / / Exp. Date: /

Card Name: Signature: Date:

Office Use: Fee Paid: Receipt Number: Date:

	FEE	RECEIPT NO.	DATE
Complying Development Cert. fee			
Long Service Payment Corp. Levy			
Sewer / Sewer amendment fee			
Sewage Management System / Sewage Management System amendment fee			
Water Tapping fee: Filtered Water			
Unfiltered Water			
Supervision fee			
Infrastructure Bond			
Planning Reform fee			
TOTAL FEES			

COMPLYING DEVELOPMENT CERTIFICATE ABS – SCHEDULE (For Building Work Only)



Particulars of Proposal –

Site Area (m ²):	
Gross Floor Area of Existing Building (m ²):	
Proposed Additional Gross Floor Area (m ²):	
Number of existing dwellings on site:	
Number of dwellings to be demolished:	
Number of proposed dwellings on site:	
Number of storeys for proposed building:	
Does the site contain a dual occupancy?	

Materials to be Used –

Place a tick in the box which best describes the materials to be used in the new construction:

Walls		Roof		Floors		Frame	
<input type="checkbox"/> Brick Veneer	12	<input type="checkbox"/> Masonry	10	<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Concrete/Masonry	20	<input type="checkbox"/> Concrete Tile	10	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Terracotta Tile	10	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Fibrous Cement	30	<input type="checkbox"/> Slate	20	<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Steel	60			<input type="checkbox"/> Unknown	90
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70				
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Other	80				
<input type="checkbox"/> Cladding	70	<input type="checkbox"/> Unknown	90				
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Unknown	90						

COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST

The Complying Development Certificate Application will not be accepted by Council until **ALL** required documentation is provided.

Applicant (Please Tick)	Item	Copies	Office Use
Always Required			
	Application form fully completed (including ABS Schedule)	1	
	BASIX Certificate – See Note 1a	3	
	Detailed Plans – As per Note 1b	3	
	Building Specifications – As per Note 1b	3	
	Details of Termite Protection	1	
	Sewer / Septic/ AWTS / Greywater/ Raw Water / Filtered Water Applications completed – including amendments if applicable	1	
	Home Owner Warranty Details – Page 3	1	
	Builder / Owner Builder Details – Page 2	1	
	Subject Land Details – Page 2	1	
	Recent Copy of Title	1	
Applicant Declaration			
<i>I verify the above information has been provided</i>		Date.....	
Applicant Signature.....			
Customer Service Officer Declaration			
<i>I verify the above information has been provided</i>		Date.....	
Customer Service Officer			



COMPLYING DEVELOPMENT CERTIFICATE

NOTES FOR COMPLETING CONSTRUCTION CERTIFICATE

Please Note:

Applications will be rejected if these requirements are not met.

Note 1a.

A **BASIX** certificate is required for **ALL** new dwellings and for alterations over \$50,000.

Plans **MUST** reflect information regarding items ticked in column headed "Show on CC/CDC plans & specs".

Note 1b.

BUILDING WORK

In the case of an application for a construction certificate for building work:

Three (3) copies of compliance certificates relied upon (soil reports, footing reports, etc)

Three (3) copies of detailed plans (**including 1 x A3 set**) and specifications

The specification is:

- to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.
- state whether the materials proposed to be used are new or second hand and give particulars of any second-hand materials to be used.

The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan and be compliant with the current Building Code of Australia (BCA). The general plan of the building is to:

- show a plan of each floor section.
- show a plan of each elevation of the building.
- show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the
Levels of the adjacent ground.
- indicate the height, design, construction and provision for fire safety and fire resistance (if any).
- Include all current buildings.

Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:

- details of the performance requirements that the alternative solution is intended to meet, and
- details of the assessment methods used to establish compliance with those performance requirements.

Evidence of any accredited component, process or design sought to be relied upon.

Except in the case of an application for, or in respect of, a class 1a or class 10 building:

- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
- if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.

HOME BUILDING ACT REQUIREMENTS

In the case of an application for a construction certificate or complying development certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:

(a) in the case of work by a licensee under that Act:

- (i) a statement detailing the licensee's name and contractor licence number, and
- (ii) documentary evidence that the licensee has complied with the applicable requirements of that Act*, or

(b) in the case of work done by any other person:

- (i) a statement detailing the person's name and owner-builder permit number, or
- (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act.

* A certificate purporting to be issued by an approved insurer under Part 6 of the *Home Building Act 1989* to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

SUBDIVISION WORK

In the case of an application for a construction certificate for subdivision work:

a) copies of compliance certificates relied upon

b) three (3) copies of detailed engineering plans. The detailed plans may include but are not limited to the following:

- earthworks
- roadworks
- road pavement
- road furnishings
- stormwater drainage
- water supply works
- sewerage works
- landscaping works
- erosion control works.

Where the proposed subdivision work involves a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The personal information requested on this form is being collected by Council for assessment of your application. The applicant should understand that the personal information provided will only be used for the assessment of the application. Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will only disclose personal information for the purpose for which it was collected or a directly related purpose that the individual would reasonably expect (eg) supply of information to the Australian Bureau of Statistics.