



**Health & Planning Division**  
 Civic Centre 61 Darling Street  
 PO Box 81  
 WENTWORTH NSW 2648  
 Tel: 03 5027 5027  
[council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

# Construction Certificate Application

*made under the Environment Planning & Assessment Act 1979  
 Sections 6.3(1)(a) & 6.4(a)*

## FEES & CHARGES

CC No.  Assessment No.  Receipt No.  Date

Lodgement Fee  Long Service Levy   
Job No: 1705-1162 Job No: 9915-5750

Would you like a copy of the receipt?  Yes  No

## PART A – TYPE OF APPLICATION

NEW Construction Certificate  AMENDED Construction Certificate  
 If you are applying for an amendment, please state original application number

## PART B – APPLICANT / OWNER'S DETAILS

**NOTE: The application for Construction Certificate must be made by the person having the benefit of the consent i.e. the owner of the property**

Name/s

Company Name (if applicable)

Postal Address

Contact No.  Alternate No.

Email

Do you agree to receive correspondence via email?  Yes  No

Would you like a copy of the approval to be sent to your nominated builder in Part F?  Yes  No

I apply for approval to carry out the building works as described in this application. I declare that all the information in this application is to the best of my knowledge, true and correct.

As owner/s of the land to which this application relates to, I/we consent to carry out the building works as described in this application. I/we also authorise:

- Council representatives to enter the property for the purpose of site inspections;
- Council to make copies of all the documents for the purpose of determining the application or to people who may be affected by the proposal

- Note:
- If more than one owner every owner must sign.
  - If you are signing on the owner's behalf as their legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director)
  - If the owner is a company, a current ASIC extract must be supplied as documentary evidence and application must be signed by all directors.

Name  Signature  Date

Name  Signature  Date

**If more than two signatures are required please attach a separate document.**

**PART C - PROPERTY DETAILS**

Lot / Section / DP Numbers can be found on the Rates Notice or Certificate of Title for the land.

Street No.  Street Name

Town/Locality  Postcode

Lot No/s  Section  DP No/s

**PART D – DEVELOPMENT CONSENT DETAILS**

DA No.  Date Approved  BCA Classification

Description of approved works

**PART E – DEVELOPMENT DETAILS**

Detailed description of proposed work

Estimated Cost of Development \$

**PART F – BUILDER'S DETAILS**

Owner/ Builder  Licensed Builder

Owner/ Builder Permit No. or Builders Licence No.  Expiry Date

Company Name (if applicable)

Contact Person

Company Address

Postal Address

Contact No.  Alternate No.

Email

**PART G – HOME BUILDER COMPENSATION FUND**

Note: Required for works to be completed by a licensed builder where the value of works exceeds \$20,000.

Required  Yes  No

Insurer

Policy No  Date of Policy

## PART H – PRINCIPAL CERTIFYING AUTHORITY (PCA)

Note: Only the person having the benefit of the construction certificate (i.e. the owner or in the case of a company an authorised representative of the company) may appoint a principal certifying authority.

- I agree for Wentworth Shire Council to undertake the role of PCA for this development. As such Wentworth Shire Council Officers will inspect the building work.
- I may appoint Wentworth Shire Council as PCA at a later date. Alternatively, I may appoint an accredited certifier. I will not commence any building work until I have appointed a PCA.

## PART I – BUILDING STATISTICS

Site Area	<input type="text"/>	Proposed Floor Area (m <sup>2</sup> )	<input type="text"/>
No. of existing dwellings on site	<input type="text"/>	No. of dwellings to be demolished	<input type="text"/>
No. of proposed dwellings on site	<input type="text"/>	No. of storeys of proposed building	<input type="text"/>

Is the new building to be attached to:  Existing Building  New Building  Standalone / Freestanding

## PART J – SUPPORTING INFORMATION

To enable assessment of your application, Council requires 3 copies of the following supporting information. Please note, if the information is not provided this may lead to your application be delayed or rejected.

- Plans
- Site Plan
  - Elevation Plan
  - Floor Plan
  - Sectional Plans
- Basix Certificate
- Specifications
- Structural Design and Computations
- Copy of Home Builder Compensation Fund Policy (where applicable)
- Copy of Owner Builder Permit (where applicable)
- Contract Agreement for the Performance of Certification Work – *refer Attachment A*

Please note: further information may be required once the documentation has been assessed by Council's Building Surveyor.

## Privacy and Personal Information Protection Notice

The personal information provided on this form is collected by Wentworth Shire Council for the purposes of processing this application by Council Employees and other authorised persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.



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## Construction Certificate Application

Notes for completing Construction Certificate Application

### FEES & CHARGES

There are two fees that are payable on lodgement of this application. These are:

- **Lodgement Fee** – This is a fee charged by Council that is set by the NSW Government, which is aimed at covering a portion of Council's costs for the processing of the application.
- **Long Service Levy** - This is a levy on building and construction work in NSW costing \$25,000 and above. The levy is paid into a fund administered by the Long Service Corporation, and from this fund, the Corporation makes long service payments to building and construction workers. For further information, or to calculate your fee visit <http://www.longservice.nsw.gov.au>.

A schedule of fees are available on the Wentworth Shire website under the Council Business Tab. Alternatively you can call Council's Health & Planning Division on 03 5027 5027.

### PART A – TYPE OF APPLICATION

This section asks you to select the type of application you wish to apply for.

### PART B – APPLICANT / OWNER'S DETAILS

Only the beneficiary of the consent can apply for a Construction Certificate, which in most cases would be the rated owner of the land. The owner of the land is generally the people/ company listed on the Title to the Land. All owners listed on the title must sign the application form giving consent to the proposed development / building works. If there is not enough room, please attach a separate document.

If the owner is a Company/ partnership etc, then evidence of role of signatories is to be supplied in the form of a Company Extract from the ASIC website.

### PART C – PROPERTY DETAILS

This section asks you to provide details on the land where the development / building work is to be situated. These details are available on your rates notice or a Certificate of Title. NOTE: Not all properties have a section number.

### PART D – DEVELOPMENT CONSENT DETAILS

Before you get to the Construction Certificate, you would've already applied for a Development Application (DA). Provide the Development Application Number (DA No.), date approved and BCA Classification of your approved Development. These details are available on the Notice of Determination that was sent to you once your Development Application was approved.

### PART E – DEVELOPMENT DETAILS

Provide a detailed description of your proposal including any details such as building works, earthworks and any demolition work to be carried out. If there is not enough room, please attach a separate document.

The cost of the project should include but not limited to building construction, building materials, landscaping, drainage, fencing, labour and drainage but not include the cost of the land.

### PART F – BUILDER'S DETAILS

There are 2 options available:

- **Owner Builder** – This is where you complete the works yourself. An Owner Builder permit is required for works valued over \$10,000 and if works are valued over \$20,000 you will need to complete an owner-builder course. For further information please visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au). Before you can apply for an owner-builder permit you must have an approved Development Application (DA) or Complying Development Certificate(CDC).
- **Licensed Builder** – This is a builder that is licensed to complete works in NSW. To check to see if a builder is licensed in NSW please visit <https://www.onegov.nsw.gov.au/LicenceCheck/>

## PART G – HOME BUILDING COMPENSATION FUND

The Home Building Compensation Fund has been set up by Fair Trading NSW as a comprehensive protection regime for homeowners undertaking residential building projects in NSW where the contract price exceeds \$20,000. For further information please visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

## PART H – PRINCIPAL CERTIFYING AUTHORITY (PCA)

The role of a PCA is to ensure that the development is carried out in accordance with the approved plans, specifications and conditions listed on the approvals and that the construction is built in accordance with the Building Code of Australia (BCA).

It is the owner's responsibility to appoint a PCA this can be Council or a Private Accredited Certifier. Once chosen, this cannot be changed.

## PART I – BUILDING STATISTICS

These are required by the Australian Bureau of Statistics (ABS) and contribute to key economic indicators for the country.

## PART J – SUPPORTING INFORMATION

All Complying Development Applications require the following Information to be submitted with the application form.

### Site Plan

*A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.*

- North point and scale
- Street name and number
- Name and contact details of who prepared the plans
- Location of
  - property boundaries and
  - any existing physical and natural features e.g. building, vegetation, driveways etc
  - Existing easements and/or utility services e.g. water, sewer, stormwater drains, discharge points etc
  - Existing and proposed structure/s and/or additions
  - Vehicle access and car parking
  - New vehicle crossings
- Site dimensions (length, width and site area)
- Relative location of adjoining buildings
- Existing and proposed site ground levels and floor levels
- Contour lines of site and spot levels at all corners of the building
- Extent of cut and fill to be carried out
- Swimming Pools must show pool fencing, gates, reduced height levels (RLs) reduced to existing/proposed levels, location of filters/pumps and backwash connections.

### Elevation Plans

*Elevation plans are a side on view of your proposal that shows all 4 sides (north, south, east and west).*

- Height of existing and proposed structure/s and/or additions
- Existing and proposed surface finishes e.g. brick wall, tile, colourbond roof
- Location and heights of windows
- Levels for roof ridge, floor and ceiling (expressed as Reduced Levels (RLs) or levels to AHD)
- Roof Pitch

**Floor Plans**

*A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.*

- Existing Internal layout (required for alterations and additions)
- Proposed internal layout

The above plans should include:

- Room uses, wall/partitions, areas and dimensions
- Location of stairs and essential fire safety measures (if any)
- Floor levels and steps in floor levels (RLs)
- Wall structure type and thickness
- Calculations of all existing and proposed floor areas

**Sectional Plans**

*A section is a diagram showing a cut through the development at the most typical point.*

- Drawings to a suitable scale
- Section names and where they are shown on plan (i.e. A/A, B/B etc)
- Room Names
- Room and Window heights
- Details of chimney's, fireplaces and stoves
- Roof pitching and covering
- Site works, finished and proposed floor and ground levels in long section (indicate cut, fill and access grades)
- Construction material details

**BASIX Certificate**

- A BASIX Certificate is required for:
  - all new habitable buildings
  - alterations and additions over \$50,000
  - swimming pools and spas with a capacity of 40,000 litres or more
- For further information or to apply visit: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

**Specifications**

*Specifications are required to describe the standard to which building is to be constructed in terms of structural, operational and aesthetic aspects.*

The specification must include:

- A description of construction materials for the walls (internal & external), floors, windows and roof including lining
- The relevant Australian Standards for constructing the following building components:
  - Footings/ structural elements
  - Timber framing
  - Drainage – water/sewage
  - Oil or solid fuel heating appliances
  - Terminate control
  - Fire safety measures e.g. fire resistance levels and essential fire safety services
  - Wet areas
  - Lighting/ ventilation
  - Sound transmission class rating
  - Stair construction and balustrades
- Evidence of any accredited component, process or design to be relied upon, where relevant (alternate solution as provided for under the National Construction Code)
- Site Preparation
- Finishes

<b>Structural Design and Computations</b>	<p><i>Structural Design can be supplied in the form of detailed plans that are signed, dated and certified by a suitably qualified structural Engineer for the following components of the proposal:</i></p> <ul style="list-style-type: none"><li>• Footings</li><li>• Piers</li><li>• Slab reinforcement</li><li>• Steel frames/beams</li><li>• Timber frame, truss tie down and bracing</li><li>• Support for party walls</li></ul>
<b>Home Builder Compensation Fund Policy</b>	<p><i>This is a policy that your builder is required to take out when the value of works by a licensed builder exceeds \$20,000.</i></p> <ul style="list-style-type: none"><li>• Provide a copy of the Home Builder Compensation Fund Policy.</li></ul>
<b>Owner Builder Permit</b>	<p><i>This may be required if you are going to be completing the works yourself. Refer to Section F of the notes for completing application to see if this is applicable to you.</i></p> <ul style="list-style-type: none"><li>• Council requires a copy of your Owner Builder Permit prior to the commencement of works.</li></ul>
<b>Contract Agreement for the Performance of Certification Work</b>	<p><i>This is a contract between yourself and Wentworth Shire Council when you nominate Council as your Principal Certifying Authority</i></p>

- Note:**
- All plans are to be drawn to scale and provided in A3 size (where possible).
  - If both the applicant and owner are happy to receive all correspondence via email, only 1 set of plans needs to be submitted with the application. However if hard copies are required, submit 3 copies.