

Warringah Council

# Application For Construction Certificate

Made under the Environmental Planning and Assessment Act 1979,  
Section 109 C (1b), 81 A (5)

## Address the application to:

- The General Manager  
Warringah Council  
DX 9118 Dee Why
- Customer Service Centre  
Warringah Council  
Civic Centre, 725 Pittwater Road  
Dee Why NSW 2099

## If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

## To lodge your application:

- Phone quality application checker on 9942 2749 to make an appointment

## Office Use Only

June 07

## PART 1 Applicants Details

### Applicant Details

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Mr  Mrs  Ms  Other

Full Family name (no initials)  
(or Company)

Full Given names (no initials)  
(or A.C.N)

Postal address

We will post all letters to this address

Postcode

Phone ( )

Alternate ( )

Mobile

Facsimile ( )

Contact Person

Person who may be contacted to discuss the application during business hours

## PART 2 Owner's Consent

### Owner's consent

Every owner of the land must sign this form.

If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form.

Alternatively a letter on company letterhead signed by authorised person/s.

If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Alternatively a letter on strata management letterhead or minutes signed by Body Corporate Chairman.

Owner

Address

Postcode

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application.

Applicant Signature

Date \_\_\_/\_\_\_/\_\_\_

Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. Please contact Council for confirmation of land ownership, according to our records.

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg power of attorney, executor trustee, company director, etc).

## PART 3 Site Details

A. Location of Property	Unit No. <input type="checkbox"/>	House No. <input type="checkbox"/>	Street <input type="text"/>
We need this to correctly identify the land.	Suburb <input type="text"/>	<input type="text"/>	
	Real Property Description (e.g. Lot/DP, etc) <input type="text"/>	<input type="text"/>	

B. Description of work	Type <input type="checkbox"/> Building Work	<input type="checkbox"/> Subdivision Work
Please describe briefly everything that you want approved by the council, including signs, hours of operation, use, subdivision, demolition etc.	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

C. Estimated cost of work	Estimated cost of work: \$ <input type="text"/>
Must be signed	
The estimated cost of development or contract price is subject to a check by Council before final acceptance.	Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person. <input type="text"/>
	NAME (printed), & qualification SIGNATURE of qualified person certifying value of work

D. Development Consent	Dev. Consent No. <input type="text"/>	DA (Year) / (Number) <input type="text"/>
	Date of Determination <input type="text"/>	

E. Building Code of Australia	BCA Classification <input type="text"/>
	This information is nominated on your development consent.

F. Builder Details	Name <input type="text"/>
If known. To be completed in the case of residential building work.	Licence No. <input type="text"/>
	OR
	Owner/builder Permit <input type="text"/>

## PART 4 Checklist & Declaration

All the details sought in the accompanying checklist must be provided.

**THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION.  
FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL  
RESULT IN YOUR APPLICATION BEING RETURNED.**

### Declaration

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

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

I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested.

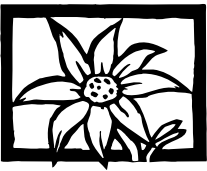
I acknowledge that if the information provided is misleading any approval granted 'may be void'.

Further I also certify that the plans and specifications submitted in support of this application are fully compliant with the relevant development consent.

I acknowledge that applications with significant variations to the Development Consent may be refused without discussion.

Applicant Signature

Date \_\_\_/\_\_\_/\_\_\_



REQUIRED	SUPPLIED	
	YES	NO - WHY NOT
<p><b>DEVELOPMENT CONSENT COMPLIANCE STATEMENT</b> (3 copies) An itemised statement of compliance with all relevant conditions of your Development Consent. The conditions of your development consent will specify what additional information is required to lodge a Construction Certificate application.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>PLANS</b> (3 copies) Plans must be drawn to scale in ink and on A4 or A3 size paper. (Larger plans will only be accepted on prior agreement of Council) Free hand, single line or illegible drawings will not be accepted.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Three coloured copies of all plans must be submitted with your application</li> <li><input type="checkbox"/> Two A4 copies of each plan and diagrams must be supplied</li> <li><input type="checkbox"/> The following information should be included on all plans and documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant's name, block/house/shop/flat number, street/road name, town or locality</li> <li><input type="checkbox"/> Lot Number, section number, DP number. (Found on rate notice or land title)</li> <li><input type="checkbox"/> Measurement in metric</li> <li><input type="checkbox"/> The position of true north</li> <li><input type="checkbox"/> Building, or parts of building to be demolished to be indicated in outline</li> <li><input type="checkbox"/> Draftsman/Architect name and date</li> <li><input type="checkbox"/> Coloured on elevations/sections as colour code below: Brick – Red; Rooftiles – Orange; Concrete – Dark Green; Tile – Purple; Fibre Cement Sheets/Cement Render – Light Green; Glass &amp; Glass Bricks – Light Blue; Sandstone – Light Brown; timber – Yellow; Steel, Galvanised Iron – Dark Blue.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>SURVEY PLAN</b> (3 copies) Information should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan to scale preferably 1:100.</li> <li><input type="checkbox"/> Plan to show all existing structures.</li> <li><input type="checkbox"/> Plan to show all trees greater than 5m in height &amp;/or 3m in canopy spread. The exact location of any such tree, the RL at their base and their height and canopy spread.</li> <li><input type="checkbox"/> Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Levels – contour and spot levels (drawn at Australian Height Datum).</li> <li><input type="checkbox"/> Easements and rights of way (Council &amp; Private).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>SITE PLAN</b> (3 copies) 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. A site plan should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings to scale preferably 1:100.</li> <li><input type="checkbox"/> Location of the new and existing buildings in relation to site boundaries.</li> <li><input type="checkbox"/> Location/position of all buildings/structures on adjoining land (showing street number and street address).</li> <li><input type="checkbox"/> Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways.</li> <li><input type="checkbox"/> Relative location of adjoining building.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

YES NO - WHY NOT

**SITE PLAN (CON'T)**

- Location of any adjoining owner windows facing your development.
- Levels – contour and spot levels.
- Easements and rights of way including common or party walls.
- Existing stormwater drainage location.
- Location of vehicle access and car parking (indicating extent of cut and fill and gradients). Engineering details may be required.
- Zone boundaries if multiple zoning apply.
- Site safety and security fencing during construction.

Measurements including:

- Length, width and site area of land, both existing and proposed.
- Width of road reserve.
- Distance from external walls and outermost part of proposed building to all boundaries.
- Approximate distance from proposed building to neighbouring buildings.

**SUBDIVISION, DRAINAGE AND ROADWORKS**

If you are going to carry out work to do a subdivision (eg building roads or a stormwater drainage system):

- The details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- The details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (like water, road, electricity, sewerage)
- The existing ground levels and the proposed ground levels when the subdivision is completed
- Copies of any compliance certificates on which you rely
- Detailed engineering plans (3 copies). The detailed plans might include the following:
  - Earthworks
  - Roadworks
  - Road pavement
  - Road furnishings
  - Stormwater drainage (including onsite detention works/ water quality control ponds)
  - Water supply works
  - Sewerage works
  - Landscaping works
  - Construction
  - Management run
  - Traffic management plan
  - Soil and water management plan
  - Stormwater or on-site detention drainage plans in accordance with Councils “on-site stormwater detention specification” IIsax or drains model.

**FLOOR PLAN (3 copies)**

A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development. Floor plans should include:

- Drawings to scale preferably 1:100.
- Outline of existing building/development on site (shown dotted).
- Room names, areas and dimensions.
- Window and door locations and sizes.
- Floor level and steps in floor levels. (RL's)
- Access for persons with a disability (if in a new public building).
- Location of plumbing fixtures (where possible).
- Wall structure type and thickness.

YES NO - WHY NOT

**ELEVATION PLAN** (3 copies)

Elevation plans are a side on view of your proposal. Drawings of all effected elevations (north, south, east and west facing) of your development need to be included in your application. Elevation plans should include:

- ▣ Drawings to scale preferably 1:100.
- ▣ Outline of existing building/development on site (shown dotted).
- ▣ Location/position of all buildings/structures on adjoining land (showing street number and street address).
- ▣ Exterior cladding type and roofing material/colour.
- ▣ Window sizes and location.
- ▣ Stormwater drainage pipes (downpipes and gutter).
- ▣ Chimneys, flue exhaust vents, duct inlet or outlet.
- ▣ Reduced levels (AHD) for Ridge & Floor as a minimum.

**SECTION PLAN** (3 copies)

A section(s) is a diagram showing a cut through the development at the most typical point. Sections should include:

- ▣ Drawings to scale preferably 1:100.
- ▣ Outline of existing building/development on site (shown dotted).
- ▣ Section names and where they are shown on plan (ie A/A B/B etc).
- ▣ Room names.
- ▣ Room and window heights.
- ▣ Details and chimneys, fire places and stoves.
- ▣ Roof pitch and covering.
- ▣ Site works, finished and proposed floor & ground levels in RL's (indicate cut, fill and access grades).
- ▣ Stormwater or on-site detention drainage plans in accordance with Councils "on-site stormwater detention specification" Ilxax or drains model.

**SPECIFICATIONS AND STRUCTURAL DETAILS** (3 copies)

A specification is a written statement that should include as a minimum:

- ▣ The construction of the building to specific BCA standards and materials to be used.
- ▣ Type and colour of external finishes.
- ▣ Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars.
- ▣ The method of drainage, effluent disposal and provision of water supply.
- ▣ Any other details relevant to the construction of the building.

Note: Three copies of the specification must be supplied.

**ADVERTISING STRUCTURE/SIGN** (3 copies)

If you are planning on erecting an advertising structure or sign you will need to supply the following:

- ▣ Details of the structure, materials to be used and how it will be fixed to the building.
- ▣ Its size, colours, lettering and overall design.
- ▣ The proposed location shown on a scale plan and building elevation.
- ▣ The amount and extent of light spill.

**FIRE SAFETY MEASURES SCHEDULE** (3 copies)

- ▣ Proposed alterations to existing building (BCA Classes 2 to 9) to be accompanied by a fire safety measures schedule listing all existing and those proposed to be installed in the building including the standard of performance.
- ▣ For a new development (BCA Classes 2 to 9) a fire safety measures schedule listing all those proposed to be installed including the standard of performance.

**RESIDENTIAL FLAT BUILDINGS - DESIGN VERIFICATION**

Provide a design verification from a qualified designer in which the Development Application was required under clause 50 (1A) of the Environmental Planning and Assessment, Act, 1978. The design quality principles set out Part 2 of State Environmental Planning Policy No - 65 Design Quality of Residential Flat Developments.

YES NO - WHY NOT

**HOME BUILDING ACT REQUIREMENTS**

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

- in the case of work by a licensee under the Act:
  - a statement detailing the licensee’s name and contractor licence number, and
  - documentary evidence that the licensee has complied with the applicable requirements of the Act, or
- in the case of work done by an other person:
  - a statement detailing the person’s name and owner-builder permit number, or
  - 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 the 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.

# CONFIRMATION OF SUBMISSION OF ALL REQUIRED DOCUMENTATION.

**Signature of Architect/Person Preparing Plans**

(Confirming submission of all required documentation)

**Date**

**OFFICE USE**

Initials of Customer service officer accepting application.

## Office Use Only - Part A\*

Receipt No:

Cashier Type 6600:

Property No:

Picked Up:

C R No:

Receiving Officer:

Notes Number:

Posted:

Permit No:

Inspection by:

Date:  Rang:

Spoke to:  Time:  pm/am

Level No:

Total Amount Payable: \$

**\*Part A is a universal section, please use applicable boxes only**

## Credit Card Details - Council Payment Fax No: 9942 2606

Please charge my: American Express  Master Card  Visa

Card Number:           Expiry Date  /

Card Holders Name  Amount \$

Signature  Phone (  )  daytime

**Please note that all Credit Card payments are subject to a 1% service fee.**