

# Construction Certificate application - Building

Under Sections 109C (1)(b), 81A (2) and 81A (4) of the *Environmental Planning and Assessment Act 1979* and clause 139 of the *Environmental Planning and Assessment Regulation 2000*

## About this form

You can use this form to obtain approval to undertake building work.

## How to complete this form

- 1 Ensure that all fields have been filled out correctly.
- 2 Please note that all fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3 Once completed you can submit this form by mail or in person. Please refer to the lodgement details section for further information.

## Property Details

Lot Number\*

Section Number\*

Deposited/Strata Plan Number\*

Address\*

Suburb/Town\*

Postcode\*

## Applicant Details

Note: The applicant must be the property owner or a person authorised by the owner to lodge the application. A building contractor cannot be the applicant unless the contractor is the owner of the property.

Applicant(s) Surname/Company\*

Given Names\*

Postal Address\*

Suburb/Town\*

State\*

Postcode\*

Telephone Number\*

Mobile Number

Email Address

Note: It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.

## Office Use Only

Application Number

Total Fees Paid

Receipt Number

Date

## Owner(s) Details

Given Name/s\*

Surname\*

Organisation/Company Name\* (if applicable)

ABN/ACN\* (if applicable)

Address\*

Telephone Number\*

Mobile Number

Email Address

## Proposed Development

Type of development (tick as applicable):

Erect a new building

Carry out a work

Refurbishment

Signage/awning/canopy

Alterations/additions/partitions

Services

Shop fitout

Other

Building Code of Australia Classification

Detailed description

Estimated cost (inclusive of GST)

Is there an alternate or fire-engineered solution for the existing building? No  Yes  If yes, provide details below

Alternate / fire-engineered solution - details

## Development Consent

Development Consent Number

Date of Determination

## Proposal Particulars

Land area (m<sup>2</sup>)

Gross floor area (m<sup>2</sup>)

What are the current uses of all or parts of the building(s)/land? (if vacant please state)

What is the gross floor area of the proposed addition or new building?

Gross floor area (m<sup>2</sup>)

What are the proposed use of all parts of the building(s)/land?

Is a new residential building to be attached to an existing building?

Yes

No

N/A

Is the new building to be attached to any other new building?

Yes

No

No. Pre-existing dwellings

No. dwellings to be demolished

Proposed dwellings

No. of storeys in new building

## Materials to be used

*place a tick in the box which best describes the materials of which the new work will be constructed*

### Walls

Brick veneer

Full brick

Single brick

Concrete block

Concrete/masonry

Concrete

Steel

Fibrous cement

Hardiplank

Timber/weatherboard

Cladding-aluminium

Curtain glass

Other

Unknown

### Roof

Aluminium

Concrete

Concrete tile

Fibrous cement

Fibreglass

Masonry/Terracotta  
shingle tiles

Slate

Steel

Terracotta tile

Other

Unknown

### Floor

Concrete

Timber

Other

Unknown

### Frame

Timber

Steel

Aluminium

Other

Unknown

## Principal Certifying Authority

Greater Taree City Council

Yes

No

**Note:** If Yes, please complete Appointment of PCA Form, available on Council's website.

## Construction Work (not applicable to Complying Development Certificates)

Are you seeking a Construction Certificate for all work in this application?

Yes

No

This stage

Future stages

### Builders Details

#### Licensed Builder

Name

Address

Suburb/Town

Postcode

Licence Number

Telephone Number

#### Owner Builder

Name

Address

Suburb/Town

Postcode

Licence Number

Telephone Number

### Council Requires

- One (1) copy** of structural details for the proposal including footing and floor slab design, framing and bracing details and other details addressing relevant Building Code of Australia requirements.

- One (1) copy** of specifications. Specifications are a statement of building requirements describing the loading conditions, design practices, materials and finishes. Specifications are typically drafted by architect/draftsperson or specification booklets can be purchased from some newsagents.

- One (1) copy** of BASIX certificates ensuring that the requirements of the BASIX certificate are also shown on the plans and specifications. **(not needed if Lodged with DA)**

- One (1) copy** of full architectural plans. **(not needed if Lodged with DA)**

## Owner(s) Consent

Registered Owners Name\*

Position\*

Signature\*

Date\*

Registered Owners Name\*

Position\*

Signature\*

Date\*

Company Name

Applications can not be accepted without the full consent of ALL Landowners

- If there is more than one landowner, every owner must sign
- If the owner is a company or owner's association, the application must be signed by an authorised person.
- If you are signing on the owner's behalf as their legal representative, you will need to state your legal authority (eg Power of Attorney, Executor, Trustee) and attach evidence of this authority.
- Applicants in caravan parks require the signature of the park owner.

## Applicant's Consent

Council will not process an application that is incomplete or non-complying with lodgement requirements.

- I apply for approval to carry out work described in this application. I declare that all information in the application is to the best of my knowledge, true and correct.
- I understand 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.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I understand that MidCoast Council may use the information and materials provided for notification and advertising purposes.
- I understand that the information and materials provided may be made available to the public for inspection and copying at Council's Customer Service Centre and Council's website

Applicant's Name

Applicant's Signature\*

Date\*

## How to lodge this form

Completed form can be:

- Emailed to [lodgement@midcoast.nsw.gov.au](mailto:lodgement@midcoast.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

**Privacy Notice:** Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**