

## When is a Construction Certificate Application Required?

A Construction Certificate Application is required to be approved prior to any works that have received Development Consent, can commence.

Complete detailed drawings, including landscape and engineering details, are required with a Construction Certificate Application. It is not possible to issue a certificate conditional upon such details being submitted later.

A Principal Certifying Authority (PCA) undertakes mandatory inspections of building works throughout the construction process. You may choose to appoint Council or a Private Certifier to undertake this role.

The PCA is the person responsible for ensuring compliance with the Development Consent, Construction Certificate, Complying Development Certificate, the Building Code of Australia and other applicable building regulations during the construction process. The PCA is also the person who will issue an Occupation Certificate at the completion of construction works.

If you appoint a private certifier as the PCA, Council's only role is to receive a copy of the full application and certificate and have them available for public inspection on request. A fee may be charged for this service.

If you choose Council as your PCA, all mandatory inspections and the production of an occupation certificate are an essential part of the package and are included in the fees paid when lodging your application.

## Documents required

The following is required prior to Council lodging and/or approving your application:

- **Construction Certificate Application Form** fully completed.
- **Agreement for the Performance of Certification Work** fully completed.
- **ORIGINAL signature of consent of all owners of the land** (including on inside cover).
- Four copies each of:
  - Site plan showing existing structures, easements and distances to boundaries.
  - Working drawings, including fully dimensioned elevations, sections, floor plans.
  - Details of termite protection, bracing and tie-down.
  - Design of footings and structural members by a suitably qualified structural engineer.
- **Proof of Home Owners Warranty Insurance** for contract work greater than \$20,000.
- **Owner- Builder's Permit** for residential owner-builder jobs greater than \$5,000.
- **Building Specifications** x 2 copies.
- **BASIX Certificate** up to date x 2 copies.
- **Compliance with conditions of consent and Building Code of Australia** full details outlining compliance (can be indicated on plans).
- **Fire safety measures** details of existing, proposed and any details of fire resistant construction x 2 copies.
- **Driveway Levels Application Form** for all new residential developments and when required as a Condition of Consent
- **Damage Bond Application Form** for all new residential developments and when required as a Condition of Consent (bond refunded less an administration fee at end of construction).
- **Septic Tank Application Form** (in unsewered areas) with full details of system provided.
- **Other Information** relevant to your application (e.g; operating hours, carparking arrangements, loading/unloading arrangements etc).
- **Payment of fees**