



Application Form

Complying Development Certificate - Building

Office Use Only

Application Number <input type="text"/>	Receipt Date <input type="text"/>	Fee <input type="text"/>	Receipt Number <input type="text"/>
Account Number CDC Fees – 4650.1024 Inspection – 4650.1037	Type Code CD Insp-BLG	Receipt Type 198 202	Customer Service Officer <input type="text"/>

Part 1 – Site Address

Unit/Street Number <input type="text"/>	Street Name <input type="text"/>
Suburb/Town <input type="text"/>	Postcode <input type="text"/>
Lot Number <input type="text"/>	Section <input type="text"/>
DP/SP Number <input type="text"/>	Volume/Folio <input type="text"/>

Part 2 – Development Details

A. Description of Complying Development

E.G – Dwelling house with carport and driveway
– Construction of a two storey dwelling with double garage and an in-ground swimming pool

Nature of Works

Residential

- New Residential Building
- Alterations and Additions
- Ancillary Development
- Subdivision
- Additional Use

Commercial / Industrial

- New Building
- Alterations and Additions
- Use of Premises

Other

- Fire Safety
- Temporary Development
- Demolition Only

Estimated Cost of Development

Note: Calculated in accordance with Camden Council's Cost Guide, a completed contract or a quantity surveyors report.

B. Building Classification under the Building Code of Australia.

Existing Classification

New Classification (if changed)

C. Pre-Application Advice

If written advice was received, please provide a copy with the application documents.

Have you received any pre-application advice from Camden Council?

Yes

No

Officer Name

Reference Number

Date

Note: Have you confirmed that the desired development type is allowed in the zone in which the property is located? If you are unsure, please contact Camden Council.

D. Long Service Levy

- If the value of the work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Construction Certificate can be provided.
- The levy can be paid online through the Long Service Levy Payments Corporation website, or paid to Camden Council as an agent.
- Partial levy exemptions may be applicable in some instances; for further information contact the Long Service Levy Corporation.

Has the Long Service Levy been Paid?

Yes – Please include a copy of the receipt with the submission documents.

No – It must be paid prior to the forwarding or delivery of the Complying Development Certificate application.

Not required

E. Wall Erection & Demolition

i) Does the development involve the erection, demolition of a wall on a boundary? Yes No

ii) Is there a wall on the adjoining property adjacent to the wall to be erected, demolished or removed that is less than 0.9m from the boundary? Yes No

If you answered yes to both of these questions, a professional engineer's report detailing the method of maintaining support to the wall on the adjoining property is required to be submitted with the application.

F. Asbestos

i) Will any bonded or friable asbestos material be disturbed, repaired or removed in carrying out the development? Yes No

ii) If yes, is the estimated area of the material more than 10m²? Yes No

- If the work involves the removal of bonded or friable asbestos (of more than 10m²), a copy of the signed contract between the demolisher and applicant / owner (the person having the benefit of the Complying Development) will be required prior to work commencing
- The contract must indicate whether any asbestos material will be removed, and if so it must specify the licensed landfill site (that may lawfully receive asbestos).

Part 3 – Information for Industrial/Commercial Only

A. Contamination

Is the development site: -

i) Used, or formally used, for a purpose listed in Table 1 – Clause 3.21 of Managing Land Contamination : Planning Guidelines, SEPP 55 – Remediation Land (1998) by the Department Of Planning and Environment and the Environmental Planning Authority? Yes No

ii) On the list of sites notified under S.60 of the Contamination Land Management Act 1979? Yes No

Officer Name

Reference Number

Date

Note: Have you confirmed that the desired development type is allowed in the zone in which the property is located? If you are unsure, please contact Camden Council.

B. Existing Lawful Use

- The part of the premises subject to this application must already have a current lawful use.
- The conditions of consent of the nominated current lawful use must not be contravened by the proposed use (hours of operation, parking etc.)
- If a development consent for the current lawful use does not exist, or the proposal involves a change to any of the conditions, a DA must be lodged.
- If the proposal involves an area of more than 500m², a building Fire Safety Upgrade Report from an independent accredited certifier may be required to be submitted with this application.

Please provide the relevant Development Consent No. and the approval date for the **current lawful use**: -

Development Consent No.

Date:

C. First Use

- There must be existing development consent for the building.
- The conditions of such a consent must not be contravened by the proposed use (hours of operation, parking, etc.)
- Should the building, or part of the building subject to this proposal, already have consent for a lawful use, or should the proposal involve a change to these conditions, the 'first use' Complying Development provisions cannot be used.

Please provide the relevant Development Consent No. and the approval date for the **building** -

Consent No.

Date:

D. Proposed Hours of Operation & Staff / Occupant Number

	From	To
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

No. of Staff	
Max No. of Occupants	

- If the proposed hours of operation are outside those specified in the conditions of the relevant consent nominated, the proposal is not complying development.
- If the relevant consents nominated do not have a condition relating to hours of operation, the hours of the proposed development must be in accordance with Clause 21 of the Commercial Code.

Part 4 – Building: General Details

Development Size

Amount of floor space proposed (m²)

New

Proposed

Area of Land (m²)

Fire Safety Measures

Does the existing building currently have existing fire safety measures installed?

- Yes – Please provide a schedule listing all fire safety measures
- No

Does the new building works propose new or modified fire safety measures?

- Yes – Please provide a schedule listing all proposed and existing fire safety measures
- No

Does either the existing or new building works incorporate a Performance Based Alternative Solution pursuant to the National Construction Code – Building Code of Australia?

- Yes – A copy of which is provided with this application that has been prepared by a suitable Accredited Certifier.
- No

Part 5 – Other Approvals

Roads

(i) Will the development connect to a public road?

- Yes – Go to (ii) No

(ii) Do you require a connection of a driveway to the road?

- Yes – See note 2 No – Go to (iii)

(iii) Do you require a connection for stormwater or utility service?

- Yes – See note 3 No

(iiii) Is the road classified? A main road, highway, freeway, controlled access road, secondary road, tourist road, tollway, transitway, State work or Crown road.

- Yes – See note 1 No

Relevant Referral

1. Under the *Roads Act 1993*, this application will be referred to the Roads and Maritime Services for approval
2. If the application involves building a driveway, it requires an additional approval under the *Roads Act 1993*.
3. If the application involves connecting stormwater or utility to the street kerb or within the footpath, additional approval for a Road Opening Permit is required.

Other Council Approval

Does the application involve the building of a septic tank?

Yes – See note 1

No

Relevant Outcomes

1. Under the *Local Government Act 1993*, this application requires approval to build a septic tank from Council.

Part 6 – Building Work Details

Who will be carrying out the building work?

Not determined at this time – This information will be required prior to the work commencing.

Owner-Builder – If the value of any residential work exceeds \$10,000, a copy of an Owner-Builder permit must be presented to the PCA prior to the building work commencing.
If the value of the proposed work (residential or otherwise) exceeds \$20,000, you must have either completed an approved owner-builder course, or can satisfy the approved equivalent qualifications.
Further information about these permits can be found from the Fair Trading website.

Licensed Builder – Provide details below:

Name Licence Number

Unit/Street Number Street Name

Suburb/Town State Postcode

Phone Number Email

Part 7 – Ownership

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them – Provide details of the owners below

I am NOT the owner (e.g. I am an agent) – Provide details of the owner(s) below

Title Given Name(s) Family Name

Organisation / Company Name (if applicable) ABN / ACN

Address

Contact Phone Number Email Address

First Owner's / Authorised Delegate's Signature Date

Second Owner's / Authorised Delegate's Signature Date

Third Owner's / Authorised Delegate's Signature Date

Note:

If there is insufficient room above, or as an alternative to the above, the applicant can provide a signed letter from the respective owners consenting to the lodgement of the application.

If the property is owned by one or multiple individuals that individual(s) must sign this application form.

If the property is owned by one or multiple companies an authorised delegate from that company(ies) must sign this application form (identifying themselves as an authorised delegate) or provide a signed letter on letterhead paper identifying themselves as an authorised delegate of the company(ies) and consenting to the lodgement of the application.

If a property is strata titled, in addition to providing the consent of the owner, an authorised delegate from the Strata Body Corporate must sign this application form (identifying themselves as an authorised delegate) or provide a signed letter on letterhead paper identifying themselves as an authorised delegate of the Strata Body Corporate and consenting to the lodgement of the application.

Please note that if you have only very recently purchased your property, Council's records may still show the previous owner as the owner of the property. In such an event, a letter from your conveyancer or solicitor will be required stating that you are now the owner of the property.

Part 8 – Applicant Details

Details of the Applicant*

*An application for a construction certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work was carried out.

Mr Ms Mrs Dr Other: _____

First Name

Family Name

Company Name (if applicable)

ABN (if applicable)

Unit/Street Number

Street Name

Suburb/Town

State

Postcode

Daytime Telephone

Fax

Mobile

Email

Part 9 – Applicant Declaration

Political Donations or Gifts

Have you, or any persons with a financial interest in this application, made a political donation or gift (greater than \$1000) in the previous two years?

(Section 147 of the *Environmental Planning and Assessment Act 1979*)

Yes

No

Note: If yes, please complete and submit 'Political donations and disclosure statement' within the application documents.

Conflicts of Interest

Does Camden Council employ the applicant or owners(s) of the property or is the applicant or owner(s) a Councillor?

Yes – State below

No

Is the application being submitted on behalf of an employee or Councillor?

Yes – State below

No

If yes, state their name(s):

Requirements

Please ensure the relevant Checklist has been completed and submitted with the application documents

- I declare that all relevant drawings required by **my development type** have been provided.
- I declare that all relevant documents required by **my development type** have been provided.
- I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge.
- I declare that I have completed a [Contract for Certification Works](#).

- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I declare the electronic data provided is a true copy of all plans and associated documents submitted with this development application.
- I understand Council may use materials provided for notification/advertising purposes.
- I understand the materials provided will be made available to the public for inspection and copying at Council's Customer Service areas and on Council's website.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.

Applicant Name

Applicant Signature

Date