



Office use only: DA

Construction certificate application

Made under Part 4A, Environmental Planning and Assessment Act 1979

Use this form to apply for a construction certificate for proposed building work. You can only make this application if you have prepared detailed building plans, specifications and certified engineering details

For assistance with completing this form you may want to refer to the [Planning and Development](#) section of Council's website or phone Council during business hours.

Complete this form then print and sign before returning to Muswellbrook Shire Council by mail, fax or in person as per above listed contact details. Fees will be calculated upon receipt of this form to Council.

Applicant details

Are you lodging this application with a development application?

Yes **No**, you may only lodge this application if you already have development consent.
If you answered no, have you complied with all the conditions of development consent that require specific matters to be completed or satisfied before a construction certificate may be issued (please check the consent before lodging this application)? (For example detailed landscape and drainage plans, drainage calculations, section 94 contributions etc)

Yes **No**

Consent no. Date Building classification

Title Mr Mrs Miss Ms Other

Surname/Company name

Given names/ABN

Postal address

Daytime phone After hours phone Fax
(if applicable)

Email Contact person
(if differs from above)

Site details

Details can be obtained from rates notice, property deeds or Council property maps.

Unit/Shop/Suite no. Street no. Street name

Township Owner

Lot(s) no. Section no. Deposit/Strata Plan no.

Additional details
(if applicable)

Checklist

You must provide the required number or copies, (if the proposal is for alterations or additions all new work must be coloured).

- Where relevant, ensure you provide:
- Four copies of the detailed building plans
 - Four copies of the specification
 - Four copies of certified engineer's details
 - Any documentation or information required by a Basix Certificate
 - Details of any fire safety measure whether existing or proposed for all building other than Class 1a or Class 10 buildings

Builder information You must provide the builder's name, address and licence number, or owner builder permit number.

The building work will be constructed by **Owner builder** **Licensed builder** **Unknown**

Builders license no./Owner builder permit no.

Title Mr Mrs Miss Ms Other

Surname/Company name

Given names/ABN

Postal address

Daytime phone After hours phone (if applicable) Fax

Email Contact person (if differs from above)

Owner builder: If you are an owner builder for residential building work exceeding \$5,000 you must apply for a permit at the department of Fair Trading. A copy should be provided with this application.

Owner builder permit required? **Yes** **Not relevant**

Licensed builder: If you are using a licensed builder for residential building work exceeding \$20,000 you must obtain Home Building Act insurance. A certificate of insurance must be provided with this application or submitted with the notice of commencement

Do you need Home Building Act insurance? **Yes** **Not relevant**

Development work exceeding \$24,999: If the development involves building or subdivision work exceeding \$24,999 you are required to pay the Building Industry Long Service Levy.

You can pay with your application fee. Alternatively send your payment to the Long Service Payments Corp, Locked bag 3000, Central Coast MC, NSW 2252. Phone 131 441 for further details. Proof of payment must be submitted to Council before your application can be determined.

Do you need pay Long Service Levy? **Yes** **Not relevant**

Have you discussed the plans with a Council Officer?

Yes, I spoke to **Not relevant**

Required information

Estimated value of the works (inc. GST)
(State the full contract price of any labour and materials, or a realistic estimate provided by your architect or surveyor)

Land area (m²) Gross floor area of existing building (m²)

Present main use of existing building

Other present uses

Does site contain dual occupancy? **Yes** **No**

Gross floor area of proposed building (m²)

Proposed main use of new building

Other proposed uses

Required information continued

Proposed number of storeys

Number of existing dwellings at site

Number of dwellings proposed to be demolished

Number of dwellings proposed to be constructed

Proposed main building materials tick most relevant

External walls		Roof		Floor		Frame	
11	Double brick	10	Tiles	20	Concrete	20	Concrete
12	Brick veneer	20	Slate/concrete	40	Timber	40	Timber
15	Aluminium cladding	30	Fibre cement	80	Other _____	60	Steel
20	Stone/concrete	35	Fibreglass	90	Not specified	70	Aluminium
25	Colorbond	40	Steel			80	Other _____
30	Fibre cement	50	Aluminium			90	Not specified
35	Hardi Plank	75	Colorbond				
40	Timber	80	Other _____				
50	Curtain glass	90	Not specified				
55	Vinyl clad						
60	Steel						
65	Weatherboard						
70	Aluminium						
75	Rendered brick						
80	Other _____						
90	Not specified						

Owner consent

All owners of this land must sign this form. When work affects a joint wall (e.g. semi-attached or terrace dwelling) consent of both property owners is required. If the owner is a company, this form must be signed by an authorised director and stamped with the common seal.

If the property is a unit under strata title or a lot in a community title, this form must be stamped with the common seal of the body corporate over the owner's signature and be signed by the chairperson or secretary of the body corporate or appointed managing agent.

This application will not be accepted without owner's consent, this is a strict requirement for all applicants. If you are signing on behalf of the owner, as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company direct).

Name of owner/s

As the 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. I accept that all communication regarding this application will be through the nominated applicant.

Signature 1

Date

Signature 2
(if applicable)

Date

Signature 3
(if applicable)

Date

Applicant's declaration

I apply for a construction certificate to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected,
- More information may be requested within 21 days of lodgement
- The application, if lodged simultaneously with the development application form, will automatically be rejected if the necessary information has not been provided to Council at the expiry of 30 days from the development application determination date.

Signature 1

Date

Signature 2
(if applicable)

Date

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	Amount inc gst	Receipt code	Date	Cashier signature
Construction certificate fee	\$			
Long service levy	\$			
S94 contributions	\$			
Bonds/guarantees	\$			
Other fees	\$			
Total	\$			

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council

The supply of the information by you is/is not voluntary. If you cannot provide or do not

wish to provide the information sought, the Council may/will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.