



Made under The Provisions of the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000, Clause 139(1) and 148.

If you need help lodging your form, contact us		Office use only		
Email	council@northernbeaches.nsw.gov.au	Form ID	2025	
Phone	1300 434 434	TRIM Ref	C001553	
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	July 2019
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Environmental Compliance
			Application No.	
			Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Site Details

	New Construction Certificate		Amendment to Previously Issued Construction Certificate	CC	/
Unit/Suite		Street No		Street	
Suburb			Lot No	Deposited/Strata Plan	
Development					
Development Application No				Determination Date	
Modification Application No:				Determination Date	

Part 2: Applicant Details

Name/Company					
Surname		Given Name			
Address					
Phone No		Mobile No			
Email Address					
Signature of Applicant		Date			

Part 2: Applicant Details Continued

OWNERS CONSENT			
As the owner(s) of the property, I/We give consent to this application & permit authorised Council personnel to inspect the property			
Title			
Given Names			
Family Name			
Organisation Name			
ABN Number			
Address		Postcode	
Business phone		Mobile phone	
Email			
Signature			

COMPANY/ORGANIZATION	
<p>If the owner is a company, owner's consent is to be provided in one or more of the following ways:</p> <ul style="list-style-type: none"> • Execution of Owners Consent Form (or other document to the same effect) in accordance with section 127(1) of the Corporation Act 2001. • Common seal affixed to, and execution of, owners consent form (or other document to the same effect) in accordance with S127 (2) of the Corporation Act 2001 <p>Together with an up to date ASIC company extract and other relevant supporting documents</p>	
NEW OWNER/S	
<p>If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of the certificate of title • A letter from your Solicitor confirming settlement • Previous owner(s) to provide owner(s) consent 	
STRATA TITLE/OWNER'S CORPORATION	
<p>If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:</p> <ul style="list-style-type: none"> • The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent. • A letter on strata management letterhead • Minutes signed by the owner's corporation, clearly stating the words 'supported for lodgment of a Exemption Application'. 	
STRATA TITLE/OWNER'S CORPORATION	
<p>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 (e.g. Power of Attorney, executor, trustee, company director, etc.).</p>	
SIGNING ON OWNER(S) BEHALF	
<p>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 (e.g. Power of Attorney, executor, trustee, company director, etc.).</p>	
<p>As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for the authorized Council Officer/s to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant/s</p>	

Part 3: Development Details

Type of Work		Building Work		Subdivision Work
Description of proposal - (provide brief, concise details)				

Part 4: Who will be doing the building works

Owner Builder		Owners Builders Permit No			
Copy of owner builders permit attached			Yes		No - to be provided with Notice of Commencement form
If you are an Owner-Builder for the residential building work exceeding \$5000 you must apply for a permit at NSW Office of Fair Trading, 1 Fitzwilliam Street, Parramatta NSW 2150 Australia. Tel: 61 2 9895 0111 Fax: 61 2 9895 0222. www.fairtrading.nsw.gov.au					
OR					
Licensed Builder		Builders License Number			
Name of Builder				Phone	
Contact person				Mobile	
Address					
Insurance Company					
Insurance Certificate Attached			Yes		No - to be provided with Notice of Commencement form
From 1 February 2012 if you are using a licensed builder for residential building work exceeding \$20,000 you must obtain Home Warranty Insurance issued under the Home Building Act. A certificate of insurance must be provided with this application or submitted with the Notification of Commencement form.					

Part 5: Value of Works

Value Of Works (include full cost of labour and materials)	\$			
Do You Need To Pay The Building Industry Long Service Levy? Only required if the development involves building and construction works costing \$25,000.00 and above. Further details are available from the Long Service Corporation on telephone 13 14 41 or www.longservice.nsw.gov.au.		Yes		No

Part 6: Application Fees

APPLICATION FEES

Fees are calculated on a scale based on the contract value of work. Please refer to Council's fees and charges that can be found on Council's website for the list of applicable fees.

At the time of lodging the application the following fees are applicable:

1. Application fee (at lodgement)
2. Security Deposit (if required)(at lodgement) or (prior to the issue of the CC)
3. Long Service Levy payment (at lodgement) or (prior to the issue of the CC)
4. Section 7.11 or 7.12 contribution (if required) (at lodgement) or prior to the issue of the CC.

Note:

If council is appointed as the Principal Certifier then the remainder of the fees will be required once the Construction Certificate has been issued. A schedule of outstanding fees will be forwarded with the approval.

Payment by Mail: Cheque or Credit Card.

If paying by credit card, a credit card authorisation form will be required and can be downloaded at
www.northernbeaches.nsw.gov.au/council/forms/

Payment in Person: cash, cheque or credit card.

All cheques are to be made payable to 'Northern Beaches Council'.

Office use Only	Fee	Receipt No	Date Paid
Construction Certification Application Fee			
Additional building fee*			
Damage Bond			
Long Service Levy			
Hoarding fee*			
Section 7.11 or 7.12 contributions			
Inspection fees*			

*Fees are GST Inclusive

ALL BUILDING WORK	
Area of land?	m ²
Total floor area of existing building?	m ²
Total floor area of proposed addition or new building?	m ²
Total number of storeys (including underground storeys)?	

RESIDENTIAL BUILDING ONLY	
Number of dwellings proposed to be built?	
Number of existing dwellings?	
Number of dwellings to be demolished?	

Does the site contain a dual occupancy?	Yes		No	
If the development is a dual occupancy are the dwellings attached?	Yes		No	

MATERIALS TO BE USED					
Place a tick in the box which best describes the materials the new work will be constructed of:					
Walls	Code	Tick	Roof	Code	Tick
Full brick (double)	FB		Aluminium	AL	
Brick veneer	BV		Concrete	CO	
Single brick	SB		Concrete tile	CT	
Concrete block	CB		Fibrous cement	FC	
Concrete	CO		Fibreglass	FG	
Steel	ST		Slate	SL	
Fibrous cement	FC		Steel	ST	
Hardiplank	HP		Terracotta tile	TT	
Timber/weatherboard	TM		Other	OT	
Cladding-aluminium	AL		Unknown	UN	
Curtain glass	GL				
Other	OT				
Unknown	UN				
Floor	Code	Tick		Code	Tick
Concrete	CO		Timber	TM	
Timber	TM		Steel	ST	
Other	OT		Other	OT	
Unknown	UN		Unknown	UN	

Part 8: Application Submission Matrix

The following matrix provides a guide as to the information that needs to be submitted with the Construction Certificate application for the works as proposed below.

	No. of copies +CD Rom or USB	Dwellings	Dual Occupancy / Secondary Dwelling	Alterations & Additions	Garage & Outbuildings	Swimming Pool	Demolition	Commercial / Industrial Building
Statement – compliance with development consent	1	X	X	X	X	X	X	X
Survey Plan	1	X	X	X	X	X	X	X
Site Plan	1	X	X	X	X	X	X	X
Floor Plan	1	X	X	X	X			X
Elevation Plans (all elevations)	1	X	X	X	X	X		X
Section Plan	1	X	X	X	X			X
Structural Engineering Plans	1	X	X	X	X	X		X
Building Specifications	1	X	X	X	X	X	X	X
Waste Management Plan	1	X	X	X	X	X	X	X
BASIX Certificate	1	X	X	X	O	O		
Sediment and Erosion Control Plan	1	X	X	X	X	X	X	X
Landscape Plan	1	X	X					X
Sydney Water Stamped plans (Tap In)	1	X	X	X	X	X		X
ADDITIONAL REQUIREMENTS (generally required as part of a condition of development consent)								
Dilapidation Report	1	O	O	O				O
Geotechnical Survey	1	O	O	O		O		O
Stormwater Management Plan	1	O	O	O	O			O
Onsite Stormwater Detention (OSD) Plan	1	O	O	O				O
Fire Safety Measures Schedule	1							O
BCA Report	1							O
Acoustic Report	1							O
Bushfire Report	1	O	O	O	O			O
Heritage Impact Statement	1	O	O	O	O			O
Arborist Report	1	O	O	O	O	O	O	O
Species Impact Statement	1	O	O	O	O			O
Flora and Fauna Assessment	1	O	O	O	O			O

X Indicates information is required with construction certificate application.

O Indicates information may be required (refer to conditions of development consent).

Part 9: Construction Certificate Application Checklist

This checklist must be completed with every Construction Certificate application. Applications will not be accepted unless all required information as outlined in the attached matrix is received by Council. The applicant is required to confirm (in the appropriate column) that all required information has been provided.

SUBMISSION REQUIREMENT	Applicant Use		Office Use
	Yes	No	
Compliance With Development Consent Statement			
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.			
General Plan Requirements			
Plans must be drawn to scale (preferably 1:100 or 1:200 and the scale identified on each plan. Free hand, single line or illegible drawings will not be accepted, The following information must be provided on all plans and documents: <ul style="list-style-type: none"> Property description including Lot and DP number, house/unit number, street name and suburb. Architect/designer name, contact details and date of drawing. Location of true north. Measurements in metric. BASIX commitments (where relevant) Buildings, or parts of building to be demolished to be indicated Highlight in colour all proposed additions Details of any proposed smoke alarm system 			
CD Rom USB			
CD Rom or USB to include a copy of all plans/documents associated with the application, and to be in PDF format. Each document is to be scanned separately and labelled in accordance with the titling referred to in the digital requirement of this document			
Survey Plan			
Information must include: <ul style="list-style-type: none"> Plan to show building setbacks in relation to site boundaries Plan to scale preferably 1:100. Plan to show all existing structures. Plan to show all existing vegetation on site. Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve. Plan to show north point, drawn to true north. Plan to show location of any easements/restrictions/services affecting the site. 			
Site Plan			
Information must include (where relevant): <ul style="list-style-type: none"> Plan to scale (preferably 1:100) Location of new and existing buildings in relation to site boundaries and all buildings and structures on adjoining land Location of any windows on adjoining land facing the proposed new dwelling Proposed finished levels of the lot indicating extent of cut and fill, floor levels of buildings, street kerb invert levels and stormwater drains Location dimensions and area of any impermeable surfaces (including driveways) covering the lot Location dimensions and area of private open space Layout of stormwater drainage including the lawful point of drainage discharge Location of vehicle access and car parking including dimensions, gradient and cut and fill Proposed landscaping and treatment of the land (including plant types and their height and maturity) Site protection details during construction Swimming pool volume calculations 			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Floor Plan			
Information must include (where relevant): <ul style="list-style-type: none"> • Plan 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 levels and steps in floor levels (RL's) • Access for disabled (if in a new public building) • Wall structure type and thickness 			
Elevation Plans			
Information must include (where relevant): <ul style="list-style-type: none"> • Plan to scale (preferably 1:100) • All elevations must be shown whether proposed or not • 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 gutters) • Chimneys, flue exhaust vents, duct inlet or outlet • Reduced Levels (AHD) for ridge and floor as a minimum 			
Section Plan			
Information must include (where relevant): <ul style="list-style-type: none"> • Plan to scale (preferably 1:100) • All elevations must be shown whether proposed or not • 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 gutters) • Chimneys, flue exhaust vents, duct inlet or outlet • Reduced Levels (AHD) for ridge and floor as a minimum 			
Structural Engineering Plans And Specialist Reports			
Information must include (where relevant): <ul style="list-style-type: none"> • Site and soil investigation report. • Method of termite protection. • Footing, wall bracing, roof truss, floor joists and bracing layout plans. • Structural engineer's details for all reinforced concrete, retaining wall and structural steel components. • All engineering documentation must be certified by a practising professional engineer. 			
Building specifications			
The specifications are a written statement that should be up to date and include (where relevant): <ul style="list-style-type: none"> • 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 material are to be used, particulars. • The method of drainage, effluent disposal of water supply. • Any other details relevant to the construction of the building 			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Schedule of External Protection			
<p>Information must include:</p> <ul style="list-style-type: none"> • External walls • Roof materials • Windows • Doors • Paved areas 			
Basix (Sustainability) Certificate			
<ul style="list-style-type: none"> • Applications cannot be accepted without this certificate (where it is required). You can generate a BASIX Certificate on the BASIX website at www.basix.nsw.gov.au/basixcms/ • For new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40,000 litres or greater, a current BASIX certificate must accompany the application 			
Waste Minimization And Management Plan			
A Waste Management Plan is to be prepared in accordance with the Council Waste Management Plan			
Sediment And Erosion Control Plan			
<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill. The plan is address the following:</p> <ul style="list-style-type: none"> • Plan at a scale of 1:100 or 1:200. • Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures. 			
Landscape Plan			
<p>Required for new development, and alterations/additions that result in changes to the landscaped area of the site, as outlined in the submission matrix. The plan is to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • To be prepared by a suitably qualified person (the designer and their qualifications shall be provided on the plan). • Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed. • Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works. • Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements. • Cross reference to the plan, indicating plant species, quantities and pot sizes at planting. • Layout and construction details of all garden beds, turf areas, edging, paving and fencing. • Details and specifications are to be provided for all elements of the design. • Method of tree protection for those trees to be retained. • Location of any drainage works proposed. • Details of planter boxes, if proposed. 			
Sydney Water Tap In Building Plan Approval			
A Sydney Water Tap In Building Plan Approval is to be provided			
Subdivision			
Where subdivision is proposed fully detailed and certified plans are to be provided			
Dilapidation Report			
<p>A Dilapidation report is to be prepared which includes a photographic survey of adjoining properties detailing the physical condition of those properties, both internally and externally, including walls, ceilings, roof, structural members and other such items. The report is to be prepared by an appropriately qualified person agreed to by both the applicant and the owner of the adjoining properties.</p> <p>If access for undertaking the dilapidation survey is denied by an adjoining owner/s, the applicant must demonstrate, in writing, to Council's satisfaction attempts have been made to obtain access and/or advise the affected property owner of the reason for the report and these attempts have been unsuccessful.</p>			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Geotechnical Survey			
<p>Where the property is identified as being in a Geotechnical Risk Area by Council's Planning Instruments, then a geotechnical survey is to be prepared by a suitably qualified geotechnical engineer:</p> <ol style="list-style-type: none"> In accordance with current Manly Development Control Plan Form 2 - Geotechnical Risk Management policy for Pittwater In accordance with the requirements of WDCCP & WLEP In accordance with the Northern Beaches Development Control Plan 			
Soil & Stormwater Management Plan			
<p>A detailed Stormwater Management Plan is to be prepared in accordance with Council's Specification for On-site stormwater Management and Specification for stormwater Drainage. The Stormwater Management Plan and designs are to be prepared by a suitably qualified engineer with experience in hydrology and hydraulics.</p>			
Onsite Stormwater Detention (DSD) Plan			
<p>A system of Onsite Stormwater Detention (OSD) or Onsite Stormwater Retention (OSR) is to be provided in accordance with Council's Specification for On-site Stormwater Management 2003. The stormwater management plan and designs must be prepared by a suitably qualified engineer with experience in hydrology and hydraulics.</p>			
Fire Safety Measures Schedule			
<p>Information should include (where relevant – not required for dwellings and outbuildings):</p> <ul style="list-style-type: none"> Proposed alteration to existing building (BCA Classes 2-9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety. A schedule of fire safety measures listing all existing and those proposed to be installed in the building. In addition to the above, if the development involves a change of use of a building (other than a dwelling house or a building or structure that is ancillary to a dwelling house): <ul style="list-style-type: none"> A list of Category 1 fire safety provisions (as defined by the EP&A Regulations) that currently apply to the existing building, and A list of Category 1 fire safety provisions that are to apply to the building following its change of use, A list of the existing and proposed essential fire and other safety measures that apply to the building. 			
BCA Report			
<p>Required at the discretion of Council. May include complicated change of use, multi-storey residential, commercial and/or mixed residential/commercial. Report must establish compliance with the Building Code of Australia (BCA). Non-compliances with the deemed-to-satisfy provisions of the BCA must be justified against the performance requirements of the BCA. The Report is to be prepared by a person suitably accredited by the Building Professionals Board.</p>			
Alternate Solution Report (if required) - Performance Requirements			
<p>Report is to be prepared by a person suitably accredited by the Building Professionals Board.</p>			
Bushfire Report			
<p>Required where site is mapped as bushfire prone. One of the following reports shall be submitted to confirm compliance with Planning for Bush Fire Protection 2006:</p> <ul style="list-style-type: none"> A bushfire assessment report prepared by a suitably qualified person for development that falls under the provisions of 'Integrated Development' under Section 4.46 of the Environmental Planning and Assessment Act 1979; or A bushfire assessment report contained within the Statement of Environmental Effects (SEE), for development other than a single dwelling, or alterations/additions to a single dwelling; or A bushfire assessment report for single dwellings or alterations/additions to a single dwelling. Such report is contained within the 'Single Dwelling Application Kit' published by the Rural Fire Service, available at www.rfs.nsw.gov.au 			
Heritage Impact Statement And/Or Conservation Plan			
<p>Required where the application proposes development, involving any changes either to, or in the vicinity of:</p> <ol style="list-style-type: none"> A heritage listed item, or site All, or any part of, a conservation area. <p>Report to be prepared by a suitably qualified person.</p>			
Arborist Report			
<p>Required where application proposes removal of significant trees, or where proposal may impact on the health of existing trees that Council deems worthy of retention. Report to be prepared by a suitably qualified person.</p>			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Species Impact Statement			
<p>Required where site is identified as critical habitat, or where development is likely to cause a significant impact on threatened species, populations or ecological communities, or their habitats. Report to be prepared by a suitably qualified person.</p>			
Flora And Fauna Assessment			
<p>Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna. A 7 part Test of Significance (under the EP&A Act 1979), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of impact. Report to be prepared by a suitably qualified person.</p>			
Other Relevant Documentation			
<p>Required at the discretion of Council. May include complicated change of use, multi-storey residential, commercial and/or mixed residential/commercial. Report must establish compliance with the Building Code of Australia (BCA). Non-compliances with the deemed-to-satisfy provisions of the BCA must be justified against the performance requirements of the BCA. Report is to be prepared by a person suitably accredited by the Building Professionals Board.</p>			
Confirmation of submission of all required documentation	Office Use		
Signature of applicant (confirming submission of all required documentation)			
			Initials of officer accepting application

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Part 10: Fees To Accompany This Application

The fees for this application are available on Council's website by typing the words "fees and charges" into the search engine. Alternatively you may contact Council's customer Services to obtain a quote

CREDIT CARD DETAILS		
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa <input type="radio"/> American Express
Amount	\$	

Name as appears on card																	
Card Number																	
Expiry Date																	

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

OFFICE USE ONLY															
Application No.															

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