

APPLICATION FOR CONSTRUCTION CERTIFICATE

Office Use Only:	Date received:	CC No:
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APPLICANT DETAILS

Title	Given Name(s)	Surname / Last Name
Mr / Mrs/ Dr/ Other: _____		
Company Name: _____		
Contact Address: Unit: ____ House Number: _____ Street or PO Box: _____		
Suburb: _____	State: _____	Postcode: _____
*Daytime Phone: _____	*Fax: _____	*Mob: _____
*Email: _____		
<i>* Voluntary information only. (Assists with timely processing of your application) See Privacy and Personal Information Act statement)</i>		
Contact Details (Complete when a company or more than one person is the applicant)		
*Contact person: _____		*Daytime Phone: _____
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card		
Complete section below if credit cardholder is not the applicant. The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the fund.		
Cardholder's Printed Name _____		Date _____
Cardholder's Signature _____		

OWNER'S CONSENT

As owner/s of the land to which this application relates, I/we consent to the lodgement of this application. I/we consent to relevant Council officers, Councillors and any consultants or legal representatives engaged by Council to enter the premises to carry out inspections in relation to the development. Refer to Lodgement Information for detail of what form of owners consent is required.	
Full name or company name: _____	
Position of signatory if a company name: _____	ACN No. _____
Postal address: _____	
Postcode: _____	Signature (s) _____

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.	
Applicant's Signature _____	Date _____

CONSTRUCTION CERTIFICATE APPLICATION

Office Use Only:	Date received:	BC No:
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APPLICANT DETAILS

(Please copy over from Page 1 of the form)

Title	Given Name(s)	Surname / Last Name
Mr / Mrs/ Dr/ Other:	_____	_____
Company Name: _____		
Contact Address: Unit:	_____	House Number: _____ Street or PO Box: _____
Suburb: _____	State: _____	Postcode: _____

SITE DETAILS

Unit / Shop No.: _____	Street No: _____	Street: _____
Lot No.: _____	Section No. (if applicable): _____	DP No.: _____
Strata Plan No. (If applicable): _____		
Notes: When the application involves multiple allotments, list all allotments. If you are unsure of property details, they may be obtained from rate notices or from maps at Council's office.		

APPROVED DEVELOPMENT DETAILS

Development Consent No: _____	Approval Date: _____
Class under BCA: _____	
Estimated cost of the development (including GST): _____	
Description of the building work or subdivision work to be carried out: _____	

Development consent no: _____	Date of issue: _____
Estimated cost of development: _____	

DISCLOSURE OF POLITICAL DONATIONS AND GIFTS

(Local Government and Planning Legislation Amendment (Political Donations Act 2008))

<input type="checkbox"/>	I/We declare that we have made no reportable political donations to a Mosman Councillor and have provided no gifts to any Mosman Councillor or Council employee in the last two years. I/We also declare that no person with a financial interest in this application has made any such political donation or gift.
<input type="checkbox"/>	I/We declare making a reportable political donation to a Mosman Councillor or gift to a Councillor or Council employee within the last two years. A completed disclosure form is attached.
Applicant's Signature/s _____	
Please refer to Council's website www.mosman.nsw.gov.au for further detail and to obtain a disclosure form.	

A.B.S. STATISTICAL DATA

Council is required to collect the following information on behalf of the Australian Bureau of Statistics. Please complete questions if your development proposes a new building and if that new building is for residential use.

Statistical Data for New Buildings (if applicable)

Total number of storeys: _____ Gross Floor Area: _____m²

Site Area: _____m²

Statistical Data for New Residential Buildings (if applicable)

Number of existing dwellings on site: _____ Number of existing dwellings to be demolished: _____

Number of new dwellings in this building: _____

Will the new building be attached to an existing building? ☐ Yes ☐ No

Will the new building be attached to another new building? ☐ Yes ☐ No

Does the site contain a dual occupancy? ☐ Yes ☐ No

Indicate the materials to be used in the construction of the new building:

Walls	Code	Roof	Code
<input type="checkbox"/> Brick (double)	11	<input type="checkbox"/> Tiles	10
<input type="checkbox"/> Brick (veneer)	12	<input type="checkbox"/> Concrete	20
<input type="checkbox"/> Concrete/Stone	20	<input type="checkbox"/> Fibre cement	30
<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90
<input type="checkbox"/> Aluminium	70		
<input type="checkbox"/> Other	80	Frame	Code
<input type="checkbox"/> Not specified	90	<input type="checkbox"/> Timber	40
		<input type="checkbox"/> Steel	60
		<input type="checkbox"/> Aluminium	70
		<input type="checkbox"/> Other	80
		<input type="checkbox"/> Not specified	90
Floor	Code		
<input type="checkbox"/> Concrete/slate	20		
<input type="checkbox"/> Timber	40		
<input type="checkbox"/> Other	80		
<input type="checkbox"/> Not specified	90		

CHECKLIST

This checklist must be completed by applicant and checked by Council. Applications will not be accepted unless all information is received. **Two copies of each plan / document should be submitted. Note: Schedule 1 Part 3 EPA Regulation 2000 may require additional information subject to description of works.**

		(Tick relevant box)		
	INFORMATION NEEDED	Applicant		Checked
		N/A	Supplied	
1	Architectural Plans <ul style="list-style-type: none"> Provide architectural plans. Plans should reflect those approved under the Development Application but incorporate any changes required as a consequence of conditions of consent New works are to be depicted by colouring 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Structural Engineer's Plans <ul style="list-style-type: none"> Provide two sets of structural engineer's plans, signed by a qualified practicing structural engineer 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Building Code of Australia (BCA) / National Construction Code (NCC) Statement <ul style="list-style-type: none"> For applications involving building works, provide a statement detailing how the performance requirements of the BCA and NCC are to be complied with, if an alternative solution is to be used 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Specifications <ul style="list-style-type: none"> Provide specifications for new building works that describe the construction and materials to be used and the method of drainage, sewerage and water supply. Give particulars for any second hand materials to be used. The specifications may be contained on plans for smaller scale works. Provide a description of any accredited components, processes or designs and copies of any compliance certificate to be relied on 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Dilapidation Report(s) <ul style="list-style-type: none"> Provide a dilapidation report for Council and or private assets where required by conditions of development consent 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Sydney Water Quick Check Plans <ul style="list-style-type: none"> For applications involving building works, provide plans stamped by a Sydney Water Quick Check agent or Customer Centre 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Fire Safety Schedule <ul style="list-style-type: none"> Provide a fire safety schedule for BCA classes 1b and 2-9 buildings where new works are proposed - see cl 168(3) of the EP&A Regulation 2000 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Long Service Levy <ul style="list-style-type: none"> For works costing \$25,000 or more, pay the Long Service Levy to Council or provide a receipt from the Long Service Payments Corporation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Subdivision Work Plans and Specifications <ul style="list-style-type: none"> For construction certificates relating to subdivision works, provide details as required by Schedule 1 cl 6(4) of the EP&A Regulation 2000 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Residential Flat Development <ul style="list-style-type: none"> For SEPP 65 Design Quality of Residential Apartment Development verification statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Security Deposit <ul style="list-style-type: none"> Pay security deposit(s) where required by development consent conditions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Other Information <ul style="list-style-type: none"> Provide other information, specific to your development, where required to do so by conditions of your development consent 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LODGEMENT INFORMATION

Method of Lodgement

Applications may be submitted in person or lodged by post. Applications must be lodged before 4.30pm. Applications that are lodged by post should be addressed to The General Manager, PO Box 211, SPIT JUNCTION NSW 2088.

Fees

Fees will be determined by Council and payment may be made by cash, cheque or credit card. Credit card transactions incur a service fee of 1% for American Express, Mastercard and Visa cards. For privacy and security reasons payment is prohibited by credit card via email transmission. If you wish to know the fee prior to lodgement, contact Council's Customer Support Team on 9978 4000.

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Owner's Consent - Forms of acceptable owner's consent:

Individual ownership:

Sign this form or provide a separate letter. When the owner is not the applicant, the letter should name and give consent to the applicant to lodge the CC application.

Joint owners:

All owners should sign this form or where one person is signing on behalf of a joint owner (for example a husband or wife), that person should state by letter that they have the authority of the other joint owner(s). When the owners are not the applicant, the letter should name and give consent to the applicant to lodge the CC.

Company ownership:

A company director or secretary must either sign and stamp this form with the company seal or sign on the company's letterhead. If the company does not have a company seal or letterhead, the director or secretary is to sign a letter stating so and is to provide the company's ACN. When the owning company is not the applicant, the letter should name and give consent to the applicant to lodge the CC.

Owners' Corporation:

For strata lots, consent from the Owners' Corporation is to be provided when works affect common property. The Owners' Corporation must either sign and stamp this form with the corporation seal or sign and stamp on the corporation's letterhead. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign a letter stating so. When the owners' corporation is not the applicant, the letter should name and give consent to the applicant to lodge the CC application.

Legal representative for the true owner(s):

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached with this application form.

Crown Land:

When the application relates to leased Crown land above mean high water mark, this form must be signed by an authorised officer from the Department of Lands (formerly DLAWC). When the application relates to Crown Land below mean high water mark, an authorised officer of the Waterways Authority must either sign this form or provide written consent on letterhead.

Further Information

If you require further information on completing this form, Council's Compliance Team can be contacted on 9978 4000. Please note any information submitted as part of this application will be publicly available, including through Council's website, in accordance with Council's Access to Information Policy.

Copyright Note

The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the notification requirements of the relevant Development Control Plan. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This may include making copies of plans available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

OFFICE USE ONLY	CST AUTHORITY		Initials: _____
			Date: _____
CC No: _____	Property Address: _____		
	Amount	Receipt No.	Date
Scanning fee	\$ _____	_____	_____
Long Service Levy	\$ _____	_____	_____
Other	\$ _____	_____	_____
Total	\$ _____	_____	_____
CSO Details Initials: _____ Date: _____			

This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council

Credit Card Details - Council Payment Fax No. (02) 9978 4299

This form cannot be emailed to Council

Please charge my	<input type="checkbox"/> American Express	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card holder's name	<input type="text"/>		
	Expiry Date		<input type="text"/>
Amount	<input type="text"/>	Phone	<input type="text"/>
Signature	<input type="text"/>		

Please note that American Express, Master Card and VISA incur a 1% service fee.

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REPRODUCED BY COUNCIL**