|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION FOR THE APPLICANT**   * This form may be used to apply for a construction certificate (a “CC”) to carry out building work or subdivision work”. To minimise delay in receiving a decision about the application, please ensure that all relevant information and documents are provided. * Applications for construction certificates must be delivered to the principal office of Checkpoint building surveyors by hand, post or transmitted electronically. Applications MAY NOT be sent by fax. * A construction certificate has no effect if it is issued after the building work or subdivision work to which it relates is physically commenced on the land to which the relevant development consent applies. | | | | | | | | | | |
| **SECTION A. APPLICANT DETAILS**  *Note - This must be the person eligible to appoint a principal certifying authority, and that person must have the benefit of the development consent. This cannot be the builder unless they own the land on which the work is to be carried out.* | | | | | | | | | | |
| Mr  Ms  Mrs  Dr  Other: | | | | | | | |  | | |
| Applicant Name (company or individual) | | | | | | | | | | |
| Applicant Address (Unit/Street no. , Street Name, Suburb or Town , State , Postcode) | | | | | | | | | | |
| Daytime Telephone | | | | Fax | | | | | Mobile | |
| Email | | | | | | | | | | |
| Signature | |  | | | | | Date: / / | | | |
| **SECTION B. ADDRESS OF THE LAND ON WHICH THE DEVELOPMENT IS TO BE CARRIED OUT**  *Note - Location and title details of the land are shown on your rate notices and property deeds.* | | | | | | | | | | |
| Unit / Street no. | | | Street Name | | | | | | | |
| Suburb or Town | | | | State | | | | | Postcode | |
| Lot no. | | | | | DP / SP no. | | | | | |
| **SECTION C. DESCRIPTION OF THE DEVELOPMENT**  *Briefly describe the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc.), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc.)* | | | | | | | | | | |
| Does the development relate to building work or subdivision?  Building Work  Subdivision | | | | | | | | | | |
| Description of the work | | | | | | | | | | |
| Existing BCA Classification | | | | | Proposed BCA Classification | | | | | |
| Estimated Cost of Works (including GST) | | | | | | | | | | |
| *The estimated cost of works includes all labour and material costs associated with all demolition, preparation works and construction of the development. GST must be included in your estimated cost of works.* | | | | | | | | | | |
| **SECTION D. DEVELOPMENT CONSENT INFORMATION**  *Provide a copy of the development consent; including approved plans, conditions of development consent and other documents referenced by the development consent that are relevant to this application.* | | | | | | | | | | |
| Consent Authority | | | | |  | | | | | |
| Development Consent no. | | | | | Date of Determination  / / | | | | | |
| **SECTION E. RECEIPT OF APPLICATION** | | | | | | | | | | |
|  | | | | | | | | | | |
| This Construction Certificate Application was received by Checkpoint Building Surveyors on:  *(Please stamp ‘Received’ stamp or write date received in the space provided).* | | | | | *Date Received:* | | | | | |
| **SECTION F. OWNER(S) CONSENT** | | | | | | | | | | |
| * Every owner of the land must sign this application. * If the owner is a company, this form must be signed by an authorised director of the company. * If the property is a unit under strata title, or a lot in a community title, this form must be signed by the chairman or the secretary of the Body Corporate or the appointed managing agent. * 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.)   I/We confirm that I am / we are the owner(s) of the above Property. I/We:   1. Consent to this application and any future amendments in relation to this application; 2. Authorise the Applicant with details provided in Section A of this form to submit all relevant applications to the Certifying Authority/Principal Certifying Authority for the issue of construction certificate and occupation certificate for this development. 3. Consent to the certifying authority granting staged approvals (if necessary) to this application. 4. Consent to permit Checkpoint building surveyors staff to enter the land to carry out inspections relating to this application and any future amendments in relation to this application; 5. Consent to appoint the Tenant, the contractors and consultants who are employed/ contracted or commissioned to carry out the proposed building work, as the Owner’s agent to issue Fire Safety Certificates (as required under the Environmental Planning and Assessment Regulations 2000). | | | | | | | | | | |
| Company / Full Name (Owner 1) | | | | | | | | ABN (if applicable) | | |
| Daytime Telephone | | | | Mobile | | | | | Email | |
| Signature |  | | | | | Date: | | | | / / 2014 |
| Company / Full Name (Owner 2, if applicable) | | | | | | | | ABN (if applicable) | | |
| Daytime Telephone | | | | Mobile | | | | | Email | |
| Signature |  | | | | | Date: | | | | / / 2014 |
| **SECTION G. APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)** | | | | | | | | | | |
| **Appointment of Joshua Gary Graham as PCA:** | | | | | | | | | | |
| Name of PCA  Joshua Gary Graham | | | | | | | |  | | |
| Accreditation Body: Accreditation no:  Building Professionals Board BPB1945 | | | | | | | | | | |
| I, appoint Joshua Gary Graham of Checkpoint building surveyors as the PCA for the proposed work under this application and any future amendments in relation to this application.  I am the owner or person having the benefit of the development consent. | | | | | | | | | | |
| Company / Full Name | | | | | | | | ABN (if applicable) | | |
| Signature |  | | | | | Date: | | | | / / 2014 |
| Postal Address | | | | | | | | | | |
| Daytime Telephone | | | | Mobile | | | | | Email | |
| **SECTION H. AUTHORITY TO ENTER AND INSPECT LAND** | | | | | | | | | | |
| *Information for the Applicant:* A certifying authority must not issue a construction certificate for development unless the certifying authority, or an accredited certifier or council on behalf of the certifying authority, has carried out an inspection of the site of the development.  By signing this Application, the Applicant, and if the Applicant is not the owner of the property, the owner also, authorise the certifying authority, or an accredited certifier or council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant and the owner undertake to take all necessary steps make access available to the property to enable the inspection to be carried out. | | | | | | | | | | |
| **SECTION I. PLANNING AGREEMENTS** | | | | | | | | | | |
| Is the development or the land which the development is to be carried out subject to a planning agreement as referred to in Section 93F of the Environmental Planning & Assessment Act 1979:  Yes  No  If yes, than you must provide a copy of the planning agreement to accompany this Application. | | | | | | | | | | |
| **SECTION J. RESIDENTIAL FLAT DEVELOPMENT** | | | | | | | | | | |
| Does the Application relate to a residential flat development for which the development application was required under Clause 50(1A) of the Environmental Planning & Assessment Regulation 2000 to be accompanied by a design verification from a qualified designer?  Yes  No  If yes, than you must provide:  A statement from a qualified designer which verifies that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of *State Environmental Planning Policy No. 65: Design Quality of Residential Flat Development* (SEPP 65)  *Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to*   * *reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on, or improve the thermal performance of the building.* | | | | | | | | | | |
| **SECTION K. LONG SERVICE LEVY PAYMENT** | | | | | | | | | | |
| *Information for the Applicant:* Where a certifying authority completes a construction certificate, that certificate must not be forwarded or delivered to the Applicant unless any long service payment levy payable under Section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or, where such a levy is payable by instalments, the first instalment of the levy) has been paid.  The Applicant should attach a copy of a receipt for any long service payment levy that has been made or make arrangements for a copy to be available to be provided to the certifying authority in the event that a construction certificate is completed. | | | | | | | | | | |
| **SECTION L. REQUIRED DOCUMENTATION TO ACCOMPANY AN APPLICATION FOR CONSTRUCTION CERTIFICATE** | | | | | | | | | | |
| * Applicants must provide the documents listed below that are relevant to the type of development that is proposed. * Information that is incomplete may delay the process with more information being required. * If the information that is provided is misleading or false any approval granted ‘may be void’. | | | | | | | | | | |
| **PART 1. ATTACHMENTS FOR FIRE LINK CONVERSIONS** | | | | | | | | | | |
| Does the Application relate ONLY to a fire link conversion?  Yes  No  If yes,   * A plan that describes the location of the new fire alarm communication link and any associated works * A document that describes the design and construction, and mode of operation, of the new fire alarm communication link. | | | | | | | | | | |
| **PART 2. OTHER ATTACHMENTS** | | | | | | | | | | |
| **Does the development involve subdivision work?**  Yes  No  If yes,provide appropriate subdivision work plans and specifications, which are to include:   * details of the existing and proposed subdivision pattern (including the number of lots and the location of roads), * details as to which public authorities have been consulted with as to the provision of utility services to the land concerned, * detailed engineering plans as to the following matters:   1. earthworks,   2. roadworks,   3. road pavement,   4. road furnishings,   5. stormwater drainage,   6. water supply works,   7. sewerage works,   8. landscaping works,   9. erosion control works. * copies of any compliance certificates to be relied on.   **Does the development involve building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)?**  Yes  No  If yes,provide:   * A detailed description of the development (completing Section M of this Application). * Appropriate building work plans and specifications***,*** which are to include: * detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show: * a plan of each floor section, and * a plan of each elevation of the building, and * the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground, and * the height, design, construction and provision for fire safety and fire resistance (if any), * specifications for the development: * that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and * that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used, * a statement as to how the performance requirements of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet the performance requirements, is to be used), * a description of any accredited building product or system sought to be relied on for the purposes of section 79C (4) of the Environmental Planning and Assessment Act 1979. * copies of any compliance certificate to be relied on, * if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building, * if a BASIX certificate has been obtained for the development, such other matters as the BASIX certificate requires to be included in the plans and specifications   **Does the development involve building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)?**  Yes  No  If yes,provide:   * a list of any existing fire safety measures provided in relation to the land or any existing building on the land (attached to this Application is a table that is suitable for you to import this information), and * a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work (attached to this Application is a table that is suitable for you to import this information).   **Does the development involve the erection of a wall to boundary that has a wall less than 0.9m from the boundary?**  Yes  No  If yes,provide:   * A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of supporting the adjoining wall.   **Does the development involve the demolition or removal of a wall to boundary that has a wall less than 0.9m from the boundary?**  Yes  No  If yes,provide:   * A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.   **Does the development involve the erection of a temporary structure?**  Yes  No  If yes,provide:   * documentation that specifies the live and dead loads the temporary structure is designed to meet, * a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure, * in the case of a temporary structure proposed to be used as a place of public entertainment--a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used), * documentation describing any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Act, * copies of any compliance certificates to be relied on.   **Does the development involve the use of a building as an entertainment venue or function centre, pub, registered club or restaurant?**  Yes  No  If yes,provide:   * an entertainment venue is ........................ persons. * a function centre is .......................... persons. * a pub is ....................... persons. * a registered club is .................... persons. * a restaurant is ...................... persons.   **Does the development involve building work (see-note below) in respect of which alternative solution under the Building Code of Australia in respect of fire safety requirements is proposed?**  Yes  No  If yes,provide either or both of the following from a “fire safety engineer” (i.e. private accredited certifier holding Category C10 accreditation):   * a compliance certificate (as referred to in Section 109C(1)(a)(v) EP&A Act that certifies that the alternative solution complies with the relevant performance requirements of the BCA. * a written report that includes a statement that the alternative solution complies with the relevant performance requirements of the BCA.   **\*Note:** The above requirement only applies to building work in respect of:   * a class 9a building that is proposed to have a total floor area of 2000 square metres or more, and * any building (other than a class 9a building) that is proposed to have: * a fire compartment with a total floor area of more than 2000 square meters, or * a total floor area of more than 6000 square meters,   that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.  **Does the Application relate to an alteration to a hydraulic fire safety system?**  Yes  No  If yes,provide:   * a plan that indicates the location of the hydraulic fire safety system alteration and any associated works, and * a document that describes:  1. the required pressure and flow characteristics of the hydraulic fire safety system that is to be altered, and 2. the pressure and flow characteristics that will be available from the town main following mains pressure reduction by or on behalf of the relevant water utility, and 3. the design, construction and performance of the hydraulic fire safety system alteration and any associated works.   **Has the Fire Commissioner granted an exemption under Clause 188 of the EP&A Reg. 2000 from compliance with any Category 3 fire safety provision?**  Yes  No  If yes,provide:   * A copy of the exemption together with any conditions imposed.   **Does the Application involve BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?**  Yes  No  If yes,provide:   * the BASIX certificate(s) for the development (being a certificate(s) that has been issued no earlier than 3 months before the date of the Application being made, and * such other documents as the BASIX certificate(s) for the development requires to accompany the Application.   **BASIX NOTES**  BASIX (the Building Sustainability Index) is a system introduced by the NSW Government to ensure that homes are built to be more energy and water efficient.  BASIX is an on-line program that assesses a building’s design, and compares it against energy and water reduction targets. The design must meet these targets before a BASIX Certificate can be printed from the on-line facility.  Any changes made to a building’s design after a BASIX Certificate has been issued means that another BASIX assessment must be completed and a new BASIX Certificate obtained.  Buildings which are affected by the BASIX system ***(“BASIX affected buildings”)*** are those that contain one or more dwellings (but do not include hotels or motels).  A BASIX Certificate **MUST** be obtained for every “***BASIX affected development”***, which are any of the following developments (other than development that is “***BASIX excluded development”-***see below*)*:   * development that involves the erection (but not the relocation) of a BASIX affected building, * development that involves a change of building use by which a building becomes a BASIX affected building, * development that involves the alteration, enlargement or extension of a BASIX affected building, where the estimated construction cost of the development is $50,000 or more, * development for the purpose of a swimming pool or spa, or combination of swimming pools and spas, that services or service only one dwelling and that has a capacity, or combined capacity, of 40,000 litres or more.   ***BASIX excluded development* is**   * development for the purpose of a garage, storeroom, car port, gazebo, verandah or awning, * alterations, enlargements or extensions to a building listed on the State Heritage Register under the *Heritage Act 1977*, * alterations, enlargements or extensions that result in a space that cannot be fully enclosed (for example, a veranda that is open or enclosed by screens, mesh or other materials that permit the free and uncontrolled flow of air), other than a space can be fully enclosed but for a vent needed for the safe operation of a gas appliance, * alterations, enlargements or extensions that the Director-General has declared, by order published in the Gazette, to be BASIX excluded development.   A BASIX Certificate **MAY** be obtained for certain developments by an Applicant even though there is no obligation to do so. This is called **“*BASIX optional development”***.  ***BASIX optional development*** means any of the following development that is not BASIX excluded development:   * development that involves the alteration, enlargement or extension of a BASIX affected building, where the estimate of the construction cost of the development is less than $50,000 * development for the purpose of a swimming pool or spa, or combination of swimming pools and spas, that services or service only one dwelling and that has a capacity, or combined capacity, of less than 40,000 litres.   If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.  Further information about BASIX and to obtain a BASIX Certificate, go to [*http://www.basix.nsw.gov.au*](http://www.basix.nsw.gov.au)*.* You should review the website to determine whether your development is affected or exempt from the BASIX provisions. | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION M. DESCRIPTION OF THE DEVELOPMENT**  Please complete this schedule. This information will be sent to the Australian Bureau of Statistics |  | |
| **Each New Building** |  | |
| Number of storeys (including underground floors) in the building. |  | |
| Gross floor area of the building (m2) |  | |
| Gross site area of the land on which the building is to be erected (m2) |  | |
|  |  | |
| **Each New Residential Building** |  | |
| Number of existing dwellings on the land on which the new building is to be erected? |  | |
| Number of those existing dwellings that are to be demolished in connection with the erection of the new building? |  | |
| Number of dwellings to be included in the new building? |  | |
| Whether the new building is to be attached to any existing building? | Yes | No |
| Whether the new building is to be attached to any other new building | Yes | No |
| Whether the land contains a dual occupancy | Yes | No |

**Materials**

Place a tick (✓) in the box which best describes the materials the new work will be constructed of:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Walls** | **Code** |  | **Roof** | **Code** |
| Brick Veneer | 12 |  | Aluminium | 70 |
| Full Brick | 11 |  | Concrete | 20 |
| Single Brick | 11 |  | Concrete Tile | 10 |
| Concrete Block | 11 |  | Fibrous Cement | 30 |
| Concrete / Masonry | 20 |  | Fibreglass | 80 |
| Concrete | 20 |  | Masonry/Terracotta Shingle Tiles | 10 |
| Steel | 60 |  | Slate | 20 |
| Fibrous Cement | 30 |  | Steel | 60 |
| Hardiplank | 30 |  | Terracotta Tiles | 10 |
| Cladding – Aluminium | 70 |  | Other | 80 |
| Curtain Glass | 50 |  | Unknown | 90 |
| Other | 80 |  |  |  |
| Unknown | 90 |  |  |  |
|  |  |  |  |  |
| **Floor** | **Code** |  | **Frame** | **Code** |
| Concrete | 20 |  | Timber | 40 |
| Timber | 10 |  | Steel | 60 |
| Other | 80 |  | Other | 80 |
| Unknown | 90 |  | Unknown | 90 |

**Application for Construction Certificate**

**Existing Fire Safety Schedule**

(for the whole building and the land on which it is situated)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Existing Measure** | **Is this measure installed in the building? Yes/No** | **If yes, enter the current standard of performance (e.g.: AS 2419.1-2005)** |
|  | Access panels, doors and hoppers to fire resisting shaft |  |  |
|  | Automatic fail safe devices |  |  |
|  | Automatic fire detection and alarm system |  |  |
|  | Automatic fire suppression system (sprinkler) |  |  |
|  | Automatic fire suppression system (others – specify) |  |  |
|  | Emergency lighting |  |  |
|  | Emergency lifts |  |  |
|  | Emergency warning and intercommunication system |  |  |
|  | Exit signs |  |  |
|  | Fire control centres and rooms |  |  |
|  | Fire dampers |  |  |
|  | Fire doors |  |  |
|  | Fire hydrants systems |  |  |
|  | Fire seals (protecting openings in fire resisting components of the building) |  |  |
|  | Fire shutters |  |  |
|  | Fire windows |  |  |
|  | Hose reel system |  |  |
|  | Light weight construction |  |  |
|  | Mechanical air handling systems |  |  |
|  | Path of travel for stairways, passageways and ramps |  |  |
|  | Perimeter vehicle access for emergency vehicles |  |  |
|  | Portable fire extinguishers |  |  |
|  | Pressurising system |  |  |
|  | Required (automatic) Exit doors |  |  |
|  | Safety curtains in proscenium openings |  |  |
|  | Smoke and heat vents |  |  |
|  | Smoke control system |  |  |
|  | Smoke dampers |  |  |
|  | Smoke detectors and heat detectors |  |  |
|  | Smoke doors |  |  |
|  | Solid-core doors |  |  |
|  | Stand-by power systems |  |  |
|  | Wall wetting sprinkler and drencher systems |  |  |
|  | Warning and operational signs |  |  |
|  | OTHERS – Specify |  |  |

This is an accurate statement of all the existing fire safety schedule implemented in the whole building and the land on which it is situated.

Signed: ……………………………………………… Name: ………………………………………….…………

(owner/agent) Date: …………………………………………….………

**Application for Construction Certificate**

**Proposed Fire Safety Schedule to be installed/modified in the building**

(for the whole building and the land on which it is situated)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Proposed New Measure** | **Is this measure to be installed/modified in the building? Yes/No** | **If yes, enter the proposed standard of performance (e.g.: AS 2419.1-2005)** |
|  | Access panels, doors and hoppers to fire resisting shaft |  |  |
|  | Automatic fail safe devices |  |  |
|  | Automatic fire detection and alarm system |  |  |
|  | Automatic fire suppression system (sprinkler) |  |  |
|  | Automatic fire suppression system (others – specify) |  |  |
|  | Emergency lighting |  |  |
|  | Emergency lifts |  |  |
|  | Emergency warning and intercommunication system |  |  |
|  | Exit signs |  |  |
|  | Fire control centres and rooms |  |  |
|  | Fire dampers |  |  |
|  | Fire doors |  |  |
|  | Fire hydrants systems |  |  |
|  | Fire seals (protecting openings in fire resisting components of the building) |  |  |
|  | Fire shutters |  |  |
|  | Fire windows |  |  |
|  | Hose reel system |  |  |
|  | Light weight construction |  |  |
|  | Mechanical air handling systems |  |  |
|  | Path of travel for stairways, passageways and ramps |  |  |
|  | Perimeter vehicle access for emergency vehicles |  |  |
|  | Portable fire extinguishers |  |  |
|  | Pressurising system |  |  |
|  | Required (automatic) Exit doors |  |  |
|  | Safety curtains in proscenium openings |  |  |
|  | Smoke and heat vents |  |  |
|  | Smoke control system |  |  |
|  | Smoke dampers |  |  |
|  | Smoke detectors and heat detectors |  |  |
|  | Smoke doors |  |  |
|  | Solid-core doors |  |  |
|  | Stand-by power systems |  |  |
|  | Wall wetting sprinkler and drencher systems |  |  |
|  | Warning and operational signs |  |  |
|  | OTHERS – Specify |  |  |

This is an accurate statement of all the proposed fire safety schedule to be installed/modified in the whole building and the land on which it is situated.

Signed: ……………………………………………… Name: ……………………………………………….…

(owner/agent) Date: ………………………………………………….