



**essentialCERTIFIERS**

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## CONSTRUCTION CERTIFICATE APPLICATION FORM

Construction Certificate: In accordance with Clause 139, Part 8, Division 2 of the Environmental Planning and Assessment Regulations 2000

### PART A – Project Information

|                |              |            |                        |
|----------------|--------------|------------|------------------------|
| Street Number: | Street Name: |            |                        |
| Suburb:        | State:       | Post Code: |                        |
| DP:            | Lot:         | Zone:      | Your Reference number: |

### PART B - Owners Details

#### Applicant 1

|                |                |            |  |
|----------------|----------------|------------|--|
| Title:         | Given Name:    | Surname:   |  |
| Mobile Number: | Email Address: |            |  |
| Street Number: | Street Name:   |            |  |
| Suburb:        | State:         | Post Code: |  |

#### Applicant 2

|                |                |            |  |
|----------------|----------------|------------|--|
| Title:         | Given Name:    | Surname:   |  |
| Mobile Number: | Email Address: |            |  |
| Street Number: | Street Name:   |            |  |
| Suburb:        | State:         | Post Code: |  |

### PART C – Applicant Details (Person having Benefit of Development Consent) within the meaning and under the EP&A ACT 1979

|                       |                |            |  |
|-----------------------|----------------|------------|--|
| Title:                | Given Name:    | Surname:   |  |
| Company/Organisation: |                |            |  |
| Street Number:        | Street Name:   |            |  |
| Suburb:               | State:         | Post Code: |  |
| Phone Number:         | Mobile Number: |            |  |
| Email Address:        |                |            |  |

### PART D – Billing Details

|                  |      |
|------------------|------|
| Billing Name     | ABN: |
| Billing Address: |      |

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## PART E – Third Party Contact

As the owner(s) of the above property, I/ we consent to information being provided to the following parties (who act on my/our behalf as an agent) during the course of my/our application:

Company/Organisation/Agent:

|                        |                |            |
|------------------------|----------------|------------|
| Street Number:         | Street Name:   |            |
| Suburb:                | State:         | Post Code: |
| Phone Number:          | Email Address: |            |
| Owner(s)/Tenants Name: |                |            |

Signature of all owners/tenants:

Date:

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## PART F – Owners Declaration

I/we understand that this engagement shall be subject to the Terms and Conditions on page 4.

I/we as owners/applicants of the land to which the application relates. I/we consent to the making of the application. I/we also give consent for officers/certifiers of Essential Certifiers to enter the land to carry out inspections relating to this application.

I/we declare that I/we will notify Essential Certifiers to carry out any critical stage inspection or make arrangements with the Builder to carry out this function on my/our behalf as a condition of my/our Building contract.

|  |   |
|--|---|
| .....<br>Name of all owners/tenants        | .....<br>Name of all applicants               |
| .....<br>Signatures of all owners/tenants: | .....<br>Signatures of all applicants/tenants |

Date:

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## Part G – Builders Details      Owner Builder Details

|                |                                     |
|----------------|-------------------------------------|
| Name:          | Licence No/Owner Builder Permit No: |
| Street Number: | Street Name:                        |
| Mobile Number: | Email Address:                      |

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## PART H – Proposal Details

|  |                        |
|--|------------------------|
| Building Classification/s:   | Cost of development:   |
| Development Description:   |                        |
| Local Government Area:   |                        |
| Has development consent been granted for the development? <input type="checkbox"/> Yes <input type="checkbox"/> No       |                        |
| Consent Number:  | Date of Determination: |
| Has a Section 96 Modification been granted for the development? <input type="checkbox"/> Yes <input type="checkbox"/> No |                        |
| Modification Number:   | Date of Modification:  |

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**SCHEDULE - Details of information being submitted to the Australian Bureau of Statistics**

**All New Buildings**

Area of subject site (m<sup>2</sup>): \_\_\_\_\_ Cost of development: \_\_\_\_\_

Does the site contain dual occupancy?  Yes  No

Current use of existing building/s on the subject site (if vacant, state "vacant"): \_\_\_\_\_

Floor area of existing building/s in m<sup>2</sup> except if being demolished: \_\_\_\_\_

Gross floor area in m<sup>2</sup> of proposed addition/s or new building/s. If multiple buildings, please itemise: \_\_\_\_\_

Proposed use of all parts of the addition/s or new building/s \_\_\_\_\_

**Residential Dwellings Only**

Number of storeys of proposed dwelling: \_\_\_\_\_ Number of dwellings to be demolished: \_\_\_\_\_

Number of pre-existing dwellings: \_\_\_\_\_ Number of proposed new dwellings: \_\_\_\_\_

**Materials Used in Building**

*Tick the box alongside which best describes the material/s to be used in the construction of the proposed new work/s.*

| WALLS                     |  | ROOF                      |  | FRAME                     |  | FLOOR                     |  |
|---------------------------|--|---------------------------|--|---------------------------|--|---------------------------|--|
| Brick Veneer              |  | Aluminum                  |  | Timber                    |  | Concrete                  |  |
| Full Brick                |  | Concrete                  |  | Steel                     |  | Timber                    |  |
| Single Brick              |  | Concrete Tiles            |  | Other<br>(describe below) |  | Other<br>(describe below) |  |
| Concrete Block            |  | Fibrous Cement            |  |                           |  |                           |  |
| Concrete/Masonry          |  | Fibreglass                |  |                           |  |                           |  |
| Concrete                  |  | Masonry Shingle           |  |                           |  |                           |  |
| Steel                     |  | Terracotta Shingle        |  |                           |  |                           |  |
| Fibrous Cement            |  | Tiles – other             |  |                           |  |                           |  |
| Hardiplank                |  | Slate                     |  |                           |  |                           |  |
| Timber                    |  | Steel                     |  |                           |  |                           |  |
| Cladding/Aluminum         |  | Terracotta Tiles          |  |                           |  |                           |  |
| Curtain Glass             |  | Other<br>(describe below) |  |                           |  |                           |  |
| Weatherboard              |  |                           |  |                           |  |                           |  |
| Other<br>(describe below) |  |                           |  |                           |  |                           |  |
|                           |  |                           |  |                           |  |                           |  |

## EFFECT OF CONTRACT

1. This contract supersedes and overrides any other documents or oral representations upon which the parties may seek to rely to generate any legal effect or to imply any contractual obligation.

## OBLIGATIONS OF THE CERTIFYING AUTHORITY

2. Regarding the issuing of Construction Certificates, Complying Development Certificates and Occupation Certificates.
  - 2.1 The Certifying Authority shall issue a Construction Certificate, Complying Development Certificate or Occupation Certificate:-
    - 2.1.1 Once the Client pays the Certifying Authority any money owed for work associated with the issuing of a Construction Certificate, Complying Development Certificate or Occupation Certificate; and
    - 2.1.2 The design and construction of the Building Works comply with a relevant Development Consent and the Regulations or any prescribed complying development criteria by either the State Government or Local Council; and
    - 2.1.3 The designs comply with the BCA.
  - 2.2 The Certifying Authority shall provide the relevant Consent Authority and/or Local Council with a Notice of Determination within 2 days of the determination.
  - 2.3 When the Certifying Authority issues a Constitution Certificate, Complying Development Certificate or Occupation Certificate, the Certifying Authority may issue additional certificates or statements from any other Certifying Authority or any other party as the Certifying Authority considers necessary in the circumstances.
  - 2.4 The Certifying Authority may carry out as many inspections as the Certifying Authority considers necessary in addition to any mandatory critical stage inspection.
  - 2.5 The Certifying Authority shall issue an Occupation Certificate for the Building Works when the Certifying Authority is satisfied that:-
    - 2.5.1 A Development Consent has been complied with, including any preconditions to the issue of an Occupation Certificate or a Complying Development Certificate is in force for the Building Works; and
    - 2.5.2 The Building Works are suitable for occupation or use in accordance with their classification under the BCA; and
    - 2.5.3 The Building Works or parts do not pose any danger for the occupants in the case of an Interim Occupation Certificate.

## OBLIGATIONS OF THE CLIENT

3. The client shall:-
  - 3.1 Not engage any other Certifying Authority after the Certifying Authority appointed pursuant to this contract has been engaged. Breach of the condition will entitle the Certifying Authority to recover any losses or costs of whatsoever nature that flow from such breach.
  - 3.2 Pay the Certifying Authority for the agreed amount when the Client submits an application for a Construction Certificate or Complying Development Certificate.
  - 3.3 Ensure that the site is available for the Certifying Authority to carry out its contractual obligations
  - 3.4 Use Competent People for all aspects of the Building Works.
  - 3.5 Provide the Certifying Authority with evidence of Home Owners Warranty insurance or Owner Builder Permit (if applicable) not less than 48 hours prior to the commencement of the Building Works.
  - 3.6 Provide all relevant drawings, plans, statutory plans and documentation associated with but not limited to the Development Consent, the Construction Certificate or Complying Development Certificate and any Occupation Certificate at the request of the Certifying Authority.
  - 3.7 Attend any meeting if required by the Certifying Authority to do so.
  - 3.8 Comply with any Notices that the Certifying Authority issues.
  - 3.9 Provide Compliance Certificates as may be requested by the Certifying Authority.
  - 3.10 Provide all information that the client reasonably can obtain to enable the Certifying Authority to fulfil its contractual obligations.
  - 3.11 Pay the Certifying Authority in accordance with this contract or any signed agreement between the client and the Certifying Authority.
  - 3.12 Act in good faith, in accordance with the Act and in a cooperative fashion.

## CONTRACTUAL VARIATIONS

4. If:-
  - 4.1 The Building Works do not commence within 60 days from the date of the execution of this contract; or
  - 4.2 Any Competent Person used by the Client in respect of the Building Works causes a delay in the progress of the Building Works for more than 21 days: or

- 4.3 Any part of the Building Works are re-designed by the Client or the client's representative; or
- 4.4 Any part of the Building is designed pursuant to a Deemed To Satisfy Provision and is subsequently changed by way of an Alternative Solution; or
- 4.5 More Certificates and/or Modified Certificates are required to be issued by the Certifying Authority than those listed originally agreed to; or
- 4.6 An amendment to any statutory legislation that requires any aspect of the Building Works or the Certifying Authority's work to be varied; or
- 4.7 The Certifying Authority is required to undertake more inspections than those listed in an Inspection Schedule; or
- 4.8 The Client does anything that causes a delay to the Building Works or does anything that delays the ability of the Certifying Authority to carry out its obligation under this contract; or
- 4.9 Any Notice is issued by the Certifying Authority, then:-
- 4.10 The Certifying Authority may:-
  - 4.10.1 Vary this contract to the extent that the Certifying Authority will be able to carry out its contractual obligations; and
  - 4.10.2 Increase the contract price with such increase to be made by way of Notice to the Client stating the reason/s for the increase and the amount of the increase.
- 4.11 The variation will permit the Certifying Authority to claim all costs associated with that delay as reasonably determined by the Certifying Authority.
- 4.12 Notice must be given to the Client in writing when the Certifying Authority becomes aware that a variation will be necessary.

## CONTRACTUAL TERMINATION

5. If:-
  - 5.1 The Client fails to pay any money owing to the Certifying Authority after 7 days of the money becoming payable; or
  - 5.2 The Client has an execution levied against it, assigns or attempts to assign its estate for the benefit of its creditors, intends to or attempts to or makes a composition or Scheme of Arrangements with creditors, has a winding up order made against it, intends to or attempts to pass a resolution for winding up, goes into liquidation, has an Official Manager or Receiver appointed, has a Mortgagee taking possession of any part of its property, has an Administrator or a Provisional Liquidator appointed, becomes insolvent or bankrupt; or
  - 5.3 The Client breaches the contract in any respect: or
  - 5.4 A Construction Certificate or Complying Development Certificate is not capable of being issued within 180 days or 6 months (whichever is the lesser) from the date of execution of this contract; or
  - 5.5 The Building Works do not commence within 60 days from the date a Construction Certificate or Complying Development Certificate was issued; or
  - 5.6 The Client does not permit the Certifying Authority to issue any Occupation Certificate within 60 days from the date of practicable completion; or
  - 5.7 The Building Works have commenced without the issuing of a Construction Certificate or Complying Development Certificate, then:-
  - 5.8 The Certifying Authority may terminate this contract by sending a written Notice of Termination, stating the breach/s, to the Client. Termination will take effect as soon as the client receives the Notice of Termination.
  - 5.9 If the Certifying Authority terminates the contract, then the Certifying Authority is entitled to payment of Termination Money.
  - 5.10 Unless the Client disputes the Notice of Termination, the Client must pay all Termination Money to the Certifying Authority within 14 days of receiving a Notice of Termination.
  - 5.11 If the Certifying Authority terminates the contract, the Certifying Authority is entitled to carry out a final inspection, at the Client's expense, prior to termination.
  - 5.12 As from the date of final inspection, the Client must indemnify the Certifying Authority for any Liabilities, including but not limited to professional liability and public liability, of whatsoever nature that emanate from:-
    - 5.12.1 The need to terminate this contract or the Building Contract;
    - 5.12.2 Any matters of non-compliance with the Act on the part of the Client or any other contractors.

## DISPUTE RESOLUTION

6. Any dispute of whatever nature to do with this contract must be referred to mediation.
  - 6.1 If either party believes there is a dispute under this contract it must give Notice of the dispute to the other party.
  - 6.2 The mediator must be appointed by the AAC.

- 6.3 The mediation will be invoked by either party serving Notice upon the AAC and the other party within 7 days of a party being notified of a dispute.
- 6.4 Both parties must attend the mediation and must cooperate with the mediator and each other and shall give the mediator whatever the mediator requests.
- 6.5 If the mediator resolves the dispute, the resolution must be evidenced by a written agreement that is signed by the mediator and the parties.
- 6.6 If the mediation fails, then either party may take action to resolve the dispute in a court of competent jurisdiction.
- 6.7 Both parties will remunerate the mediator on a 50/50% basis, regardless of any alleged fault and regardless of the outcome.
- 6.8 The AAC may request mediation funds to be placed into an ACC trust account before the mediation commences and may request payment of additional moneys from time to time until the mediation is concluded.

## MISCELLANEOUS

7. **Occupation Certificates**
  - 7.1 An Occupation Certificate must be applied for, and issued, within 24 months of the date of the construction approval. Failure to comply with this requirement shall entitle the Certifying Authority to terminate the contract, or to charge additional fees for any inspections, including the Final inspection and issue of any Occupation Certificate.
  - 7.2 If, for whatever reason, an Occupation Certificate is not issued whether it be on account of the insolvency of the Client, the disappearance of the Client or the termination of the Contract, the Certifying Authority's responsibilities under the Contract cease forthwith. With respect to any liabilities that may be occasioned under Part 4 of the Act, the Certifying Authority will be able to give evidence that no action can be brought 10 years after the date upon which the act that evidenced the ending of the Contract occurred.

## ADDRESS FOR NOTICES

8. Where any Notice is to be forwarded to the client, the address for such Notice shall be the address stated in the application for a relevant Certificate, or to any other address that is notified in writing by the Client to the Certifying Authority.

## INSURANCE

9. **Insurance**
  - 9.1 The AC and PCA shall maintain an insurance policy in accordance with the Act and shall provide a copy of that policy to the Owner upon request.
  - 9.2 The extent of any claim or otherwise against the policy held by the AC or PCA or against the AC or PCA in any way shall be limited to five times (5x) the value of the service fee paid to the AC or PCA for the services provided and no more.

## DEFINITIONS

**The Act** means the Environmental Planning and Assessment Act 1979 (NSW). All amendments and references to the Act also mean amendment and references to the Regulations.

**AAC** means Association of Accredited Certifiers.

**Alternative Solution** has the same meaning as the term in the Building Code of Australia.

**BCA** means the Building Code of Australia including all applicable amendments.

**Building Contract** means the contract to construct the Building Works that the client enters into with the builder.

**Building Works** means any physical activity associated with the erection of a building.

**Certificates** mean statutory certificates and non-statutory certificates

**Certifying Authority** means a Certifying Authority within the meaning of the Act including a Principal Certifying Authority and a body corporate.

**Client** means the owner or the owner's agent.

**Inspection Schedule** means the Inspection Schedule provided in the Notice of Inspections within the meaning of the Act.

**Notice** includes any notice issued under the Act or this contract.

**Practicable Completion** means the date the builder has completed the Building Works in accordance with the Building Contract.

**Termination Money** means the money owing to the PCA if the Certifying Authority terminates the contract in accordance with this contract, being money for work done (with interest if applicable) and for cost incurred (with interest if applicable) and any money that the Client would have been bound to pay to the Certifying Authority if the contract had been totally completed.

## **Electronic Lodgement Guidelines**

Essential Certifiers requires lodgement of the following application types in digital form.

- Quotation of proposal
- Construction Certificate Application
- Complying Development Application
- Occupation Certificate Application

Digital format of documents being provided in Portable Document Format (**PDF**) on a USB Stick, CD or similar device. The documents can be sent electronically via the submission of a "Dropbox" Link (**recommended**) [www.dropbox.com.au](http://www.dropbox.com.au), or via email (size of email capped at 50MB).

We request that the documentation is submitted in PDF format to preserve the integrity of the documentation across multiple platforms. All documents are to be an exact reproduction of the original (i.e. no photos unless otherwise specified below), and security settings must NOT be applied for access to these documents.

### **File Naming Guidelines**

Essential Certifiers requests that the files are named in the following way, so they can be easily accessed in the processing of the application.

*(Please note not all documents may be relevant to your application. This is a guide to assist in naming the documents. Items not referenced below are to follow the same principles as the examples below when naming)*

#### **Plan naming**

- Architectural Plans
- Structural Engineers Plans
- Hydraulic / Stormwater Plans
- Landscape Plan
- Survey Plan
- Sediment & Erosion Control Plan

#### **Document naming**

- Application Form (Construction Certificate / Complying Development Certificate / Occupation Certificate, where applicable)
- PCA / Notice of Commencement Form
- BASIX Certificate
- BAL Certificate / Bushfire Report
- Colour / External Finishes Schedule
- Council Fees – Damage Deposit (*Photo accepted*)
- Council Fees – Section 94a Contribution (*Photo accepted*)
- Council Fees – Road Opening Permit (*Photo accepted*)
- Acoustic Report
- Geotechnical Report
- Section 149 Planning Certificate
- Fire Safety Schedule
- Disabled Access Report
- Traffic Report

When saving the document/s, we request the document/s are saved as a whole and not in multiple pages *i.e. do not send the BASIX Certificate as 10 individual pages*. If the document is too large to send (as per the above), the document is to be broken up into logical parts and supplied as separate files, named as followed

- Acoustic Report - Part 1
- Acoustic Report - Part 2

***Important Note: Incomplete or piecemeal Applications will not be accepted. All information should be submitted together as one application package. A Maximum of two (2) bulk submissions will be accepted. Essential Certifiers reserve the right to apply additional charges for extended/piecemeal submissions***

#### **WHY DO ESSENTIAL CERTIFIERS REQUIRE ELECTRONIC DOCUMENTS??**

The provision of electronic documents allows for a more efficient application lodgement process (therefore contributing to shorter assessment timeframes) and is more environmentally sustainable.

**If you have any enquiries about Electronic Lodgement or the above, please contact our office on (02) 9612 5000 and ask to speak to one of our friendly Administration Team.**