



BCA / Certifiers

# APPLICATION FOR A COMPLYING DEVELOPMENT CERTIFICATE

A Complying Development Certificate is required to apply for approval to carry out a proposal classed as complying development. The planning instrument, made under the Environmental Planning & Assessment Act 1979, applying to the property will identify if your proposal is complying development. To minimise delay in receiving a decision about your application, please ensure all relevant information is submitted and that you are applying to a Certifying Authority (either your Council or a Private Certifier).

(Made under Division 1 of the Environmental Planning and Assessment Regulation 2000)

What date was the application for a Complying Development Certificate received by AE&D?

AE&D Office Use

## Information for the Applicant

This form may be used to apply for a complying development certificate to carry out building work or subdivision work.

To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.

A complying development 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 consent applies.

## 1. Applicant's Details *(Applicant must be the person or company having the benefit of the development consent)*

Mr Ms Mrs Dr Other

First Name / Surname / Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

Postal Address

Suburb

State

Postcode

Daytime Telephone

Mobile

Email Address

## 2. Owner's Details *(if different from Applicant's Details, please complete)*

First Name / Surname / Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

### 3. Invoicing Details *(if AE&D invoices need to be addressed differently to Applicant's Details, please complete)*

First Name / Surname / Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

### 4. Identification Of Land

Flat/Street No.

Street Name

Suburb

Postcode

Lot No.

Section

DP/MPS No.

Volume/Folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

### 5. Estimated Cost Of Development

\$

including GST

### 6. Description Of Work

What type of work do you propose to carry out? This might include the type of building you propose to build or demolish and its location.

Under which planning instrument is this application being made?

### 7. Residential Building Work

1. Are you going to build a house or other dwelling or alter or add to a dwelling?

No

Yes

➤ Go to question 2.

2. Are you an owner builder?

Yes



What is your owner builder permit number?

No



Will the work be carried out by someone who is licensed to do so?



Yes



What is the name of the builder?

What is the telephone number of the builder?

What is the contractor licence number of the builder?

Have you attached to this application evidence that the licensed person is insured to carry out this type of work?

No



Go to question 3. Yes

3. Have you attached to this application a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$3,000?

No

Yes

## 8. Plans & Specification Of Land & Development

You need to provide the plans and specifications of your proposal to help the Certifying Authority determine whether it complies with set standards and requirements. Please confirm that you have attached this material by placing a cross in the appropriate boxes ☒.

### A site plan of the land, drawn to scale (PDF format) that indicates:

- the location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north
- existing vegetation and trees on the land
- the location and uses of buildings that are already on the land
- the existing levels of the land in relation to buildings and roads
- the location and uses of buildings on sites that adjoin the land.

### Plans or drawings of the proposal, drawn to scale (PDF format) that indicate, where relevant:

- the location of any buildings or structures on the land, any proposed extensions or additions, the boundaries of the land, and any development on adjoining land
- the floor plans of each proposed building
- each elevation of the proposed building(s)
- how high the proposed development will be in relation to the land
- the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground
- any changes that will be made to the level of the land by excavation, filling or otherwise
- the arrangements you have made for parking, where vehicles will enter and leave the site, and how vehicles will move about the site
- the fire safety and fire resistance measures (if any) and their height, design and construction
- how the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)
- how you intend to drain the land.

*Where you propose to alter, add to or rebuild a building that is already on the land, please mark the plans (by colour or otherwise) to show the alteration, addition or rebuilding you propose to do.*

### The specifications for the development (PDF format) that:

- describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply
- state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

*Where you propose to modify plans and specifications that have already been approved, you need to mark the approved plans and specifications (by colour or otherwise) to show the modification.*



## 9. Other Attachments

You need to provide other material that is relevant to the type of work you propose to do. Please indicate the material you have attached by placing a cross in the appropriate boxes ☒:

1. If you are going to **carry out building work**:

a copy of any compliance certificates on which you rely

where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:

- a list of the performance requirements you will meet by using the alternative solution
- the details of the assessment methods you will use to meet those performance requirements
- a copy of any compliance certificates on which you rely

evidence of any accredited component, process or design on which you seek to rely .

*Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Regulation 2000.*

details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details must include:

- a list of any fire safety measures you propose to include in the building or on the land
- if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land

*The lists must describe the extent, capability and the basis of design of each measure.*

a plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building.

*This plan will assist the certifying authority to assess whether the work will reduce the fire protection capacity of the building.*

the attached schedule, completed for the development

*The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.*

You may also need to pay a long service levy 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) before the certifying authority can issue a certificate to you.

2. If you are going to **carry out work to do a subdivision** (such as building a road or a stormwater drainage system):

details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)

details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (eg water, road, electricity, sewerage)

existing ground levels and the proposed ground levels when the subdivision is completed

copies of any compliance certificates on which you rely

detailed engineering plans (PDF format). The detailed plans might include the following:

- |                    |                       |                         |
|--------------------|-----------------------|-------------------------|
| • Earthworks       | • Roadworks           | • Road pavement         |
| • Road furnishings | • Stormwater drainage | • Water supply works    |
| • Sewerage works   | • Landscaping works   | • Erosion control works |

If you are modifying plans that have already been approved, please mark the plans (by colour or otherwise) to show the modification.

3. If you are going to **change the use of a building** or the classification of a building under the Building Code of Australia (unless the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool)):

a list of any fire safety measures you propose to include in the building or on the land

if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land

details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia.

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure.*



## 10. Signatures & Owners/Applicant Declaration

**The owner(s)\* of the land to be developed must sign this application.**

If you are not the owner\* of the land, you must have all the owners sign this application. If the land is Crown land, an authorised officer must sign this application.

### Owners Declaration:

As the owner(s)\* of the above property, I/we consent to this application and declare that:

- I/We "have the benefit of the Development Consent" within the meaning and under EP&A Act 1979 for the proposed works as indicated on this form;
- I/We, to the best of my/our knowledge, have completed all details in this form in a correct and accurate manner and hereby indemnify the appointed PCA and AE&D against any damage, losses or suffering as a result of incorrect information provided under that section;
- I/We understand that the Commencement of Building Works cannot be any earlier than 2 business days after the appointment of PCA has been accepted and therefore declare that no building works will commence prior to this date;
- I/We understand that the Application for and acquisition of a Complying Development Certificate does not authorise commencement of building works;
- I/We authorise the right of entry for any certifying authority arranged by AE&D to carry out inspection required by the PCA under this agreement;
- I/We understand that it is my/our responsibility to ensure that sufficient notice is given to AE&D, in writing, to carry out critical stage inspections or make arrangements with the Builder to carry out this function on my/our behalf as a condition of my/our building contract;
- I/We declare that I/we will notify AE&D (PCA) at the earliest possible instance of any changes of the appointment of the Builder and ensure any mandatory insurances required by the incoming Builder in accordance with Home Building Act 1989 are in place;
- I/We have obtained consent from the owner/s of the property as indicated in this form to apply and obtain a Complying Development Certificate. Such written consent will be provided with this application;
- I/We have read, understood and hereby accept the Terms & Conditions outlined in AE&D's Fee Proposal; and
- I/We understand that the Application for a Complying Development Certificate is not complete until all required documentation has been satisfactorily received by AE&D.

As owners of the abovementioned property I/we consent to this application:

Owner 1 - Signature

Name

Date

Owner 2- Signature

Name

Date

☐☐

Please check first box & initial second box once ALL owners have signed the above section.

**INITIAL**

☐

Please check this box to confirm evidence of owners on title has been provided to AE&D.

**The applicant, or the applicant's agent, must sign the application.**

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?



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## Schedule 1 - Application For Complying Development Certificate

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

### All New Buildings

Please complete the following:

- Number of storeys (including underground floors)
- Gross floor area of new building (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)

  
  


### Residential Buildings Only

Please complete the following details on residential structures:

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished
- Will the new dwelling(s) be attached to other new buildings?
- Will the new building(s) be attached to existing buildings?
- Does the site contain a dual occupancy?  
(NB dual occupancy = two dwellings on the same site)

  
  


Yes	No
Yes	No
Yes	No

### Materials – Residential Buildings

Please indicate the materials to be used in the construction of the new building(s):

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	11	Tiles	10	Concrete or slate	20	Timber	40
Brick (veneer)	12	Concrete or slate	20	Timber	40	Steel	60
Concrete or stone	20	Fibre cement	30	Other	80	Aluminium	70
Fibre cement	30	Steel	60	Not specified	90	Other	80
Timber	40	Aluminium	70			Not specified	90
Curtain glass	50	Other	80				
Steel	60	Not specified	90				
Aluminium	70						
Other	80						
Not specified	90						

