

# APPLICATION FOR A COMPLYING DEVELOPMENT CERTIFICATE (CDC) Appointment of Principal Certifying Authority & Notice of Commencement

Under Environmental Planning & Assessment Act & Regulation, 2000 & SEPP (Exempt & Complying Codes) 2008 Part 5 / Part 5A Please Note: this application form is for non-residential developments, only.

Complying Development Certificate (CDC), and Appointment of Principal Certifying Authority (PCA)

## 1. LOCATION & TITLE DETAILS OF THE LAND WHERE THE DEVELOPMENT IS TO BE CARRIED OUT

Tenancy No., Level No.:	
Street No. & Name:	
Suburb:	
Post Code:	
Lot & DP / SP No.:	
Land Use Zone:	

#### Please Note:

<u>Building details must match Council's rate notices</u> – please ensure this is the **title address** rather than the postal address; Land Use Zone information is obtained from Council under a 149 (1 & 5) Planning Certificate.

## 2. BUILDING OWNER'S CONSENT

I / we, as the owner(s) of the land, consent to the making of this application.

Owner(s) Name:	
(separate owners by a	
comma)	
Owner(s) Address:	
Contact No.:	Where employed
Email:	Where applicable, apply strata seal
Signature(s):	here
Date:	11010

Please Note:

If the owner is a company, this form must be signed by an authorised director of the company;

All owner(s) / directors must sign this document or provide a Letter of Authority to entitle a representative to sign on their behalf;

If the property is a unit under strata title, relates to common property or a lot in a community title, this form must be signed by the chairperson or the secretary of the Body Corporate and / or Body Corporate seal of the appointed managing agent in the provided space above.

#### 3. DETAILS OF THE APPLICANT

Name:	
'Care of' Party:	
Postal Address:	
Email:	
Contact No.:	

Please Note:

This will be the main contact for the project and the entity that will receive all correspondence;

Unless the builder / contractor owns the land, the builder cannot be the applicant;

Applicant must sign declaration on Page 3.



# 4. PRINCIPAL BUILDER / CONTRACTOR

Company Name & ABN:	
Representative Name:	
Licence No.:	
Postal Address:	
Email:	
Contact No.:	

# 5. DESCRIPTION OF DEVELOPMENT FOR THIS CONSENT

An internal alteration to a building that is used, or is the subject of a development consent for use, for any purpose other than for the purpose of residential accommodation, heavy industry, sex services premises, or restricted premises.

A change of use from an existing \_\_\_\_\_\_ to \_\_\_\_\_\_.

The first use of part of a building that is a Class 5, 6, 7b, or 8 building.

The construction, installation, or alteration of a mechanical ventilation system on a building that is used for any purpose which is not being carried out in a heritage conservation area or a draft heritage conservation area.

An external alteration to, or the repair or replacement of, an existing shop front or awning, or the construction of a new awning, which is not being carried out in a heritage conservation area or a draft heritage conservation area.

Other description of development (in compliance with the development standards outlined in Part 5 of SEPP (Exempt and Complying Development Codes) 2008): \_\_\_\_\_

Other description of development (in compliance with the development standards outlined in SEPP Infrastructure 2007):\_\_\_\_\_\_

Other: \_\_\_\_\_

Existing Legal Use: (as per the most		
recent Development Consent)		
Existing BCA Classification / s:		
Proposed BCA Classification / s:		
Estimated area in square meters (in	f any), of bonded asbestos material or friable asbestos	
material that will be disturbed, reparently and the second s	aired or removed in carrying out the development:	m²



## 6. COST OF DEVELOPMENT / LONG SERVICE LEVY PAYMENT

The New South Wales Parliament has a levy on all building and construction work costing \$25,000.00 and above (inclusive of GST) in New South Wales. The levy is paid by the owners of a building or construction project into a fund administered by the Building and Construction Industry Long Service Payments Corporation, and, from this fund, the Corporation makes long service payments to building and construction workers.

The current levy rate is 0.35 % of the true value of building and construction works costing \$25,000.00 or more (inclusive of GST).

The Long Service Levy can be paid over the internet, go to: https://portal.longservice.nsw.gov.au/bci/levy/

Note: Please ensure you contact our office to obtain a CDC number for reference for the online payment.

#### The cost of building and construction in broad terms includes yet is not limited to:

•	Cost of labour and materials	•	Concreting and structural	•	Paving and kerbing, etc., are
•	Excavation		steelwork		also included
•	Site preparation	•	Bricklaying	•	Gyprocking
•	External permanent	•	Carpentry	•	Plumbing
	structures, such as retaining	•	Painting	•	Electrical
	walls	•	Tiling		

The cost of land and non-building inputs (such as design and legal services) are excluded from the cost of building.

Cost of Works for this Application:	(Including GST)
Required LSL Payment to be Made:	(0.35% of true cost)

#### 7. APPLICANT'S DECLARATION:

- I / we, as the applicant, confirm that all the conditions of the Complying Development Certificate (CDC) have and will be identified and actioned accordingly. Compliance with the CDC conditions will occur at all times.
- All works related to this development will comply with the Building Code of Australia and all other relevant Australian Standards.
- I / we, as the applicant, confirm that all fields of this application have been filled in correctly and, to the best of my knowledge, all information within this form is true and correct.

Yes 🗌 No 🗌

Yes 🗌 No 🗌

- Compliance with the Federal Disability (Access to Premises Buildings) Standards 2010.
   (Class 1b and 2-9 Buildings only)
  - I / we, as the applicant, are also the owners of the land,
  - I / we, as the applicant, are the <u>sole</u> lessee of this building.

(Must tick as applicable - if 'yes', the Access Code applies and additional works, assessment, and / or approvals may be required)

Applicant Name:	
Signature of Applicant:	
Date:	

Note: Originals of this document must be returned to our office or received via high quality scan and email. (Faxes will not be accepted)

Note: All fields must be completed by the applicant; we accept no responsibility for wrong or false and misleading information provided.

**Note:** As we accept information in good faith, you are reminded that under the Environmental Planning and Assessment Regulation 2000, Clause 283, False or Misleading Statements – A person is guilty of an offence if the person makes any statement, knowing it to be false or misleading in an important respect, or in connection with any document lodged with the Director-General or a consent authority or certifying authority for the purposes of the Act or this Regulation. False information submitted will VOID any Certificate issued.



# 8. NOTICE OF DATE WORK IS TO DUE TO COMMENCE

Work relating to this application may only commence 2 days after PCA has been appointed & notice of commencement

has been given to Council. Noting this, please nominate expected commencement date:

- Sec 81A of the Act, the person having the benefit of the development consent (being the Applicant) is to give Council at least 2 days of notice and to the principal certifying authority, if that is not the council, of the person's intention to commence work. Development works cannot start until a CDC approval is obtained <u>and a PCA has been appointed</u>. Commencing works prior to approval of a CDC or Appointment of a PCA could void any CDC, rendering works as unauthorised.

- Unless requested, we will notify Council on your behalf as to Commencement only after this application is approved.

## 9. APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

Is a Principal Certifying Authority being appointed under this application?

Yes 🗌

## (BCA OFFICE USE ONLY)

#### AGREEMENT OF APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

Certifier's Statement:

- I consent to being appointed as the PCA for this development.
- All conditions of consent that are required to be satisfied prior to the work commencing have been satisfied.

PCA's Name:	
Accreditation Number:	BPB
Accreditation Grade:	A Accredited Certifier – Building Surveyor Grade
Accreditation Body:	Building Professionals Board
PCA's Address:	225 Commonwealth Street, Surry Hills, NSW 2010
Date Appointed:	/ /
Signature of PCA:	

Or, No

(BCA OFFICE USE ONLY)		
PRINCIPAL CERTIFYING AUTHORITY NOT YET APPOINTED		
Please note, a PCA has not yet been appointed for this Complying Development Certificate and works are strictly not to commence until the following items have been satisfied and confirmed in writing via Council, along with all other pre-commencement items.		
Payment of Section 94 / 94A Contributions		
Payment of a Security Deposit		
Other:		



#### **APPENDIX OF SUPPORTING DOCUMENTS**

It is the Applicant's responsibility Under the Environmental and Assessment Regulation 2000 to submit a list of

documents accompanying and used to support an Application for development works. This can be done via a letter to

us or via ticking the appropriate items listed below which may be required to be submitted for assessment relevant to

your development. Please ensure you add any other specific items relating to your development, as needed.

**Note:** As we accept information in good faith, you are reminded that under the Environmental Planning and Assessment Regulation 2000, Clause 283 False or misleading statements - A person is guilty of an offence if the person makes any statement, knowing it to be false or misleading in an important respect, or in connection with any document lodged with the Director-General or a consent authority or certifying authority for the purposes of the Act or this Regulation. False information submitted will VOID any Certificate issued.

	SUBMIT ALL THE RELEVANT SUPPORTING INFORMATION AS <u>ONE STRUCTURED ELECTRONIC PACKAGE</u> TO ENSURE A ASSESSMENT TIME.	PROVIDED
Statutory	y Documentation	
1.	A formal contract must be in place with the 'Applicant' and the 'Accredited Certifier' and all fees must be paid upon lodgment of the application as required under <i>The Environmental Planning and Assessment Amendment Act 2012 (Amendment Act)</i> . <ul> <li>Return and sign the last page of our <b>Fee Proposal Contract</b> confirming Acceptance of our Fee Proposal &amp; Terms of Service Agreement;</li> </ul>	
	Please Confirm Payment of our Fees as agreed under our fee proposal.	
2.	Completed Application Form / s for a: Complying Development Certificate (CDC), and; Appointment of PCA.	
Where a	Change of Use is Proposed	
3.	A <b>Planning Certificate under section 149 (2 ) + (5)</b> identifying only the information set out in Clause 3 of Schedule 4 of the EP&A Act Regulations – Issued by Council; (This document lists relevant planning characteristics of your land).	
	Note: In addition to the Planning Certificate, you must demonstrate 'Existing Legal Use' for commercial buildings. A copy of the most recent Development Consent is to be provided for our records.	
4.	<ul> <li>A clear statement detailing the following: <ul> <li>The existing legally approved most recent use</li> <li>Intended use</li> <li>Hours of operation (days and openings closing)</li> <li>Staff numbers (full time, casual, part time)</li> <li>Existing off-street Parking facilities available for the tenancy and new use</li> <li>Deliveries</li> </ul> </li> <li>Note: the new use must not cause the contravention of any existing condition of the most recent development consent (other than a complying development certificate) that applies to the premises relating to hours of operation, noise, car parking, loading, vehicular movement, traffic generation, waste management, or landscaping.</li> <li>Note: the following Development standards for change of building use sought under Complying Development, which will be determined: <ul> <li>That, whether or not any building work is carried out, the building affected by the change of building use, and;</li> <li>That, on completion of any building work, the fire protection and structural capacity of the building will be appropriate to the proposed use, and;</li> <li>That, whether or not any building work is carried out, the building will comply with such of the Category 1 fire safety provisions (hydrant, hose reel, sprinkler, conditions in evacuation route, emergency lifts) as are applicable to the proposed use.</li> </ul> </li> </ul>	
Approve	d Drawings and Supporting Drawings and Design Statements	
5.	Provide a <b>BCA Compliance Design Statement</b> addressing BCA all relevant BCA Clauses and Australian Standards.	
6.	<ul> <li>Final Complying Development Certificate Architectural Plans.</li> <li>Site Plan</li> <li>Floor area of new works proposed in m<sup>2</sup></li> <li>Entire floor plates showing subject area / tenancy of works and all fire egress stairs / exit points</li> <li>The existing partition layout</li> <li>The demolition plan</li> <li>The proposed partition layout – <u>Do not</u> show movable furniture / desks / seating / joinery on plans for CDC issue (as they are exempt development)</li> <li>Number of staff count proposed</li> <li>Where works over 500m<sup>2</sup>, provide number of existing sanitary facilities available per floor undergoing works</li> </ul> Notes for Architectural Plans <ul> <li>Doorways and corridor circulation spaces must comply with AS1428.1-2009</li> </ul>	



#### BUILDING CERTIFICATES AUSTRALIA PTY LTD Building Regulations, Certification & Fire Safety Consultants

ABN 45 105 050 897

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	Exits, or points of choice to exits, must be within 20m and comply with the following requirements of BCA D1.4 and D1.5	
7.	Supporting Structural drawings and / or design statement.	
8.	Supporting Mechanical drawings and / or design statement.	
9.	Supporting Electrical drawings and / or design statement.	
10.	<ul> <li>Supporting Fire Services drawings and / or design statement.</li> <li>Hydrant hoses measured from take-off points must continue to reach all points on the floor via a 30m hose length plus 10m spray (hydrant hose must reach 1m into every room)</li> <li>Hose reel hoses must continue reach all points on the propose floor plate via a 36m hose length plus a 4m spray (hose must reach 1m into every room).</li> </ul>	
Fees, B	onds, Contributions	
11.	Receipt of payment of the Long Service Levy (LSL) if costs of works exceed \$25,000.00 - 0.35% of the construction cost.	
12.	Receipt of payment for any applicable <b>Section 61 Contributions</b> (for Central Sydney District of City of Sydney Council LGA where the construction cost exceeds \$200,000.00).	
13.	Receipt of payment for any applicable Section 94A Contributions – please confirm with our office prior to payment as typically this payment can only be made upon lodgment of CDC.	
Essenti	al Fire Safety Measures	
14.	The building's current Annual Fire Safety Statement, with any referenced Fire Engineering Reports.	
15.	Provide details of Essential Fire Safety Measures to be altered / adjusted under this CDC scope.	
All Othe	er Supporting Documentation	
16.	Design certification or an Access Report to confirm compliance with AS1428.	
17.	Fire Engineering Report or Alternative Solution Reports where any departures from BCA DtS departures are identified for the proposed works.	
18.	<ul> <li>A Waste Management Plan detailing:</li> <li>Identify all waste (including excavation, demolition and construction waste materials) that will be generated by the work on the site, and;</li> <li>Identify the quantity of waste material in tonnes and cubic metres to be: <ul> <li>Reused on-site, and;</li> <li>Recycled on-site and off-site, and;</li> <li>Disposed of off-site.</li> </ul> </li> <li>If waste materials are to be reused or recycled on-site—specify how the waste material will be reused or recycled on-site, and;</li> <li>If waste materials are to be disposed of or recycled off-site – specify the contractor who will be;</li> <li>Transporting the materials and the waste facility or recycling outlet to which the materials will be taken.</li> </ul>	
19.	A Cost Summary Report to determine if Section 94A / Section 61 Contributions are payable.	
20.	Other:	
21.	Other:	

#### Please Note:

The above documents will be reviewed in the determination of the subject application and additional and / or revised details may be requested through the determination process of your application.