

## 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

<b>Tenancy No., Level No.:</b>	
<b>Street No. &amp; Name:</b>	
<b>Suburb:</b>	
<b>Post Code:</b>	
<b>Lot &amp; DP / SP No.:</b>	
<b>Land Use Zone:</b>	

**Please Note:**

- *Building details must match Council's rate notices – 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.*

<b>Owner(s) Name:</b> <i>(separate owners by a comma)</i>		
<b>Owner(s) Address:</b>		
<b>Contact No.:</b>		<b>Where applicable, apply strata seal here</b>
<b>Email:</b>		
<b>Signature(s):</b>		
<b>Date:</b>		

**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

<b>Name:</b>	
<b>'Care of' Party:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	
<b>Contact No.:</b>	

**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

<b>Company Name &amp; ABN:</b>	
<b>Representative Name:</b>	
<b>Licence No.:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	
<b>Contact No.:</b>	

#### 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: \_\_\_\_\_

<b>Existing Legal Use:</b> <i>(as per the most recent Development Consent)</i>	
<b>Existing BCA Classification / s:</b>	
<b>Proposed BCA Classification / s:</b>	
<b>Estimated area in square meters (if any), of bonded asbestos material or friable asbestos material that will be disturbed, repaired or removed in carrying out the development:</b>	m <sup>2</sup>

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

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

<b>Cost of Works for this Application:</b>	(Including GST)
<b>Required LSL Payment to be Made:</b>	(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.
  - 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, Yes ☐ No ☐
    - I / we, as the applicant, are the sole lessee of this building. Yes ☐ No ☐
- (Must tick as applicable – if 'yes', the Access Code applies and additional works, assessment, and / or approvals may be required)

<b>Applicant Name:</b>	
<b>Signature of Applicant:</b>	
<b>Date:</b>	

**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 and a PCA has been appointed.
- 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.

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

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: \_\_\_\_\_



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.

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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 <b>Structural drawings</b> and / or design statement.	<input type="checkbox"/>
8.	Supporting <b>Mechanical drawings</b> and / or design statement.	<input type="checkbox"/>
9.	Supporting <b>Electrical drawings</b> and / or design statement.	<input type="checkbox"/>
10.	Supporting <b>Fire Services drawings</b> and / or design statement. • 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) • 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).	<input type="checkbox"/>
<b>Fees, Bonds, Contributions</b>		
11.	Receipt of payment of the <b>Long Service Levy (LSL)</b> if costs of works exceed \$25,000.00 – 0.35% of the construction cost.	<input type="checkbox"/>
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).	<input type="checkbox"/>
13.	Receipt of payment for any applicable <b>Section 94A Contributions</b> – please confirm with our office prior to payment as typically this payment can only be made upon lodgment of CDC.	<input type="checkbox"/>
<b>Essential Fire Safety Measures</b>		
14.	The building's current <b>Annual Fire Safety Statement</b> , with any referenced <b>Fire Engineering Reports</b> .	<input type="checkbox"/>
15.	Provide details of <b>Essential Fire Safety Measures</b> to be altered / adjusted under this CDC scope.	<input type="checkbox"/>
<b>All Other Supporting Documentation</b>		
16.	<b>Design certification</b> or an <b>Access Report</b> to confirm compliance with AS1428.	<input type="checkbox"/>
17.	<b>Fire Engineering Report</b> or <b>Alternative Solution Reports</b> where any departures from BCA D1S departures are identified for the proposed works.	<input type="checkbox"/>
18.	A <b>Waste Management Plan</b> detailing: • Identify all waste (including excavation, demolition and construction waste materials) that will be generated by the work on the site, and; • Identify the quantity of waste material in tonnes and cubic metres to be: - Reused on-site, and; - Recycled on-site and off-site, and; - Disposed of off-site. • If waste materials are to be reused or recycled on-site—specify how the waste material will be reused or recycled on-site, and; • If waste materials are to be disposed of or recycled off-site – specify the contractor who will be; • Transporting the materials and the waste facility or recycling outlet to which the materials will be taken.	<input type="checkbox"/>
19.	A <b>Cost Summary Report</b> to determine if Section 94A / Section 61 Contributions are payable.	<input type="checkbox"/>
20.	Other:	<input type="checkbox"/>
21.	Other:	<input type="checkbox"/>

**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.