

**APPLICATION FOR A  
COMPLYING DEVELOPMENT CERTIFICATE**  
s.84-87 Environmental Planning & Assessment Act 1979



**CONTRACT FOR CERTIFICATION WORK**  
with Liverpool Plains Shire Council (LPSC)  
to comply with S.73A Building Professionals Act 2005; and  
Clause 19A Building Professionals Regulation 2007

Liverpool Plains Shire Council  
P.O. Box 152,  
QUIRINDI NSW 2343  
Email: [lpsc@lpsc.nsw.gov.au](mailto:lpsc@lpsc.nsw.gov.au)  
Ph: (02) 6746 1755  
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Complying Development Application No.

CDC \_\_\_\_/\_\_\_\_

Complying Development Certificate Fee	\$ _____ including GST	Rec No.	Date:
Inspection Fees	\$ _____ including GST	Rec No.	Date:
Long Service Levy <small>.35% of value if it exceeds \$25,000</small>	\$ _____	Rec No.	Date:

**PLANNING INSTRUMENT**

Please indicate which one of the following instruments you are seeking approval from:

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;
- State Environmental Planning Policy (Infrastructure) 2007;
- Other .....

**APPLICANT'S DETAILS**

Applicants Name: ..... Reference: .....

Address: .....

Phone:..... Mobile:..... Email: .....

.....  
(Applicant's Signature/s) (Date)

**OWNER'S DETAILS AUTHORISING THIS APPLICATION & CONTRACT WITH LPSC**

Owner's Name: .....

Owner's Address: .....

Phone:..... Mobile:..... Email: .....

If Company, print name & title of Signatory:.....

**As the owner(s) of this property, I/we consent to the lodgement of this application and contract with Liverpool Plains Shire Council**

.....  
Owner's Signature/s (Date endorsing application and contract)

**As the building certifier of this development, I consent to the acceptance of this application and contract with the owner/s of the land to be developed as detailed on this form.**

.....  
Signature/s of LPSC Accredited Building Certifier (Date endorsing application and contract)  
NSW Building Professionals Board Accreditation No. BPB-\_\_\_\_\_



<b>REQUIRED ATTACHMENTS</b>	<b>OTHER ATTACHMENTS</b>
<input type="checkbox"/> 4 copies of plan of land (See note 1 below)	<input type="checkbox"/> additional material required by
<input type="checkbox"/> 4 copies of plans of proposed development (See note 2 below)	<input type="checkbox"/> additional material submitted by applicant
<input type="checkbox"/> additional information (for applications for building work and change of building use) (See note 3 below)	<input type="checkbox"/> Home Building Act contract of insurance
<input type="checkbox"/> Other additional information (See note 4 below)	
<input type="checkbox"/> Home Building Act requirements (See note 5 below)	
<input type="checkbox"/> Long Service Levy (See note 6 below)	

**DOCUMENTATION LODGED WITH APPLICATION**

Please nominate any previous development consents or complying development approvals that relate to the building that require consideration as part of the application:.....

Architectural/Design drawings:.....

Specifications:.....

BASIX Certificate or Section J Energy Efficiency designs:.....

Structural Engineer Designs/Spec and any other documents:.....

- Note 1:** A plan of the land must indicate -
- (a) location, boundary dimensions, site area and north point of land
  - (b) existing vegetation and trees on the land
  - (c) location and uses of existing buildings on the land
  - (d) existing levels of the land in relation to buildings and roads
  - (e) location and uses of buildings on sites adjoining the land

- Note 2:** Plans or drawings describing the proposed development must indicate (where relevant) –
- (a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
  - (b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
  - (c) elevations and sections showing proposed external finishes and heights
  - (d) proposed finished levels of the land in relation to buildings and roads
  - (e) building perspectives, where necessary to illustrate the proposed building
  - (f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions)

**Note 3:** The following information must also accompany a complying development certificate application for building or subdivision work and change of building use:

**Building Work**

In the case of an application for a complying development certificate for "building work":

- (a) copies of compliance certificates relied upon
- (b) three [3] copies of detailed plans and specifications (including 3 copies of a BASIX certificate where required by legislation).

The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:

- show a plan of each floor section
- show a plan of each elevation of the building
- show the levels of the lowest floor and of any yard or un-built on area belonging to that floor and the levels of the adjacent ground
- indicate the height, design, construction and provision for fire safety and fire resistance (if any)

Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The specification is:

- to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
- state whether the materials proposed to be used are new or second hand and give particulars of any second hand and give particulars of any second hand materials used

- (c) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by
- details of the performance requirements the alternative solution is intended to meet, and
  - details of the assessment methods used to establish compliance with those performance requirements
- (d) if relevant, evidence of any accredited component, process or design sought to be relied upon

**NB:** If an EPI provides that complying development must comply with the deemed-to-satisfy provisions of the BCA, a CDC cannot authorise compliance with alternative solutions to the performance requirements corresponding to those deemed-to-satisfy provisions

- (e) except in the case of a class 1a or class 10 building:
- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
  - if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated
- The list must describe the extent, capability and basis of design of each of the measures concerned.

#### **Change of Building Use**

In the case of an application for a complying development certificate for a "change of building use" (except for an application that, if granted, would authorise the building concerned being used as a class 1a or class 10 building):

- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated in connection with the proposed change of building use
- a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated

The list must describe the extent, capability and basis of design of each of those measures concerned.

**Note 4:** Other information must indicate (where relevant):

- (a) in the case of shops, offices, commercial or industrial development:
- details of house of operation
  - plant and machinery to be installed
  - type, size and quantity of goods to be made, stored or transported, loading and unloading facilities
- (b) in the case of demolition:
- details of age and condition of buildings or works to be demolished
- (c) in the case of advertisements:
- details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed
- (d) in the case of development relating to an existing use:
- details of the existing use
- (e) in the case of development involving the erection of a building, work or demolition:
- details of the methods of securing the site during the course of construction

**Note 5:** Home Building Act Requirements:

In the case of an application for a complying development certificate for residential building work (within the meaning of the Home Building Act 1989), attach the following:

- (a) in the case of work by a licensee under that Act:
- (i) a statement detailing the licensee's name and contractor licence number, and
  - (ii) documentary evidence that the licensee has complied with the applicable requirements of the Act\*, or
- (b) in the case of work done by any other person:
- (i) a statement detailing the person's name and owner/builder permit number, or
  - (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of "owner-builder work" in Section 29 of that Act

\* A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

**Note 6:** Long Service Levy:

Under s.85A(10A) of the Environmental Planning and Assessment Act 1979, a complying development certificate cannot be issued until any long service 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 local Council may be authorised to accept payment.

#### Privacy Statement:

The information you supply comprises part of a public register which may be viewed by anyone on request.

## REPORTING STATISTICS

Please complete this schedule for the purpose of providing information to the Australian Bureau of Statistics.

### All NEW Buildings

Please complete the following details

- Number of storeys (including underground floors)

- Gross floor area of new building (m<sup>2</sup>)

- Gross site area (m<sup>2</sup>)

### For Residential Buildings

Please complete the following details on residential structures only

- Number of dwellings to be constructed

- Number of pre-existing dwellings on-site

- Number of dwellings to be demolished

- Will the new dwellings be attached to other new buildings?

 YES

 NO

- Will the new buildings be attached to existing buildings?

 YES

 NO

- Does the site contain a Dual Occupancy  
(Dual Occupancy = two dwellings on the same site)

 YES

 NO

### Materials

Please indicate the code that best describes materials to be used in the construction of the new building.

Walls			Roof			Floor			Frame		
Brick (double)	11		Tiles	10		Concrete or Slate	20		Timber	40	
Brick (vener)	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										

Privacy Statement:

The information you supply comprises part of a public register which may be viewed by anyone on request.



# APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)

S.109E Environmental Planning & Assessment Act 1979

Liverpool Plains Shire Council  
P.O. Box 152,  
QUIRINDI NSW 2343  
Email: [lpjsc@lpjsc.nsw.gov.au](mailto:lpjsc@lpjsc.nsw.gov.au)  
Ph: (02) 6746 1755  
Fax: (02) 6746 3255

Complying Development Application No. **CDC** \_\_\_\_/\_\_\_\_

Description of Development:.....

Address of development:.....NSW Australia

### This appointment is subject to the applicant complying with the following conditions:

1. Comply with all conditions of the Complying Development Certificate.
2. Carry out the development in accordance with approved plans and specifications
3. Allow accredited officers and staff access to the construction site at any time for regulatory functions.
4. Provide a minimum of 48 hours' notice prior to booking inspections between 9.00am – 5.00pm week days.
5. Not to proceed until each critical stage inspection has been passed.
6. Not allow occupation of a building until an Occupation Certificate (or Interim Occupation Certificate) is issued for the development.
7. Agree to pay for inspections in excess of those estimated at the time of lodgement of fees.
8. The person having benefit of the consent signing this form accepts that the PCA is not a Project Manager of the work and indemnifies LPSC and it's certifiers (the principal certifying authority) from all legal action or disputes arising from any work outside the role of the PCA including any modified parts of the building work that have not been re-inspected (e.g. where building components have been modified after a critical stage inspection is undertaken without the PCAs permission).
9. Only One (1) Principal Certifying Authority can be appointed for all of the work relating to the complying development consent.
10. Only One (1) Final Occupation Certificate can be issued per development consent.

Note: This appointment can only be made by the person having benefit of the consent

I, .....appoint Liverpool plains Shire Council as the Principal Certifying Authority and agree to abide by the foregoing conditions.

.....  
Signature Date

I, accredited certifier on behalf of Liverpool plains Shire Council consent to the Council being appointed as the Principal Certifying Authority of the development described on this form.

.....  
Signature Date

Accredited Certifier NSW Building Professionals Board Accreditation No. BPB-\_\_\_\_\_