



**Upper Lachlan Shire Council**  
 Crookwell Ph (02) 4830 1000  
 Gunning Ph: (02) 4854 4100  
 Facsimile: (02)4830 1045  
 Email: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)  
<https://www.upperlachlan.nsw.gov.au/>  
 ABN 81 011 241 552

**Lodgement Options**  
 Mail: PO Box 42, Gunning NSW 2581  
 In person: Crookwell Office, 44 Spring Street, Crookwell  
 Gunning Office, 123 Yass Street, Gunning  
 Opening Hours: 9am – 4pm Monday to Friday

## APPLICATION FOR A CONSTRUCTION CERTIFICATE OR TO MODIFY A CONSTRUCTION CERTIFICATE, OR COMPLYING DEVELOPMENT CERTIFICATE

<b>STEP 1 TYPE OF APPROVAL</b>		
<p><i>Please indicate the type of construction approval application. Where a DA has been issued/lodged application must be for Construction Certificate. Where applying for a Complying Development Certificate (CDC) must indicate the SEPP/Part it is lodged under. For further information on complying development see: <a href="https://www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/complying-development">https://www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/complying-development</a></i></p>		
<input type="checkbox"/> <b>CONSTRUCTION CERTIFICATE (CC)</b>	<b>DA No.:</b>	
<input type="checkbox"/> <b>MODIFICATION TO A CONSTRUCTION CERTIFICATE</b>	<b>CC No.:</b>	
<input type="checkbox"/> <b>COMPLYING DEVELOPMENT (CDC)</b>		
<input type="checkbox"/> State Environmental Planning Policy (Exempt and Complying Development Codes) 2008		
<input type="checkbox"/> Part 3 General Housing Code	<input type="checkbox"/> Part 3A Rural Housing Code	<input type="checkbox"/> Part 4 Housing Alterations Code
<input type="checkbox"/> Part 4A General Development Code	<input type="checkbox"/> Part 5 Commercial and Industrial Alterations Code	<input type="checkbox"/> Part 5A Commercial and Industrial (New Buildings and Additions) Code
<input type="checkbox"/> Part 6 Subdivisions Code	<input type="checkbox"/> Part 7 Demolition Code	<input type="checkbox"/> Part 8 Fire Safety Code
<input type="checkbox"/> Other SEPP ( <i>please specify</i> )		
<b>STEP 2 LOCATION AND TITLE DESCRIPTION OF THE PROPERTY</b>		
<p><i>Where the proposed development involves multiple allotments all lot details must be provided.</i></p>		
House No.	Street	
Suburb or Town		Postcode
Lot No.	Section ( <i>if applicable</i> )	Deposited Plan (DP)
Description of current and previous use/s of the site		
<b>STEP 3 DESCRIPTION OF WORK INDICATE THE PROPOSED DEVELOPMENT</b>		
<b>Will this work involve:</b>		
<input type="checkbox"/> New Construction (vacant)	<input type="checkbox"/> Fit-Out of Existing Building	<input type="checkbox"/> Change of Use – No Building Works
<input type="checkbox"/> Alterations and / or Additions	<input type="checkbox"/> Demolition of Existing Building	<input type="checkbox"/> Change of Use – Building Works
<input type="checkbox"/> Subdivision of Land	<input type="checkbox"/> Relocation of Existing Building	<input type="checkbox"/> Other .....
<b>Description of Proposal:</b> Describe briefly everything you want approved by Council		
<p><i>Detail the estimated or contract value of the works. Council may request verification through builders quote or Quantity Surveyor. The value cannot exclude labour where works are proposed to be done by owner/applicant.</i></p>		
<b>Total Value of Works: (Including Materials) \$</b>		Long Service Levy required? <input type="checkbox"/> (Value of Works \$25,000 & Over)
<input type="checkbox"/> Home Owners Warranty Required? (Value of Works \$20,000 & Over) <b>OR</b> <input type="checkbox"/> Owner Builder Permit Required? (Value of Works \$10,000 & Over)		<i>*To be submitted prior to Commencement of works for residential building works only</i>

**STEP 4 DETAILS OF THE APPLICANT/S**

*The applicant for a Construction Certificate can only be the person/s with the benefit of the development consent. The builder and/or trades carrying out the works cannot be the applicant unless they are also the owner of the land.  
All correspondence will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.*

Name/ Company Name

Contact Name (in the case of a Company)

Postal address

Email

Mobile

Daytime Telephone

**STEP 5 BUILDER DETAILS**

Builders Name or Name of Owner Builder

Builders Licence No. or Owner Builder Permit No.

Builders Address

Builder Email Address

Telephone No.

Mobile No.

Fax No.

**STEP 6 AUSTRALIAN BUREAU OF STATISTICS DATA COLLECTION**

*This must be completed for the purposes of providing information to the Australian Bureau of Statistics*

What is the area of the **land** (m<sup>2</sup>)Gross floor area of the **existing** building (m<sup>2</sup>)

What are the current uses of all or parts of the building(s) / land? (If vacant state vacant)

**Location****Use**

Number of dwellings to be demolished:

Number of proposed dwellings:

Number of storeys the building will consist of:

**Materials** Residential building work only

Floor		Code	Roof		Code	Walls		Code	Frame		Code
Concrete	<input type="checkbox"/>	CN	Aluminium	<input type="checkbox"/>	AL	Brick (veneer)	<input type="checkbox"/>	BV	Aluminium	<input type="checkbox"/>	AL
Other	<input type="checkbox"/>	OT	Concrete	<input type="checkbox"/>	CN	Cladding - Aluminium	<input type="checkbox"/>	AL	Other	<input type="checkbox"/>	OT
Timber	<input type="checkbox"/>	TM	Concrete Tile	<input type="checkbox"/>	CT	Curtain glass	<input type="checkbox"/>	CG	Steel	<input type="checkbox"/>	ST
Unknown	<input type="checkbox"/>	UN	Fibrous Cement	<input type="checkbox"/>	FC	Concrete or Masonry	<input type="checkbox"/>	CM	Timber	<input type="checkbox"/>	TM
			Fibreglass	<input type="checkbox"/>	FG	Concrete	<input type="checkbox"/>	CN	Unknown	<input type="checkbox"/>	UN
			Masonry or Terracotta	<input type="checkbox"/>	MT	Concrete Block	<input type="checkbox"/>	CV			
			Other	<input type="checkbox"/>	OT	Full Brick	<input type="checkbox"/>	FB			
			Slate	<input type="checkbox"/>	SL	Fibrous Cement	<input type="checkbox"/>	FC			
			Steel	<input type="checkbox"/>	ST	Hardiplank	<input type="checkbox"/>	HP			
			Tiles	<input type="checkbox"/>	TL	Other	<input type="checkbox"/>	OT			
			Terracotta Tiles	<input type="checkbox"/>	TT	Single Brick	<input type="checkbox"/>	SB			
			Unknown	<input type="checkbox"/>	UN	Steel	<input type="checkbox"/>	ST			
						Timber or Weatherboard	<input type="checkbox"/>	TM			
						Unknown	<input type="checkbox"/>	UN			

**STEP 8. SCHEDULES****Schedule 1: Agreement for Performance of Certification Work:**

The Agreement is a requirement for all applications involving **building works**. The Agreement outlines Council's role as the Certifier for the works, including the associated costs. This is required to be signed by the property owner and then endorsed by Council. A copy of the endorsed Agreement will be sent to the Applicant with the Determination.

**Schedule 2: Note and Dictionary****Schedule 3: Attachments Description of Services**



## Schedule 1:

# Agreement for the Performance of Certification Work

Agreement between **UPPER LACHLAN SHIRE COUNCIL** (the Council)  
 and **OWNER/S (details provided below)** (the Client (Owner))

<b>Please complete</b>	Surname / Company name	Given name
	Surname / Company name	Given name
<i>Please attach a separate sheet if more space is required</i>		

**Part A. Introduction**

- The Council is a Certifying Authority and employs an Accredited Certifier (the Certifier) who is authorised to carry out the certification work which is the subject of this Agreement on behalf of the Council.
- The Client (Owner) seeks to engage the Council to perform certification work on the terms set out in this Agreement.

**Part B. Interpretation**

Words and terms used in this Agreement are defined in the Dictionary contained in Schedule 2.

**Part C. Parties to the Agreement**

**1 The Council: UPPER LACHLAN SHIRE COUNCIL**

<b>Business Address</b> 44 Spring Street CROOKWELL NSW 2583 02 4830 1000	<b>Postal Address:</b> PO BOX 42 GUNNING NSW 2481 <a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a>
---	---

**2 The Client / Owner**

<b>Please complete</b>	Surname/Company name	Given name
	Surname/Company name	Given name
	Postal address	
	Email	Mobile

**Part D Certifier's Details**

These are the details of the employees that Council proposes, at the date of the Agreement, to have carry out the certification work and to perform the inspections. Council may also contract other appropriately qualified and accredited certifiers to undertake certification work and inspections.

Name of Certifier	Accreditation Number	Name of Certifier	Accreditation Number
Brian Smithers	BPB1033	Katrina Proudman	BPB1308
Ralph Tambasco	BPB1062		

**Part E Certifier's Insurance Details**

Certifiers employed by Council are covered by Council General Insurance in regards to insurance required by the BP Act.

## Part F The Development

*Details as noted in Steps 1 to 3 of the Application Form.*

### Details of Approved Documents

Plans specifications and other documents approved by a Development Consent / Complying Development Certificate, including the following:

- Architectural Plans
- Engineering Plans
- Structural Design Adequacy Certificate
- BASIX Certificate
- Geotechnical Report
- Housing Specifications
- Site Waste Minimisation Plan
- Other Related Documents and Reports relied on for Assessment

### Inspections

Any inspections of the development site or the development required under the EP&A Act or the EP&A Regulation will be carried out by the Certifiers listed in Part D above.

## Part G Certification work to be performed

This Agreement relates to the determination of a Construction Certificate, Complying Development Certificate and / or Occupation Certificate applications and undertaking the functions of the Principal Certifying Authority (PCA) for the development.

Refer to relevant **Attachment(s)** that contain a **Description of Services** found in Schedule 3.

## Part H Fees and charges

### Development Certificates and PCA Functions

1. Set fees and charges:
  - a. The fees and charges for the determination of an application for a development certificate and to carry out the functions as the PCA for the development are set out in the table below.
  - b. The set fees and charges for the determination of a development certificate and for the carrying out of the functions as the PCA for the development must be paid to the Council before, or at the time, an application for the development certificate is lodged with the Council.
2. Contingency fees and charges:
  - a. In the case of fees and charges that may be payable for work arising from unforeseen contingencies, the basis on which those fees and charges are to be calculated are set out in the table below.
  - b. In respect of any unforeseen contingency work provided for under this Agreement, the Council is to send an invoice to the Client (Owner) within 21 days after the completion of any such work.
3. Functions:
  - a. For the Council to determine applications for a development certificates and carry out the functions as the PCA for the development are set out in the relevant **Attachment(s)**.

### Fixed Fee Agreement

Council will undertake for a fixed fee all work involved in assessing, determining and finalising the application as set out in the **Description of Services**, including the costs of any service provided by a third party and any fees for obtaining or lodging documents, **except** for contingency items (if any) specified below:

### Contingency items#\*

- a) Re – Inspection Fees (in accordance with Council's adopted Fees & Charges)
- b) Additional Inspection Fees (in accordance with Council's adopted Fees & Charges)

**\*This information is to be completed when application is endorsed by Council**

**Fixed Fee: In accordance with Council's adopted fees and Charges as quoted**

\$	Receipt No.	Date paid:
----	-------------	------------

## Part I Statutory Obligations

The Building Professionals Board is the statutory body that accredits Certifiers and administers the *Building Professionals Act 2005*.

*Note: Clause 19A(5) of the Building Professionals Regulation 2007 states 'the contract must be accompanied by any applicable document containing information about the statutory obligations of accredited certifiers that is published by the Board for the purposes of this clause and available on its website'. The Board has not published a brochure regarding the statutory obligations of certifiers applicable as at the date of the Agreement.*

For information on Statutory obligations please see the BPB website on the following link:  
<http://bpb.nsw.gov.au/certifiers-role/obligations-certifiers>

## Part J Date of Agreement

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

## Part K Endorsement by Authorised Officer of Council

Authorised Officer of Council Signed / Executed on behalf of Council	Date
---	------

*\*Once endorsed by Council a copy for your records will be sent to you with your Determination.*

## Schedule 2:

### Note

*Home Building Act 1989* requirements in case of building work that involves residential building work (within the meaning of the *Home Building Act 1989*) **attach** the following:

- In the case of work by a **licence** under that Act:
  - A statement detailing the **licensee's name and contractor licence number**, and
  - Documentary evidence that the licensee has complied with the applicable requirements of that Act\*, **OR**
- In the case of work done by any other person:
  - A statement detailing the **person's name and owner-builder permit number**, or
  - 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 the 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

### Dictionary

- **Accredited Certifier** means the holder of a certificate of accreditation as an Accredited Certifier under the *BP Act*
- **Applicable Environmental Planning Instrument** means the State Environmental Planning Policy or the Local Environmental Plan nominated by the Client (Owner) as the instrument against which an application for a Complying Development Certificate is to be assessed.
- **BASIX** means the Building Sustainability Index.
- **BCA** means the Building Code of Australia.
- **BP Act** means the *Building Professionals Act 2005*.
- **Certification Work** means:
  - a) the determining of an application for a development certificate
  - b) the issue of a development certificate
  - c) carrying out the functions of a PCA
  - d) carrying out of inspections for the purposes of section 109E(3)(d) of the EP&A Act
  - e) carrying out inspections under section 22 *Swimming Pools Act 1992* and issuing certificates of compliance under that Act
- **Contractor licence** means a licence issued under the *Home Building Act 1989*

- **Development certificate** means:
  - a) a certificate under Part 4A of the EP&A Act, being: a construction certificate, a compliance certificate, a subdivision certificate or an occupation certificate
  - b) a complying development certificate
  - c) a strata certificate issued under the *Strata Schemes (Freehold Development) Act 1973* or the *Strata Schemes (Leasehold Development) Act 1986*
- **EP&A Act** means the *Environmental Planning and Assessment Act 1979*
- **EP&A Regulation** means the Environmental Planning and Regulation 2000
- **Owner-builder permit** has the meaning given to it by the *Home Building Act 1989*
- **PCA** means a principal certifying authority appointed under section 109E of the EP&A Act
- **Residential building work** has the meaning given to it by the *Home Building Act 1989*

## Schedule 3:

### Attachment: Application for a Complying Development Certificate (CDC)

#### Description of services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate timely determination of the application, including:

1. Provide a blank copy of CDC application form to the Client.
2. If necessary, obtain a certificate under section 149 of the EP& A Act.
3. Conduct an inspection of, or arrange for another accredited certifier to inspect, the development site, and prepare a record of the inspection.
4. If clause 130(2A) or 130(2E) of the EP&A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer or another accredited certifier that satisfies the requirements of clause of the 130 EP&A Regulation.
5. Assess whether the proposed development satisfies the development standards set out in the relevant environmental planning instrument, development control plan and the EP&A Regulation.
6. Determine the application and prepare a notice of the determination.
7. If the application is granted:
  - a. prepare a complying development certificate
  - b. endorse all relevant plans, specifications and other documents
  - c. prepare any associated fire safety schedule or fire link conversion schedule
  - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
  - e. ascertain if any contributions plan requires the CDC to be subject to a condition requiring a monetary payment.
  - f. issue CDC to the Client together with associated endorsed plans specifications and other approved documents.
  - g. forward copies of documents prepared to statutory authorities, including the NSW Rural Fire Service, as required by the EP&A Regulation.

### Attachment: Application for a Construction Certificate (CC)

#### Description of services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Provide a blank copy of CC application form to the Client.
2. If necessary, obtain a certificate under section 149 of the EP& A Act
3. If the development is on a site which affects an existing building, inspect, or arrange for another accredited certifier to inspect, the building and prepare a record of the inspection.
4. If clause 144 of the EP& A Regulation applies to the development (i.e. alternative solutions for certain fire safety measures), apply to the Fire Commissioner for an initial fire safety report.
5. If the development is a residential flat building, obtain a design verification from a qualified designer under clause 50(1A) of the EP& A Regulation
6. If clause 144A of the EP& A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer.
7. Assess whether the application satisfies the requirements of the EP&A Regulation, including compliance with the BCA, the development consent and any pre-conditions to the issue of a CC.
8. Determine the application and prepare a notice of the determination.

9. If the application is granted:
    - a. prepare a construction certificate
    - b. endorse all relevant plans, specifications and other documents
    - c. prepare any associated fire safety schedule or fire link conversion schedule
    - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
    - e. ascertain if any security or monetary payment or levy under sections 94 or 94A of the EP&A Act are required before the CC is issued.
    - f. issue CC to the Client together with associated endorsed plans specifications and other approved documents.
    - g. forward copies of documents prepared to the consent authority as required by the EP&A Regulation.
- 

## **Attachment: Application for an Occupation Certificate (OC)**

### **Description of services**

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Provide a blank copy of an OC application form to the Client.
  2. Conduct an inspection of the development and prepare a record of the inspection.
  3. If clause 144 of the EP& A Regulation applies to the development (i.e. alternative solutions for certain fire safety measures), apply to the Fire Commissioner for a final fire safety report.
  4. Obtain a final fire safety certificate or interim fire safety certificate as required by the EP& A Regulation.
  5. If the development is a residential flat building to which clause 154A of the EP&A Regulation applies, obtain a further design verification from a qualified designer in relation to the completed works.
  6. Ensure that all BASIX requirements required to be complied with before an OC may be issued have been satisfied, including obtaining any necessary BASIX completion receipt.
  7. If clause 130(2A) or 144A(1) of the EP& A Regulation applied to the development (i.e. where there is an alternative solution relating to fire safety requirements), obtain a further compliance certificate or written report from a fire safety engineer with respect to the completed works as required by clause 153A of the EP& A Regulation.
  8. Assess whether the application satisfies the requirements of the EP&A Regulation, including whether any pre-conditions of the development consent or CDC which are required to be met before an OC may be issued, have been met and (where building work has been carried out) whether the work is not inconsistent with the development consent).
  9. Determine the application and prepare a notice of the determination.
  10. If the application is granted, prepare an OC and issue it to the Client.
  11. Forward copies of documents prepared to the consent authority and the council as required by the EP&A Regulation.
- 

## **Attachment: Undertake the functions of Principal Certifying Authority (PCA)**

### **Description of services**

The Certifier will, on behalf of the Council, perform all work that is necessary to comply with relevant statutory requirements, including:

1. Not later than two days before any building work or subdivision work commences, the Certifier will:
  - a. notify the consent authority of the Certifier's appointment as PCA
  - b. notify the Client of all inspections that are required to be carried out of the building work or subdivision work.
2. Ascertain, before any building work or subdivision work commences, that a construction certificate or complying development certificate has been issued for the work.
3. Ascertain, before any residential building work commences, that either:
  - a. the principal contractor is the holder of a licence under the *Home Building Act 1989* and is covered by appropriate insurance, or
  - b. where the work is to be carried out by an owner-builder, that an owner-builder permit has been issued under the *Home Building Act 1989*
4. The Certifier will either carry out all critical stage inspections of the building work or subdivision work prescribed by the EP& A Regulation or required by the Certifier, or ensure that the inspections are carried out by another certifying authority. However, the Certifier will personally carry out the last critical stage inspection that is prescribed for a building.
5. The Certifier will make a record as required by the EP&A Regulation of all inspections that he or she carries out and will ensure that any other certifying authority that has carried out an inspection also prepares a report and supplies it to the Certifier.
6. The Certifier will determine whether any inspection (other than the last critical stage inspection) has been not carried out due to circumstances that were unavoidable, and whether the work that would have been inspected was satisfactory.



The Certifier will make a record of any such missed inspection as required by the EP&A Regulation and provide a copy to the Client. The Certifier will also notify the principal contractor or owner builder of the missed inspection as required by the EP&A Regulation.

7. Determine applications for occupation certificates or subdivision certificate (subject to separate terms under this Agreement)

#### **Compliance functions**

8. The Certifier will take such steps as he or she considers appropriate to address any of the following matters relating to the development:
    - a. non-compliance with the development consent
    - b. the carrying out of work without development consent
    - c. an unauthorised use of a building
    - d. a breach of a law relating to the carrying out of work or the use of the land
    - e. a threat to the safety of a person or a person's property
    - f. any other matter the Certifier considers to be in the public interest to address.
  9. Without limiting the actions that the Certifier may take, the Certifier may:
    - a. attend the site or nearby properties to inspect any issue of concern relating to the development
    - b. confer with any person in relation to any issues of concern
    - c. cause correspondence to be issued to any person
    - d. refer any matter of concern to such persons or authorities as the Certifier considers appropriate, including the consent authority, NSW Fair Trading or an environmental protection agency
    - e. issue notices under section 121H of the EP&A Act
-

## STEP 10 PRIVACY POLICY

The information you provide in this application will enable us, and any relevant state agency, to assess your application under the Environmental Planning and Assessment Act 1979 and other applicable State Legislation. If the information is not provided, your application may not be accepted.

If your application is for designated development or notified development, it will be available for public inspection and copying during a submission period. Written notification of the application will also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application.

Please ensure that the information is accurate and advise us of any changes.

## STEP 12 PRIVACY NOTIFICATION

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). The intended recipients of the personal information are officers within Council, data service providers engaged by the Council from time to time and any other agent of Council.

If you cannot provide, or do not wish to provide, the information sought, the Council may be unable to process your application.

You may make application for access or amendments to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

## STEP 13 SIGNATURES OF ALL OWNER/S

SECTION 109E, ENVIRONMENTAL PLANNING & ASSESSMENT ACT

**The owners of the land to be developed must sign the application.**

If you are not the owner of the land, you must have all the owner/s sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority.

**As the owner/s of the above property:**

- I / we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.
- I / we consent to the terms set out in the Agreement between the owner and Council being the certifying authority who employs an Accredited Certifier (the Certifier) who is authorised to carry out the certification work which is the subject of this Agreement on behalf of the Council.
- Notice of Commencement of Building under the Environmental Planning and Assessment Act 1979 Sections 81A (2) (b) (ii) or (c) or (4) (b) (ii) or (c), 86 (1) and (2).
  - a. I / we consent to comply with and satisfy the prior to commencement of works conditions of the Development Consent / Complying Development Certificate and of the requirements of the Home Building Act 1989, Clause 98B or Clause 136C of the Environmental Planning and Assessment Regulations. Please see the Schedule for further information.
  - b. The work is to commence two (2) days after the lodgement of the Notice of Commencement, unless stated otherwise in writing to Council. **\*Note all Owners must give consent by signing below**

Signature

Signature

Owner's Name

Owner's Name

Date

Date

## STEP 14 APPLICANTS

- **The applicant for a Construction Certificate can only be the person/s with the benefit of the development consent.** The builder and/or trades carrying out the works cannot be the applicant unless they are also the owner of the land. If the applicant is not the owner of the land, then the owner(s) written consent to lodge the application is required.

**\*If the applicant/s are the owners of the land, Council also requires signatures below.**

- All correspondence will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.
- By signing this application, you are acknowledging that you have read the notes and instructions on this form, and have included all the requested information as it applies to this application.
- The information provided in this application is required to enable the application to be assessed by Council and any relevant state agencies. The public is entitled to inspect the application and any associated documents.

**Note: Applicant to ensure all Owners have given consent by signing above**

Signature

Signature

Applicant's Name

Applicant's Name

Date

Date

## STEP 13 PAYMENT OPTIONS

Council accepts payments by cash, cheque, money order, eftpos or credit card (Visa and Mastercard only) at Council's Administration Office. All cheques are to be made payable to **Upper Lachlan Shire Council**. Should you wish to mail your application package to Council and wish to use the credit card facility, please download a Mail Order/Telephone Order credit card processing form which can be found at <https://www.upperlachlan.nsw.gov.au/planning/forms-checklists> or alternatively enclose a cheque or money order. Please contact the Upper Lachlan Shire Council's Environment & Planning Department on (02) 4830 1000 or [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) to arrange a fee quote for your application.

## APPLICATION CHECKLIST – CONSTRUCTION CERTIFICATE

This checklist will assist with the lodgement of your application by ensuring you have included all the necessary details. This will prevent delays in processing your application. **Please do not lodge your Development Application until you have checked each item on this checklist and indicated whether you have included the required information. Please be aware that if the required information is not provided, your application will not be accepted by Council.**

## APPLICATION CHECKLIST – COMPLYING DEVELOPMENT CERTIFICATE

This checklist will assist with the lodgement of your application by ensuring you have included all the necessary details. This will prevent delays in processing your application. **Please do not lodge your Development Application until you have checked each item on this checklist and indicated whether you have included the required information. Please be aware that if the required information is not provided, your application will not be accepted by Council.**

	REQUIRED INFORMATION	SUPPLIED
1. Application form	a. Have mobile phone numbers and email addresses been provided for the Applicant at Step 2?	<input type="checkbox"/> Yes
	b. Has the proposed development been adequately described and the cost of works provided at Step 3?	
	c. Have ALL owner/s provided consent at Step 14? <i>Note if owner is a company then two (2) directors or one (1) director and one (1) company secretary must sign. If the owner is a Strata then a Strata Seal is required.</i>	
	d. Have ALL applicant/s provided consent at Step 15? <i>Note if applicant is a company then two (2) directors or one (1) director and one (1) company secretary must sign.</i>	
2. Statement of Environmental Effects	a. Environmental impacts of the development described?	<input type="checkbox"/> Yes
	b. Have the environmental impacts of the development have been identified?	
	c. Have the steps to be taken to protect the environment or to lessen the expected harm to the environment been described?	
	d. Relevant provisions of the following addressed:	
	1. Environmental Planning and Assessment Regulation 2000	
	2. Biodiversity Conservation Act 2016	
3. State Environmental Planning Policies		
4. Upper Lachlan Local Environmental Plan 2010		
5. Upper Lachlan Development Control Plan 2010		
3. Biodiversity Conservation Act Offset Scheme	If the application is proposing clearing of native vegetation that has triggered the Biodiversity Conservation Act offset has a Biodiversity Assessment Report (BAR) prepared by ACCREDITED ASSESSOR been provided? <i>Note: for further information please see NSW Office of Environment &amp; Heritage website as follows: <a href="http://www.environment.nsw.gov.au/biodiversity/offsetscheme.htm">http://www.environment.nsw.gov.au/biodiversity/offsetscheme.htm</a></i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4. Environmental Impact Statement	If the development was identified in Step 6 as requiring an Environmental Impact Statement (EIS), have the required copies been provided? <i>Note: For full details regarding the requirements for an EIS, please contact NSW Planning and Environment or see their website as follows: <a href="http://www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/local-development">www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/local-development</a>.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. Species Impact Statement	If the development was identified in Step 6 as requiring a Species Impact Statement, have the required copies been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A