



Ashfield Council

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

Made under Sections 85 & 85A of the Environmental
Planning and Assessment Act, 1979.

Contact Details:

Administration Building
260 Liverpool Road, Ashfield NSW 2131
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Office Use:

CDC Number

Date

Receipt Number

Time

Amount Paid

CSO

Previous Contact with Council:

Have you discussed any aspect of this application with a Council Officer previously? Yes No

If Yes, which Officer?

The NSW Housing Code Provisions commenced on 27 February 2009, and until 27 February 2010, an applicant must select whether the application is assessed under the existing Ashfield Local Environmental Plan 1985 (ALEP 1985 OR the NSW Housing Code).

Applicant's Selection:

- I request that this application be assessed under the provisions of: ALEP 1985
NSW Housing Code
- I wish to appoint Council as the Principal Certifying Authority (PCA) for this Complying Development (refer Note 1 of this Form)
- I wish to apply for an Occupation Certificate, upon completion of the development (refer to PCA information on this Form)

Description of Property:

Address: Unit No: House No:

Street:

Suburb:

Postcode:

DP No:

Lot No:

Vol/Folio:

Strata Plan:

Area of Site (m²):

Width:

Length:

Map(s) Attached (See Note 1):

Description of Proposal:

Value of Work: \$

Applicant Details:

Name(s):

Address:

Phone/ Fax/ Mobile:

Signature:

Consent of ALL Owner(s):

Name(s):

Address:

Phone/Fax/.Mobile:

Signature:

Company Seal: (If Applicable)

Where owner is a company or
owner's corp. a Seal and/or ACN
and ABN must be provided.

ACN:

ABN:

Council will not accept or register the Application if the consent of the Owner(s) has not been provided.

Australian Bureau of Statistics (ABS) Schedule (for building work only):

The attached ABS Schedule is required to be completed for the purposes of providing information to the ABS.

Statement of Compliance with Sydney Water Requirements:

I confirm the proposal is not located within one metre (1m) of a sewer main or complies with the building over sewer requirements of Sydney Water

Declaration:

I declare that all the information in the application is to the best of my knowledge true and correct.

Applicants Signature:

Date:

Please indicate whether you wish the Certificate and any approved document/s to be: Posted or Collected



Ashfield Council

COMPLYING DEVELOPMENT CERTIFICATE ABS SCHEDULE

Site Area (m²):

Gross Floor Area of Existing Building (m²):

Proposed Additional Gross Floor Area (m²):

Number of existing dwellings on the site:

Number of dwellings to be demolished:

Number of proposed dwellings on the site:

Number of storeys for proposed building:

Number of existing outbuildings on the site:

Materials to be Used:

Place a tick (✓) in the box which best describes the materials to be used in the new construction:

Walls		Roof		Floors		Frame	
Full Brick	11	Masonry	10	Concrete	20	Timber	40
Single Brick	11	Concrete Tile	10	Timber	40	Steel	60
Concrete Block	11	Terracotta Tile	10	Other	80	Aluminium	70
Brick Veneer	12	Concrete	20	Unknown	90	Other	80
Concrete/Masonry	20	Slate	20			Unknown	90
Concrete	20	Fibrous Cement	30				
Fibrous Cement	30	Steel	60				
Hardiplank	30	Aluminium	70				
Timber/Weatherboard	40	Other	80				
Curtain Glass	50	Unknown	90				
Steel	60						
Cladding/Aluminium	70						
Other	80						
Unknown	90						



Applicant (Please Tick)	Documents	Copies	Office Use
	Submission Requirements		
	Application Form fully completed including Australian Bureau of Statistics data	1	
	Survey plan not more than 5 years old to scale of 1:100 or 1:200	2	
	Site Plan coloured to show new work and to scale of 1:100 or 1:200	4	
	Floor Plans coloured to show new work and to scale of 1:50 or 1:100	4	
	Elevations coloured to show new work and to scale of 1:50 or 1:100	4	
	Sections coloured to show new work and to scale of 1:50 or 1:100	4	
	Levels coloured to show new work and to scale of 1:50 or 1:100 (excluding excavation or fill)	4	
	Waste Management Plan on Council form only	2	
	Soil and Water Management Plan to scale of 1:100 or 1:200	2	
	Notification of Approved CDC Plan showing the same detail as the plans submitted for assessment (no internals), reduced to A4 to be sent to neighbours upon approval of CDC	6	
	BASIX Certificate for new dwellings, or works over \$50,000	1	
	Schedule of Colours and Materials	2	
	Landscape Plan to scale of 1:50 or 1:100 (may be incorporated in the site plan). See Note 1(b)	3	
	Stormwater Drainage Plan certified by a suitably qualified hydraulic engineer and to scale of 1:50 or 1:100. See Note 1(b)	3	
	Cost Summary Report for works between \$100,001 - \$2,000,000	1	
	Building Specifications see Note 1(b)		
	Structural Engineers' Plans see Note 1(b)	2	
	Details of Termite Protection	2	
	Details of any proposed smoke alarm system	1	
Applicant Declaration			
<i>I verify the above information has been provided</i>			
Applicant Signature		Date	
Customer Service Officer Declaration			
<i>I verify that the checklist is complete</i>			
Customer Service Officer Signature		Date	



The following information **must** accompany applications for a Complying Development Certificate for building and subdivision work.

Note 1

Building Work

- a) Copies of compliance certificates relied upon;
- b) Four (4) copies of detailed plans:
 - The plan for the building must be drawn to a suitable scale and consist of a general plan and a site 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 unbuilt area belonging to that floor and the levels for the adjacent ground;
 - Indicate the height, design, construction and provision for fire safety including location of smoke alarms and fire resistance (if any);
 - Include identifying plan number and date;
 - 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;
 - To state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials to be used.
 - 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 that the alternative solution is intended to meet;
 - Details of the assessment methods used to establish compliance with those performance requirements.
 - Structural engineers' drawings:
 - Where the proposed structure utilises the concrete slabs, footings, beams, stairs or steel beams, truss roof or other structural components, comprehensive drawings are to be submitted and certified by a practising Structural Engineer.
 - Stormwater:
 - All stormwater collecting as a result of the erection of, or alterations or additions to, a dwelling house or ancillary development must be conveyed by a gravity fed or charged system to:
 - A street drainage system under the control of the relevant public authority, or
 - An inter-allotment drainage system, or
 - An on-site disposal system approved under section 68 of the *Local Government Act 1993*, if the lot is unsewered.
 - All surface water run-off emanating from a sloping site as a result of the erection of, or alterations or additions to, a dwelling house or ancillary development must be collected and conveyed to a drainage system listed as listed above.

- Landscape Plan:
 - All new dwellings shall include a landscape plan that details the extent of existing soft landscaping and any additional landscaping proposed for the site.
- c) Evidence of any accredited component, process or design sought to be relied upon.
- d) Under s 80(10A) of the Environmental Planning and Assessment Act 1979 building approval cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry *Long Service Leave Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Ashfield Council is authorised to accept payment. Payment of the levy (if applicable) must be paid prior to the release of the construction certificate;
- e) The list must describe the extent, capability and basis of design of each of the measures concerned.

GENERAL INFORMATION

Home Building Act 1989

If a licensed builder is not engaged and the value of any residential work exceeds \$5,000, an Owners – Builders Permit must be obtained for the project. Where a licensed builder is engaged and the value of residential work exceeds \$12,000 a home owners warranty insurance policy must be obtained for the project. A copy of these documents must be lodged with Council one week before work is commenced.

Long Service Payment Corporation

The Act requires that a Complying Development Certificate enabling the erection of a building or other construction exceeding a threshold value (currently \$25,000) not be issued until the appropriate levy or levy instalment has been paid to the Corporation. Council is presently an agent for the Corporation for the collection of the full levy.

Waste Management

A Waste Management Plan is required for all Complying Development construction in accordance with Part D – Planning for Less Waste of Council's Development Control Plan.

PCA INFORMATION

Occupation Certificate

An Occupation Certificate (OC) authorises the occupation and use of a new building.

Principal Certifying Authority

The important role of a Principal Certifying Authority (PCA) is to issue an OC for new building work. The PCA is appointed under s109E of the Environmental Planning and Assessment Act 1979. The Act requires that a person who proposes to carry out development (the applicant) involving building work must appoint a PCA prior to commencement of that work. The applicant may appoint Council or a private accredited certifier as the PCA. The role of the PCA and the conditions/terms that would apply if Council is appointed as the PCA are explained below. The applicant is required to appoint a PCA and, where the PCA is not Council, notify Council of that appointment at least 2 days before work commences.

Should the applicant wish to appoint Council as the PCA at the time of the initial application please tick the appropriate box on Page 1 of this form (the appointment only becomes effective upon the Complying Development Certificate being issued). Otherwise, Council may be appointed by separate application at least 2 days before work is scheduled to commence.

General

The appointment of Council as the PCA imposes various obligations upon both the applicant and Council. These are outlined below and form part of any agreement between the applicant and Council. Council does not charge a fee for this appointment. However, the fee charged for an OC will vary depending on whether Council has, as the PCA, progressively inspected construction work and issued all or the majority of the relevant Compliance Certificates or Inspection Reports. Payment of the OC fee is not required until the lodgement of the relevant application. A PCA must not be replaced by another accredited certifier without approval.

Council offers a variety of Inspection Packages which provide for the issue of Compliance Certificates or Inspection Reports for the required construction inspections.

Council's role and obligation as the PCA will be to:

- (a) Conduct a proper inspection of each critical stage during the construction and issue a Compliance Certificate or Inspection Report to the applicant when such construction complies with the Complying Development Certificate (CDC).
- (b) Promptly advise the applicant after any relevant inspection of any impediment to the issue of a Compliance Certificate or satisfactory Inspection Report.
- (c) Issue to the applicant an OC when the relevant application has been lodged with Council and when all the required works have been completed or satisfied.

The applicant's obligation is to:

- (a) Ensure the relevant work at each critical stage of construction required to be inspected is completed in accordance with the plans, specifications or other approved details attached to the CDC.
- (b) Ensure that Council is given advice and sufficient notice to enable a proper inspection of the construction work, including (but not limited to) the following applicable critical stages of construction relating to building development:
 - (i) soil erosion and sedimentation controls, site works and site set out - before development works start;
 - (ii) excavation of piers or foundation material - before placing concrete;
 - (iii) pool excavation - before the installation of a prefabricated pool;
 - (iv) steel reinforcement of any structural concrete -before placing concrete;
 - (v) framework of structure - before lining, cladding or covering is fixed;
 - (vi) stormwater drainage - before covering or backfilling;
 - (vii) wet area flashing - before affixing wall or floor tiles;
 - (viii) pool fencing - before the pool is filled with water ;
 - (ix) completion - before occupation or use.
- (c) Where Council has been engaged to inspect the critical stages of construction, lodge payment for the relevant Inspection Package, individual inspection, reinspection or other fee prior to the issue of any Compliance Certificate or Inspection Report.
- (d) When the CDC relates to residential building work subject to the Home Building Act 1989, submit evidence to Council that the required insurance has been effected or Owner - Builder Permit obtained, prior to commencement of any construction work.
- (e) Ensure that the development is not occupied or otherwise used until such time as Council is satisfied that the development has been completed in accordance with the CDC and has issued an OC.