

Construction Certificate

Under Environmental Planning and Assessment Act 1979



This form

Use this form to apply for a Construction Certificate (CC) (new or modified) for proposed building or subdivision work and appoint the City of Newcastle (CN) as the Principal Certifier.

Please refer to the relevant CC checklist for your development for more information regarding the application for a CC. You can download checklists from [CN's website](#). Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

Part 1: Applicant and site details

1. Applicant details

All correspondence will be sent to the email address provided unless 'care of' email address is specified

Name or company

ABN (required if company).....

Postal address.....

Suburb.....Postcode.....

Phone

E-mail

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company)..... Contact person

Postal Address.....

Phone.....E-mail

2. Location and title description of the property

This information is available on rates notices

Unit NoHouse NoStreet.....

Suburb.....

Lot(s).....Section.....

Deposited Plan(s)..... Strata plan

3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1.....

Address.....Postcode.....

Phone.....

Name 2.....

Address.....Postcode.....

Phone.....

Part 2: Application details

<p>4. Development Application (DA) number</p>	<p>a) Has a DA been issued for the proposed works?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>b) If yes, what is the DA number?</p>
<p>5. What type of application/s are you applying for?</p>	<p><input type="checkbox"/> Construction Certificate for building works</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Modified</p> <p><input type="checkbox"/> Construction Certificate for subdivision works</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Modified</p> <p><input type="checkbox"/> Appointment of Principal Certifier</p> <p>Description of work</p> <p>.....</p> <p>.....</p>
<p>6. Cost of the development</p> <p>See CN's A Guide to Estimating Costs of Works for more information</p>	<p>The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plant, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.</p> <p>The cost of development \$.....</p>
<p>7. Have you discussed the plans with a CN officer?</p>	<p><input type="checkbox"/> Yes. Whom did you speak to?</p> <p><input type="checkbox"/> No</p>
<p>Part 3: Statistical data required for a Construction Certificate for building work.</p>	
<p>8. What is the area of the land?</p>	<p>Area..... m²</p>
<p>9. What is the floor area of the existing building and proposed building works?</p>	<p>a) Floor area of the existing building on sitem²</p> <p>b) Floor area of the new building worksm²</p>
<p>10. How many storeys in the new building?</p>	<p>..... storeys</p>
<p>11. How many dwellings? Please insert the appropriate number</p>	<p>How many dwellings:</p> <p>a) are proposed to be constructed?dwellings</p> <p>b) currently at this address (existing)?dwellings</p> <p>c) are proposed to be demolished?dwellings</p>

Part 4: Appointment of Principal Certifier

12. Do you wish to appoint the City of Newcastle as the 'Principal Certifier'?

Note: A contractor or person carrying out the work (unless the owner) cannot appoint the Principal Certifier.

- Yes, I appoint the City of Newcastle to be the principal certifier in accordance with the terms specified opposite.
If yes, please read and sign the following terms and conditions:
 1. Fees payable are as specified in the CN's current fees and charges schedule.
 2. I agree to provide all documents that the CN reasonably requires for it to perform the function of Principal Certifier.
 3. I agree to provide the CN with reasonable access to the development site.
 4. I understand that a separate application is required for an Occupation Certificate.
 - No, I do not wish to make an appointment at present. I understand that I can appoint the CN at a later date, or I can appoint an accredited certifier.
- Owner's Signature
- Date

13. Builder's name address & licence - required for building works

If you are appointing CN as the Principal Certifier, give details of who will be carrying out the works.

If applicable you will be required to provide a copy of the Owner Builder Permit or Home Building Compensation Fund No. prior to the commencement of work.

- Owner-builder Permit Number.....
 - Principal Contractor Licence No
- Name
- Postal address.....
- Suburb.....Post Code
- Phone Email
- If the Principal Contractor is employed by a company
- Name of Company
- ABN
-
- Unlicensed Principal Contractor - Only permitted for non-residential building work
- Name
- Postal address.....
- Suburb.....Post Code
- Phone Email
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- For residential work valued over \$20,000 Home Building Compensation Fund No.....
A copy of the policy must be provided to CN before any inspections can be conducted.
 - I undertake to provide the details of the required details of the person carrying out the work, prior to the commencement of any work.

Part 5: Owner's consent and applicant's declaration

14. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owner's consent	<p>As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.</p> <p>Name 1</p> <p>Signature</p> <p>Company and legal authority (if applicable)</p> <p>Name 2</p> <p>Signature</p> <p>Company and legal authority (if applicable)</p> <p>Name 3</p> <p>Signature</p> <p>Name 4</p> <p>Signature</p>
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<p>15. Probity</p> <p>Parties include owners, applicants, developers and companies.</p>	<p>Are parties with pecuniary or non-pecuniary interest:</p> <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship.....</p> <p><input type="checkbox"/> No</p>
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16. Applicant's declaration

- I apply for consent to carry out the development described in this application.
- I declare that all the information given is true and correct.
- I declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public *.
- I indemnify all persons using the development application and documents in accordance with the Environmental Planning and Assessment Act, 1979 against any claim or action in respect of breach of copyright.
- Applicant's name (please print).....
- Applicant's Signature.....

*Under the *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 12 Stewart Avenue Newcastle West will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod, CC) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to applications@ncc.nsw.gov.au

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment, we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 12 Stewart Avenue Newcastle West