



Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia  
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: [auburncouncil@auburn.nsw.gov.au](mailto:auburncouncil@auburn.nsw.gov.au) Web: [www.auburn.nsw.gov.au](http://www.auburn.nsw.gov.au)

### OFFICE USE ONLY

Fee Paid:	\$	Receipt Date:	
Receipt No:			

### ABOUT THIS FORM

This form can be used to:

- Notify the council that you intend to commence building or subdivision work.
- Notify the council and the authority that granted Development Consent or a Complying Development Certificate that you have appointed a Principal Certifying Authority.

### APPLICANTS DETAILS

All correspondence relating to this application will be sent to this address.

Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Contact Person:	
Email:			
Applicant's Signature(s):			

### LOCATION & PROPERTY DESCRIPTION

This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.

Address:		
Lot & DP/SP:		

### DESCRIPTION OF PROPOSED DEVELOPMENT WORKS

Tell us exactly what you propose to do eg construct new house, pool, fence, landscaping.


### HAVE YOU LODGED A DEVELOPMENT APPLICATION?

<input type="checkbox"/> <b>Yes</b>		<input type="checkbox"/> <b>No (You will need to obtain consent for use/works)</b>	
Development Application No.:		Complying Development Certificate No.:	
Date Lodged/Approved:		Date Approved:	

## HAVE YOU LODGED A CONSTRUCTION CERTIFICATE APPLICATION?

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
Construction Certificate No: <input style="width: 90%;" type="text"/>	Date Lodged/Approved: <input style="width: 90%;" type="text"/>

## STEPS TAKEN BY THE APPLICANT

All conditions complied with and details of certifying authority			
<input type="checkbox"/> I have met all the conditions in the Development Consent or the Complying Development Certificate required to be satisfied before I can begin work. (Conditions may include, but is not limited too, payment of bonds, Section 94, endorsement of designs or stormwater, further information)			
<input type="checkbox"/> I have appointed a Principal Certifying Authority. Details as follows:			
Name of Principal Certifying Authority:	<input style="width: 95%;" type="text"/>		
Address of Principal Certifying Authority:	<input style="width: 95%;" type="text"/>		
Telephone:	<input style="width: 30%;" type="text"/>	Fax:	<input style="width: 30%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>		
Where the Principal Certifying Authority is an Accredited Certifier:			
Accreditation Body or Certifier:	<input style="width: 95%;" type="text"/>		
Accreditation No. of Certifier:	<input style="width: 95%;" type="text"/>		

## RESIDENTIAL BUILDING WORKS

1. Are you going to build a house or other dwelling or alter or add to a dwelling?	
<input type="checkbox"/> <b>Yes</b> (Please complete 2 below)	<input type="checkbox"/> <b>No</b>
2. Are you an Owner Builder?	
<input type="checkbox"/> <b>Yes</b> (Please state Owner Builder Permit Number below)	<input type="checkbox"/> <b>No</b> (Please complete 3 below)
Owner Builder Permit Number:	<input style="width: 95%;" type="text"/>
3. Will the work be carried out by someone who is licensed to do so?	
<input type="checkbox"/> <b>Yes</b> (Answer (i)(ii)(iii) & (iv) below)	
(i) Builder's Name:	<input style="width: 95%;" type="text"/>
(ii) Builder's telephone number:	<input style="width: 95%;" type="text"/>
(iii) Builder's contractor licence number:	<input style="width: 95%;" type="text"/>
(iv) Have you attached evidence the licensed person is insured to carry out this type of work?	<input type="checkbox"/> <b>Yes</b>
<input type="checkbox"/> <b>No</b> (Answer Question below)	<input type="checkbox"/> <b>No</b> (Answer Question Below)
Have you attached to this notice a declaration (signed by all owners of the land) that the reasonable market cost of the labour and materials to be used is less than \$3000?	<input type="checkbox"/> <b>Yes</b>
	<input type="checkbox"/> <b>No</b>

## DATE WORK COMMENCING

Date:	<input style="width: 90%;" type="text"/>
-------	--

## SIGNATURES

Signatures of applicant and Principal Certifying Authority are required.

### The Principal Certifying Authority

As the Principal Certifying Authority I acknowledge that I have seen evidence that the builder is licensed and insured, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit.

I acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for the development.

Name:		Accreditation No:	
Signature:		Date:	

### The owner

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

Signature:		Date:	
Name if not owner:			
Capacity if not owner::			

## PRIVACY POLICY

The information you provide in this notice is required under the Environmental Planning and Assessment Act 1979. If you do not provide the information to the consent authority, you cannot commence the work. The information will be held by the consent authority and by the council (if the council is not the consent authority). Please contact the Council if the information you provided in this notice is incorrect or changed).

## HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: <a href="mailto:auburncouncil@auburn.nsw.gov.au">auburncouncil@auburn.nsw.gov.au</a>	Web: <a href="http://www.auburn.nsw.gov.au">www.auburn.nsw.gov.au</a>
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees	Fees are calculated on a scale based on Council's current Schedule of Fees and Charges. Please ask us for the fee charged.	
Payment Method	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	



---

	<b>PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.</b>
--	---