

APPLICANTS DETAILS

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

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

BUILDER OR OWNER-BUILDER DETAILS

Please tick applicable box and fill out details below.

<input type="checkbox"/> Licensed Builder	<input type="checkbox"/> Owner-Builder	<input type="checkbox"/> To be Advised
Name(s):		
Address:		
Suburb:		Postcode:
Phone:		Fax:
Mobile:		Email:
Builders Licence No:		Owner-Builder Permit No:

ARCHITECT OR CONSULTANT DETAILS

This information is needed in case we need to discuss the design or other issues.

Name(s) :			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Email:	

RESTRICTIONS ON LAND

Is the land or building(s) affected by any easement, right-of-way, covenant etc?

<input type="checkbox"/> Yes, provide details below	<input type="checkbox"/> No

BUILDING CLASSIFICATION

What is the classification of the building?

OTHER CERTIFICATES

Are you applying for any other certificates now? Extra fees and plans are likely to be required.

SUBDIVISION CERTIFICATE

- Yes** You must lodge a Subdivision Certificate application form, together with detailed survey drawings.
- No** Apply later when you have prepared detailed survey drawings. You can apply either to the Council, or to an Accredited Certifier.
- Not Applicable**

DO YOU NEED HOME BUILDING ACT INSURANCE?

For residential works only

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|
- If you are using a licensed builder for residential building work exceeding \$5,000 you must obtain Home Building Act insurance.
 - A copy of the insurance document must be provided with this application, or before the Construction Certificate is issued, to provide evidence of compliance with Part 6 of the Home Building Act 1989.

DO YOU NEED TO PAY THE BUILDING INDUSTRY LONG SERVICE LEVY?

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|
- Payment is only required if the development involves building work exceeding a value of \$24,999.
 - Payment must be paid before construction certificate can be issued.

PRINCIPAL CERTIFYING AUTHORITY

Do you wish to appoint Auburn Council as Principal Certifying Authority?

- | | |
|---|--|
| <input type="checkbox"/> Yes I appoint Auburn Council to be my Principal Certifying Authority. | <input type="checkbox"/> No No, I would like to appoint an Accredited Certifier. Please complete PCA Information below. |
|---|--|

If PCA is known, complete the following:

Name of PCA:			
Address:			
Phone:		Accredited No:	
Email:			
Note:	You cannot commence any building work until you appoint a Principal Certifying Authority and notify the Council in writing, 2 days prior to the commencement of work. A Notice of Commencement of Works Application Form will need to be completed and returned to Council.		

OCCUPATION CERTIFICATE

Do you wish to apply for an Occupation Certificate

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|
- Council provides one Occupation Certificate as part of the CC Package (either an interim or a final)
 - Any re inspection for an Occupation Certificate may incur a fee.
 - Compliance with conditions of consent is required prior to issue.

SUPPORTING INFORMATION

- Please see Council's Construction Certificate Checklist for submission requirements.
- You can support your application with additional material, such as photographs, aerial photographs, slides, models and plans to illustrate your proposal.
- Please list what you have attached in a separate covering letter or plan cover sheet.
- **ALL plans submitted are to be folded, not rolled.**

STATISTICAL INFORMATION – DETAILS OF STRUCTURE

What is the area of the land?	Land area:	m ²
Gross Floor area of existing building? If no existing building, write NIL	Existing floor area of building:	m ²
Does the site contain a dual occupancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How many storeys in the proposed building?	storey(s) including underground floors	
Will the new dwelling(s)	Be attached to other new buildings?	Be attached to existing buildings?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STATISTICAL INFORMATION – MAIN BUILDING MATERIALS

Tick one box for each item (walls, floor, roof and frame)

FLOOR		FRAME	
Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
		Not specified	<input type="checkbox"/> 90
WALLS		ROOF	
Full brick	<input type="checkbox"/> 11	Tile	<input type="checkbox"/> 10
Brick Veneer	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20
Concrete, masonry	<input type="checkbox"/> 20	Fibrous cement	<input type="checkbox"/> 30
Fibrous cement, hardiplank	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60
Timber/weatherboard	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90
Aluminium cladding	<input type="checkbox"/> 70		
SWIMMING POOL			
Other	<input type="checkbox"/> 80		
Not specified	<input type="checkbox"/> 90		
Concrete	<input type="checkbox"/> 20		
Fibreglass	<input type="checkbox"/> 80		
Other	<input type="checkbox"/> 90		

OWNERS CONSENT

- Must be signed by the owner of the land. If more than one owner, every owner must sign.
- If the owner is a company or owner's association, eg. Body Corporate must be signed by a director or secretary UNDER COMMON SEAL.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name:

Postal Address:

Postcode:

Phone (Home): Phone (Work): Mobile:

Signature: Date:

Name:

Postal Address:

Postcode:

Phone (Home): Phone (Work): Mobile:

Signature: Date:

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.

Name(s):

Signature(s):

E.g. power of Attorney, Executor, Trustee, Company Director

YOUR DECLARATION (applicant to complete)

- If the applicant is a company or owner's association, this application must be signed by a director or secretary UNDER COMMON SEAL.

I/We the undersigned hereby apply for approval of the development/activity proposal described above in the plans, specifications and documents accompanying the application.

I/We undertake to carry out that development/activity in accordance with any approval granted by the Council and to conform with the provisions of the relevant Act(s), Regulations, Codes and planning instruments.

- I also understand that:
- if incomplete, the application may be delayed or rejected.
 - more information may be requested.

I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name(s):

Signature(s): Date:

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998 ("PIIP Act")*. The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PPIP Act. For more information about your privacy please contact Auburn Council.

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: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
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	
	PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.	