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## COMPLYING DEVELOPMENT CERTIFICATE APPLICATION FORM & APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

OFFICE USE ONLY - Date Received:

### DETAILS OF THE LAND TO BE DEVELOPED

Lot No: DP No: Sec:

Flat/Shop/House No: Street Address:

Suburb State: Postcode:

### DETAILS OF APPLICANT

Mr/Mrs/Ms/Dr: First Name/s:

Surname/Company Name:

Flat/Street No. Street Name

Suburb: State: Postcode:

Telephone: Mobile: Fax No:

Email Address:

**Note:** The certifier must advise adjoining neighbours when certain complying development applications have been lodged. Clause 130AB of the EP&A Regulation requires this written advice to include name, address and contact details (mobile phone/email) if applicant.

### DETAILS OF OWNER

**As per Applicant's Details**

Mr/Mrs/Ms/Dr: First Name/s:

Surname/Company Name:

Flat/Street No. Street Name

Suburb: State: Postcode:

Telephone: Mobile: Fax No:

Email Address:

## COMPLYING DEVELOPMENT DETAILS

### This Complying Development application is made under:

- Codes SEPP (Exempt and Complying Development Codes)  
Please select one of the following sub categories if using the Codes SEPP
  - Housing Code
  - Greenfields Housing Code
  - Housing Alterations Code
  - Affordable Housing Code
  - Rural Housing Code
  - Demolition Housing Code  
(Note - Supporting demolition checklist to be completed and attached  
See – *Demolition Checklist*)

### Description of Complying Development

Please select the type of complying development proposed. More than one type of Complying Development can be nominated. For example, you can apply for a new dwelling and a swimming pool under the same application.

- |   |                                      |                              |
|---|--------------------------------------|------------------------------|
| <input type="radio"/> New Dwelling<br>(Single Storey)       | <input type="radio"/> Granny Flat    | <input type="radio"/> Cabana |
| <input type="radio"/> New Dwelling<br>(2 Storey)            | <input type="radio"/> Retaining Wall | <input type="radio"/> Garage |
| <input type="radio"/> Alterations & Additions<br>(1 Storey) | <input type="radio"/> Pergola        | <input type="radio"/> Shed   |
| <input type="radio"/> Alterations & Additions<br>(2 Storey) | <input type="radio"/> Swimming Pool  | <input type="radio"/> Other: |

### Description of Complying Development

Please select the type of complying development proposed. More than one type of complying development can be nominated. For example, you can apply for a new dwelling and a swimming pool under the same applications.

- Class 1a**  
A single dwelling being a detached house, or one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
- Class 10a**  
Buildings are non-habitable buildings including private garage, carport, shed or the like
- Class 10b**  
A structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like
- Class 10c**  
A private bushfire shelter. A private bushfire shelter is a structure associated with, but not attached to, a Class 1a building.

Estimated Cost of Building Work Including GST: Demolition: \$

Construction: \$

Other: \$

Total Project Value: \$

**NOTE:** Must be the full contract price for labour and materials or a genuine cost estimate of work. If understated, the amount will be adjusted using standard industry quotes.



### Has the Long Service Levy already been paid?

If the value of work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Complying Development Certificate can be issued.

### Has the Long Service Levy already been paid?

- Yes**  
Please ensure you have attached a copy of the levy payment receipt
- No**  
The Long Service Levy must be paid prior to the Complying Development Certificate being issued.
- Long Service Levy not required**

### Home Warranty Insurance

If you are using a licensed builder for residential building work exceeding \$20,000, a Certificate of Home Warranty Insurance must be provided to confirm that it has been obtained.

### Has a Certificate of Home Warranty Insurance been provided?

- Yes**  
Please ensure you have attached a copy of the Home Warranty Insurance Certificate.
- No**  
A copy of the Home Warranty Insurance Certificate must be submitted to the PCA prior to building work commencing. The PCA may not be able to carry out inspections if the certificate has not been provided.
- Home Warranty Insurance not required**

## SCHEDULE

Area of land (m2):	
Gross Floor Area of existing building (m2):	
Gross Floor Area of proposed addition or new building (m2):	
Number of Storeys in the Building (including underground floors):	
Number of dwellings to be constructed:	
Number of pre-existing dwellings on the site:	
Number of dwellings to be demolished:	

### CONSTRUCTION MATERIALS DATA

Please select the building material which best describes the materials the new work will be constructed of:

Exterior Wall Material	Code	Roof Material	Code
Brick Veneer	<input type="radio"/> 12	Aluminium	<input type="radio"/> 70
Full Brick	<input type="radio"/> 11	Steel	<input type="radio"/> 60
Single Brick	<input type="radio"/> 11	Concrete	<input type="radio"/> 20
Concrete Block	<input type="radio"/> 11	Concrete Tile	<input type="radio"/> 10
Concrete/Masonry	<input type="radio"/> 20	Fibrous Cement	<input type="radio"/> 30
Concrete	<input type="radio"/> 20	Fibreglass	<input type="radio"/> 80
Steel	<input type="radio"/> 60	Masonry or Terracotta	<input type="radio"/> 10
Fibrous Cement	<input type="radio"/> 30	Slate	<input type="radio"/> 20
Hardiplank	<input type="radio"/> 30		
Timber or Weatherboard	<input type="radio"/> 40	Floor Material	Code
Clad – Aluminium	<input type="radio"/> 70	Concrete	<input type="radio"/> 20
Curtain glass	<input type="radio"/> 50	Timber	<input type="radio"/> 40
Other	<input type="radio"/> 80	Other	<input type="radio"/> 80
Unknown	<input type="radio"/> 90	Unknown	<input type="radio"/> 90

  

Frame Material	Code
Timber	<input type="radio"/> 40
Steel	<input type="radio"/> 60
Aluminium	<input type="radio"/> 70
Other	<input type="radio"/> 80
Unknown	<input type="radio"/> 90

## APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

### REQUIREMENTS

It is a requirement that a PCA be appointed before the commencement of work. The PCA must be an Accredited Certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with section 81A of the Environmental Planning and Assessment Act 1979.

Accredited Certifier: **Mile Petrovski**

Accreditation No: **BPB1924**

Accredited Certifier: **Jessica Rosskelly**

Accreditation No:

### PCA APPOINTMENT

I acknowledge that I have seen evidence that the builder is licensed and insured where required, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit and that all conditions have been satisfied prior to the commencement of works in relation to this Complying Development Certificate.

I accept the appointment by the owner to carry out the role of the Principal Certifying Authority for this development.

Signature: \_\_\_\_\_

Name: **Mile Petrovski**

Signature: \_\_\_\_\_

Name: **Jessica Rosskelly**

### APPOINTMENT DECLARATION

I agree to appoint City Building Approvals Pty Ltd to carry out all necessary certification work relevant or related to the development. I have read, understood and accept the terms and conditions contained in the "Certification Appointment and Service Agreement".

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OWNERS CONSENT

As the owner/s of the land specified on this form, I/we hereby consent to the following:

1. I/we authorise an application being made to City Building Approvals Pty Ltd for a Complying Development Certificate (whichever is relevant) by the applicant nominated on this form
3. I/we authorise the right of entry for any certifying Authority arranged City Building Approvals Pty Ltd to carry out inspections required by the PCA under this Agreement
4. I/we have sighted and signed a Service Agreement

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATIONS - APPLICANT

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

I understand that:

- I am entering into a contract with City Building Approvals Pty Ltd as required by Section 73A of the Building Professionals Act 2005.
- This application authorises City Building Approvals Pty Ltd to enter the property to perform inspections associated with its processing and subsequent determination.
- I am liable to pay for/rectify any damage caused to public infrastructure arising from construction works associated with the proposed development.

Applicants Name:

Signature:

Date:

## DECLARATIONS - OWNER

I/we are the owners of the subject land and consent to this application and to City Building Approvals Pty Ltd entering the premises for the purpose of conducting inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

Owners Name:

Signature:

Date:

## Payment Details

Indicate the method of payment for this application

Direct Deposit

CBA Bank -

**Reference:** please quote your surname and suburb

**Account Name:**

City Building Approvals Pty Ltd

**BSB:** 062-679

**Account:** 104 301 68

Cheque/Money Order

Made payable to City Building Approvals Pty Ltd