

**TYPE OF APPROVAL SOUGHT - Please indicate by 'X'**

<b>CONSTRUCTION CERTIFICATE</b>	<b>PRINCIPAL CERTIFIER</b>	<b>OCCUPATION CERTIFICATE</b>
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<b>1. APPLICANT</b>		OFFICE USE ONLY
Applicant's Name		
Postal Address		
		Post Code
Phone	Email	
Customer Ref	Mobile	Company Contact Person Preferred method of contact Email <input type="checkbox"/> Post <input type="checkbox"/>

**2. LOCATION OF LAND TO BE DEVELOPED (available from your rate notice, property deeds, or from Council)**

Unit No	House No	Street				
Suburb	Site Area m <sup>2</sup>					
Lot(s)	Section	Deposited Plan(DP)				
Strata Plan	Other	Zoning				
Is your property in Mines Subsidence Area?			YES		NO	

**3. DESCRIPTION OF PROPOSED DEVELOPMENT**

Has Development Consent previously been granted?			YES		NO	
If YES, enter Development Consent No		Date of Determination				
Building Code of Australia Building Classification: <i>(If Development Consent previously granted)</i>						

<b>CONSTRUCTION CERTIFICATE: Please indicate by 'X'</b>		<b>DESCRIPTION:</b>				
Building work		Subdivision work				

**COST OF DEVELOPMENT/VALUE OF WORK**

\$

**4. PRINCIPAL CERTIFYING AUTHORITY & COMPLIANCE CERTIFICATES (Inspections)**

A Principal Certifying Authority (PCA) must be appointed prior to commencement of work. Where an application is for building work the PCA may be either Council or a Private PCA. For development involving both building and subdivision work, please indicate whether you wish to appoint Council or a Private PCA for the building work. NB - only Council can be appointed the PCA for subdivision work (excepting strata subdivisions).

The PCA will issue Compliance Certificates in respect of inspection, processes and products required by the consent to this application and, if required, an Occupation Certificate (or Interim Occupation Certificate)

Building Work: Do you wish to appoint Council as the Principal Certifying Authority?  
*(If so, please complete and lodge the attached Occupation Certificate Application Form)*

**APPLICANT (APPOINTER'S) DECLARATION**

As the owner or person having the benefit of the Development Consent or Complying Development Certificate stated on this form, I appoint Maitland City Council as the Principal Certifying Authority.

- I declare that all the information provided in this application is, to the best of my knowledge, true and correct.
- I have freely chosen to engage Maitland City Council as the certifier.
- I have read the contract and all documents accompanying the contract and understand the roles and responsibilities of the registered certifier.
- I agree to appoint Maitland City Council to carry out all necessary certifications work relevant or related to the development.
- I have read, understood and accept the terms and conditions contained in the "Certification Appointment Service Agreement". A copy of this document is attached for your reference and is also available from our website.

YES	(Principal Certifying Authority Agreement)
NO	(You must advise Council of the appointment of PCA a minimum of 2 days before work commences)

**APPLICANT SIGNATURE:**

**PRINT NAME:**

**DATE:**

Subdivision Work: Do you wish to appoint Council as the Principal Certifying Authority for subdivision work?

YES	NO
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**5. SCHEDULE FOR BUILDING WORK ONLY** *(For Australian Bureau of Statistics Information – complete if Construction Certificate is applied for)*

Gross floor area of existing building (m <sup>2</sup> )	What are the current uses of all existing or parts of building(s)/land <i>(if vacant, state vacant)</i>
Gross floor area of proposed addition or new building (m <sup>2</sup> )	
Does this site contain a dual occupancy?	What are the proposed uses of all parts of building(s)/land?
Number of pre-existing dwellings	Number of dwellings to be demolished
How many dwellings are proposed?	How many storeys will the building consist of?

**MATERIALS TO BE USED** *Place a tick (✓) in the box which best describes the materials that the new work will be constructed of:*

Frame	Code	Walls	Code	Roof	Code	Floor	Code
<input type="checkbox"/> Concre	20	<input type="checkbox"/> Brick single/double	11	<input type="checkbox"/> Tiles (Concrete/terracotta)	10	<input type="checkbox"/> Concrete	20
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Brick veneer	12	<input type="checkbox"/> Concrete or slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Concrete/masonry	20	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Other	80
<input type="checkbox"/> Aluminium	70	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Unknown	90
<input type="checkbox"/> Other	80	<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Aluminium	70		
<input type="checkbox"/> Unkno	90	<input type="checkbox"/> Timber/weatherboard	40	<input type="checkbox"/> Other	80		
		<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Unknown	90		
		<input type="checkbox"/> Steel	60				
		<input type="checkbox"/> Cladding-aluminium	70				
		<input type="checkbox"/> Other	80				
		<input type="checkbox"/> Unknown	90				

**7. BUILDER/OWNER BUILDER DETAILS** *Place a tick (✓) in box and complete details*

Owner Builder – Permit No	Licensed Builder – Licence No	Not Known
Builders Name	Phone No	
Address	Post Code	

**Note:** *If not known, builder's details must be provided to the PCA with the Notice of Commencement.*

Please attach correct plans or drawings describing proposed development and location of land

1	Location Plan of land
1	Plans or Drawings describing Proposed Development
1	Notification Plans
1	Specifications
1	Plans must be stamped by Hunter Water and/or Mine Subsidence where relevant

## 6. COMPLIANCE CERTIFICATE RELIED UPON

If you have any compliance certificates issued by a certifying authority in respect of a product, process or design associated with this development, please list the type (e.g. mechanical ventilation, structural design, etc.):

## 7. OWNER'S CONSENT *Must be completed by owner(s)*

Owner's Name

Address

Post Code

Phone No

As owner/s of the land to which this application relates, I/we consent to this application. I also give consent for Authorised Council officers to enter the land to carry out inspections.

In the case of a company or trust, minimum two directors' signatures required. In the case of sole director please state 'sole director' when signing. In the case of a strata development, the strata manager must sign. In the case of community title development the community

Signature(s)

Date

*(All owners must sign)*

*(eg power of attorney, executor, trustee, sole director, company director)*

## 13. YOUR DECLARATION

I apply for consent to carry out the development described in this application. I declare that all information given is true and correct. I also understand that, if incomplete, the application may be delayed, rejected or more information be requested.

Signature(s)

Date

*Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.*

Fees	Development	Construction	Compliance Cert	Long service	Plan First	Occupation Cert	Notification	Archiving	Other
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Amount

Receipt No

Receipt Date

## 14. HOW TO LODGE YOUR APPLICATION

**You can lodge your application** via the **NSW**

**Planning Portal** at  
<https://www.planningportal.nsw.gov.au/>

### How to Contact Us:

Ph 02 4934 9700

Fax 02 4933 3209