

INFORMATION FOR THE APPLICANT

- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided. If clarification and/or advice is required when completing this form contact our office for assistance.
- Once completed, applications must be delivered electronically to AcroCert for determination via the NSW Planning Portal. <http://pp.planningportal.nsw.gov.au>
- A Construction Certificate or Complying Development Certificate has no effect if it is issued after the building work to which it relates is physically commenced.
- Upon an application being made for a Complying Development Certificate, the applicant (not being entitled to copyright) is taken to have indemnified all persons using the application & any accompanying documents in accordance with the Act against any claim or action in respect of breach of copyright (see Section 10.14 of the EP&A Act 1979 as amended).

OFFICE USE ONLY *To be completed by the certifying authority immediately after receiving the application*

Application No.		Date Received	
-----------------	--	---------------	--

SECTION A – DETAILS OF THE APPLICANT *The application should be made by a person(s) who has the benefit of the development consent. An applicant cannot be the person who will carry out the building work unless that person owns the land on which the work is to be carried out.*

Name(s)	
Correspondence to be c/-	
Postal Address	
Phone(s)	Email

SECTION B – DETAILS OF THE LAND WHERE THE BUILDING WORK IS TO BE CARRIED OUT

Street Address	
Suburb & Postcode	
Title Particulars (Lot & DP/SP)	

SECTION C – DESCRIPTION OF THE BUILDING WORK

Ensure ALL works for which approval is sought are listed separately

Briefly describe the development	
BCA Class(es)	

SECTION D – COST OF WORKS

The contract price (or if there is no contract a genuine and accurate estimate) for ALL associated labour and material costs

Amount (inclusive of GST)	\$
---------------------------	----

SECTION E – PLANNING CONSENT

Complete either Part 1 or Part 2 only

Part 1 – Development Application

Construction Certificate Only

Development Consent No.		Development Consent Date	
-------------------------	--	--------------------------	--

Part 2 – Environmental Planning Instrument *Complying Development Certificate Only*

Under which 'environmental planning instrument' is the development Complying Development (provide details if applicable)?

☐ SEPP (Exempt & Complying Development Codes) 2008 – Code:☐ SEPP (Housing) 2021☐ SEPP (Transport and Infrastructure) 2021☐ SEPP (Resources and Energy) 2021**SECTION F - DEVELOPMENT STATISTICS**

Indicate the types of building materials to be used in association with this application

Walls		Roof		Floor	
Brick (double)	11	Tiles	10	Concrete/slate	20
Brick (veneer)	12	Concrete/slate	20	Timber	40
Concrete/stone	20	Fibre cement	30	Other	80
Fibre Cement	30	Steel	60	Not specified	90
Timber	40	Aluminium	70	Frame	
Curtain Glass	50	Other	80	Timber	40
Steel	60	Not Specified	90	Steel	60
Aluminium Cladding	70			Aluminium	70
Timber/weatherboard	40			Other	80
Other	80			Not Specified	90
Not Specified	90				

Proposed New Development

Gross site area of land (m ²)	Gross floor area of development (m ²)	No. of storeys the building will have
---	---	---------------------------------------

Proposed New Residential Building

No. of pre-existing dwellings on the site	
No. of dwellings to be demolished	
No. of dwellings to be constructed	
Does the site contain a dual occupancy	
New building be attached to existing building	

Proposed Change of Use

Current uses of the building	
Future uses of the building	

Proposed Swimming Pool

Gross volume of swimming pool (L)	
-----------------------------------	--

SECTION G – APPLICANTS' CONSENT/AUTHORITY TO ENTER & INSPECT LAND

- I/we consent to the principal certifier, or registered certifier, to enter the subject property at any reasonable time for the purpose of carrying out inspections in connection with the assessment of this application.
- I/we undertake to make access to the property available to enable inspections to be carried out.
- I/we agree to the terms and conditions of AcroCert's Certifying Authority Standard Contract available at www.acrocert.com.au/documents-and-links

Name of applicant(s)	
Signature of applicant(s)	Date

SECTION H – OWNERS' CONSENT & DETAILS (IF DIFFERENT TO THE APPLICANT) Please note that ALL owners of the property must provide written consent. If you are signing on the owner's behalf as the owner's legal representative, please attach documentary evidence as to the nature of your legal authority, e.g. Power of Attorney/Company Director/Executor/Trustee.

- As the owner(s) of the above property, I/we consent to this application.

Name of owner(s)	
Phone	Email
Signature of owner(s)	Date

SECTION I – PAYMENT OPTIONS

Payment must be made on (or after) lodgment. Email remittance to accounts@acrocert.com.au

<input type="checkbox"/>	Direct Deposit	NAB Bank - Reference: please quote 'Invoice', 'Quote' or 'Our Reference Number' Account Name: AcroCert Pty Ltd BSB: 082-691 Account: 592 605 053
<input type="checkbox"/>	Cheque/Money Order	Made payable to 'AcroCert Pty Ltd'
<input type="checkbox"/>	Credit Card – <i>Note a surcharge will apply for any EFTPOS transactions</i>	<input type="checkbox"/> Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Card No. _____ / _____ / _____ / _____ Expiry _____ / _____ CCV No. _____ Cardholder Name _____ <i>Alternatively, call and use a credit card to pay over the phone</i>
	Amount Paid	\$ _____ Date _____

SECTION J – IMPORTANT ITEMS TO ACCOMPANY THIS APPLICATION *This information will vary for each application*

Tick or indicate not applicable below and supply all relevant documentation. Documents accompanying this application are as prescribed by the Environmental Planning & Assessment Act, 1979, as amended, the Environmental Planning & Assessment Regulation 2021, and the Environmental Planning & Assessment (Development Certification and Fire Safety) Regulation 2021. Please ensure all documentation is also included with your application made via the NSW Planning Portal

Construction Certificate & Complying Development Certificate

1.	AcroCert's Certification Contract – Agreement for the Performance of Certification Work	
2.	Construction Plans and Specifications	
3.	Plans stamped by the Local Water Authority and all requirements met	
4.	Plans stamped by the Subsidence Advisory NSW, if in a Mines Subsidence Area	
5.	Structural consultant's drawings accompanied by a design statement	
6.	Civil / Stormwater consultant's drawings accompanied by a design statement	
7.	Landscape consultant's drawings accompanied by a design statement	
8.	Home Warranty Insurance Certificate or an Owner Builder Permit, required for residential building work	
9.	Receipt of Long Service Levy payment	
10.	A valid BASIX Certificate with required commitments shown on plans	
11.	Approval for stormwater &/or onsite sewerage works from Council under Section 68 of the Local Government Act if applicable	
12.	Receipt for any Section 7.11 or 7.12 contributions & damage bond if applicable	
13.	AcroCert's Forms – 'Appointment of Principal Certifier' & 'Notice of Intention to Commence Work'	
14.	Payment of AcroCert's fee for this application	
15.	Locality diagram &/or directions clearly indicating the location of block (required for remote locations only)	

Construction Certificate Only *in addition to the above*

16.	DA approved plans and Conditions of Consent issued by Council or relevant authority	
17.	Receipt for any other paid Council fees, if required as per the DA Conditions of Consent	
18.	DA Conditions of Consent required to be completed PRIOR to the issue of a Construction Certificate have been addressed	

Complying Development Certificate Only *in addition to the above*

19.	Section 10.7(2) Planning Certificate for the property that is no more than 3 months old	
20.	Certificate of Title, Plan Image & 88b Instrument Documentation	
21.	Section 138 approval issued by Council	

Environmental Planning & Assessment Act, 1979 – S6.6(2)(a)

SECTION A – DEVELOPMENT DETAILS

Address	
Description of building works	

SECTION B – RELEVANT DEVELOPMENT CONSENT

DA number		Date DA issued	
CD number		Date CD issued	

SECTION C – DETAILS OF THE PRINCIPAL CERTIFIER (PC)

Name	AcroCert Pty Ltd	Registration number	RBC5
Postal Address	PO Box 216 MAITLAND NSW 2320		
Phone	(02) 4933 5626	Email	maitland@acrocert.com.au
Statement	As a duly authorised representative of the registered certifier, I consent to the appointment of AcroCert RBC5 as principal certifier.		
Signature	On behalf of AcroCert Pty Ltd (RBC5)		

SECTION D – DETAILS OF THE PERSON APPOINTING THE PRINCIPAL CERTIFIER (PC) *Only the person having the benefit of the Development Consent may appoint the PC*

Name(s)	
Correspondence to be c/-	
Postal Address	
Phone	
Email	

SECTION E – APPOINTMENT OF PC DECLARATION

As the person with the benefit of the Development Consent to which this application relates:

- I/we appoint AcroCert Pty Ltd (Registration No. RBC5) as the Principal Certifier.
- I/we declare that all the information provided is true and correct.
- I/we acknowledge that failure to comply with any of the PC's requirements may result in the PC issuing a Written Direction Notice and/or further legal actions being undertaken.
- I/we state and do solemnly swear that the decision to appoint AcroCert Pty Ltd (RBC5) as the PC has not been made as a result of any coercion, inducement or influence from any third party and that there exists no family, personal, employment or business relationship with AcroCert Pty Ltd (RBC5) in regard to any certification works for the proposed development.

	Owner 1	Owner 2	Owner 3
Name(s) of ALL owners			
Signature of ALL owners			
Date			



NOTICE OF INTENTION TO COMMENCE WORK

Construction or Complying Development Certificate

Environmental Planning & Assessment Act, 1979 – S6.6(2)(e)

SECTION A – DETAILS OF PERSON GIVING NOTICE

Name(s)			
Correspondence to be c/-			
Postal address			
Phone		Email	

SECTION B – DEVELOPMENT DETAILS

Address	
Description of building works	

SECTION C – RELEVANT DEVELOPMENT CONSENT & CONSTRUCTION CERTIFICATE

DA/CDC number		Date DA/CDC issued	
CC number		Date CC issued	

SECTION D – PC STATEMENT *S59(1)(e) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*

The conditions required to be satisfied before works commencing have been satisfied.

Signature	
-----------	--

On behalf of AcroCert Pty Ltd (RBC5)

SECTION E – NOTICE OF COMMENCEMENT *The date building works described above are intended to commence:*

Date	
------	--

SECTION F – DETAILS OF PRINCIPAL CONTRACTOR / OWNER BUILDER *Home Warranty Insurance / Owner Builder permit to be attached if applicable pursuant to Part 6 of the Home Building Act, 1989*

Builder name			
Licence / Permit number			
Phone		Email	

IMPORTANT INFORMATION – BEFORE WORKS BEGIN

The applicant must ensure the Local Council is advised of any intention to commence work after the approval has been issued, and a minimum of 48 hours before any works begin. This notice must be signed by a representative of AcroCert (see Section D). The above template for this notice may be used if desired. Please provide your Notice of Intention to Commence Work to AcroCert upon completion of all conditions of consent which are required to be complied with prior to works commencing. If acceptable, AcroCert will then provide the statement and return to you to then forward to the Council via the NSW Planning Portal.