

Construction Certificate Application

Class 1a buildings (New Dwellings, Renovations & Granny Flats)

Required prior to issue of Construction Certificate

Complete & sign the Application & PCA/Notice of Commencement Forms

3x Copies (OR ELECTRONIC) of architectural plans

Plans are to be to scale and include:

- a) Endorsement by the Local Water Authority & Mines Subsidence Board (if applicable)
- b) All BASIX requirements are to be nominated on the plans (if applicable)
- c) A stormwater drainage plan (if applicable)
- d) A driveway longitudinal section drawing compliant with AS2890.1-1993 & nominate the driveway width at footpath crossing (if applicable)

1 x copy of plans stamped by Council (including endorsement from Water Authority & Mines Subsidence) (if applicable)

4 x copies (OR ELECTRONIC) of the Engineer endorsed structural details

3 x copies (OR ELECTRONIC) of building specifications

1 x copy (OR ELECTRONIC) of Development Consent

3 x copies (OR ELECTRONIC) of the BASIX Certificate (if works is valued greater than \$50k or swimming pool capacity exceeds 40,000L)

Proof of payment of any Council S94 Contribution Fees (if applicable)

Proof of payment of Long Service Levy (if work is valued >\$25,000)

Payable at <https://online.longservice.nsw.gov.au/bci/levy/>

A copy of the Owner Builder Permit (for works over \$10k) OR the Home Owners Warranty Insurance (for works over \$20k)

Payment of Buildcert fee

(Eftpos Sav, Chq or Credit Card (1% fee) OR a cheque made out to Buildcert, OR direct debit payment as per fee proposal - BSB 06 2820 ACCOUNT 1018 9909. Payable on Application of the Construction Certificate)

Complete and sign the Pre-Commencement form (prior to commencing construction)

Complete and sign the Application form for Occupation Certificate (prior to Occupation Certificate only)