

Compliance Certificate Application



Divisions 6.2 and 6.5 of the Environmental Planning and Assessment Act 1979

About this form

You can use this form to obtain a compliance certificate confirming that specified and approved building works or aspects of a development are acceptable, or to obtain a classification of a building under the Building Code of Australia.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: You must enter a 'Contract for Certification Work' before an assessment of your application is commenced (see Note 1).
- 3: Once completed you can submit this form and the Contract for Certification Work by email.
Please refer to the Lodgement details section for further information.

Part 1: Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

Part 2: Applicant Details

Given Name/s

Family Name

Organisation Name

Postal Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number

Mobile Number

Email Address

Applicant's name (please print)

Applicant's signature

Date

Note: If you are signing on behalf of a company please state capacity.

Capacity within the Company

Part 3: Application Details

Please provide details in the applicable boxes below.

Development Consent / Complying Development Certificate number

Date of determination

Construction Certificate number (if applicable)

Date of determination

Description of the development (where relevant)

Drawing numbers (from relevant approval/s where applicable)

Part 4: Type of Certificate Required

Please provide details and tick applicable boxes below.

1. Specified building/subdivision work has been completed and complies with the approval plans and specifications

Give details of the specified aspect of development (eg footings, road construction, drainage system) and detail the plans and specifications to which the work relates:

2. Condition(s) has / have been complied with.

3. Classification of building or proposed building. Give details of the building and the classification of the building in accordance with the Building Code of Australia (eg class 1(a) Dwelling house)

4. Specified aspect of development complies with prescribed requirements.

Date(s) of inspections of the building or subdivision works

Part 5: Applicant Declaration

I declare that all information in the application and checklist is to the best of my knowledge, true and correct and the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 300MB and is named in accordance with the Building Certification digital file requirements, available on the Council's website. I understand that information provided may be publicly available.

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

Yes

No

If yes state relationship

Applicant's name

Applicant's signature

Date

Notes for completing the Compliance Certificate Application

Note 1 - The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as issuing construction certificates and complying development certificates to undertake building work, unless it has entered into a written contract with that person.

You must therefore complete and sign a Contract for Certification Work and attach it to this Application. cityofsydney.nsw.gov.au/building-certification/lodge-contract-city-certification-work

NOTE: Your Application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract, is lodged the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

Note 2 - All plans and documents, including the application form must only be submitted in digital format.

- Each group of plan types, e.g. site plan, floor plans, sections, elevations and documents must be supplied as separate PDF files, not larger than 300MB in size and be named in accordance with the Building Certification digital file requirements, available on the Council's website.
- Digital files must be virus free.

As all information provided may be publicly available, personal information including credit card details must NOT be emailed to Council.

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection:	This information is being collected for the purpose of delivering Compliance Certificate services in the City of Sydney Council area.
Intended recipients:	City of Sydney employees. Any other relevant state government agency and any approved contractors required to provide this service.
Supply:	The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
Access/Correction:	Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
Storage:	The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
Other uses:	The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Part 7: Lodgement Details

You can lodge the completed application by:

EMAIL: buildingapprovalsadmin@cityofsydney.nsw.gov.au

WHAT NOW: Once your application is received a Council Officer may contact you to discuss your application, which may include a request for further information and/or clarification of the project or work.

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us