

Construction Certificate Application

Under Sections 109C (1)(b), 81A (2) and 81A (4) of the *Environmental Planning and Assessment Act 1979* and clause 139 of the *Environmental Planning and Assessment Regulation 2000*



About this form

You can use this form to obtain approval to undertake building work.

How to complete this form

1. Read the Construction Certificate Application Guide before completing the form.
2. Ensure that all fields have been filled out correctly before submitting the application.
3. Once completed you can submit this form by mail or in person. Please refer to the Lodgement details section in Part 7 for further information.

Part 1: Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

Part 2: Applicant Details

Note: The applicant must be the property owner or a person authorised by the owner to lodge the application. A building contractor cannot be the applicant unless the contractor is the owner of the property.

Title

Given Name/s

Family Name

Organisation Name / Company Name (if applicable)

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 to the right.

Capacity within the company

Note: It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.

Part 3: Proposed Development Description

Is the application for modification of a current Construction Certificate?

No

Yes

If yes, please provide the Construction Certificate Application Number in the box to the right (see Note 2 for assessment fee).

B/

Type of development (tick as applicable):

Erect a new building

Alterations/additions/partitions

Signage/awning/canopy

Services

Refurbishment

Carry out a work

Shop fitout

Other

Building Code of Australia Classification

For a list of classifications visit:

www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/building-certification-services

Detailed description of the proposed work.

Estimated cost (inclusive of GST - See Note 2)

Are you proposing to carry out alterations to existing 'relevant fire safety systems'?

No

Yes

If yes do you need to seek an exemption from compliance with the Building Code of Australia in relation to operational performance standards for these works?

No

Yes

If yes provide details below (see Point 7 in the Construction Certificate Guide for further details including the information that must be provided with the application)

Existing use of site (retail, office, etc.)

Basement

Ground floor

Upper floors

Location if within existing building

Number of storeys

Height (RL)m

Number of basement storeys

Part 3: Proposed Development Description...Cont...

Are you proposing a performance solution for any of the following parts of the Building Code of Australia (BCA)? See Note 7

No Yes If yes please tick applicable box below:

Volume 1		Volume 2	
Structure	<input type="checkbox"/> BCA Part B	Site preparation	<input type="checkbox"/> BCA 3.1
Fire Resistance	<input type="checkbox"/> BCA Part C	Footings & Slab	<input type="checkbox"/> BCA 3.2
Access & Egress	<input type="checkbox"/> BCA Part D	Masonry	<input type="checkbox"/> BCA 3.3
Services & Equipment	<input type="checkbox"/> BCA Part E	Framing	<input type="checkbox"/> BCA 3.4
Health and Amenities	<input type="checkbox"/> BCA Part F	Roof & Wall Cladding	<input type="checkbox"/> BCA 3.5
Ancillary Provisions	<input type="checkbox"/> BCA Part G	Glazing	<input type="checkbox"/> BCA 3.6
Special Use Buildings	<input type="checkbox"/> BCA Part H	Fire Safety	<input type="checkbox"/> BCA 3.7
Energy Efficiency	<input type="checkbox"/> BCA Part J	Health & Amenities	<input type="checkbox"/> BCA 3.8
		Safe Movement & Access	<input type="checkbox"/> BCA 3.9
		Additional Construction Requirements	<input type="checkbox"/> BCA 3.10
		Structural Design Manual	<input type="checkbox"/> BCA 3.11
		Energy Efficiency	<input type="checkbox"/> BCA 3.12

Brief description of the performance solution

Part 4: Development Consent details

Development Consent number

D/

Date of determination

Construction Certificate Application Schedule

Schedule 1 - Existing fire safety measures currently installed in the building

(for the whole building and the land on which it is situated) See note 4(j) for further details including special requirements applying to 'relevant fire safety systems*'.
 Fire Safety Measure

Fire Safety Measure	Is this measure installed in the building?		Enter current standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
2. Automatic fail-safe devices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
3. Automatic fire detection and alarm system*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
4. Automatic fire suppression system (sprinkler)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
5. Emergency lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
6. Emergency lifts	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
7. Emergency warning and intercommunication system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
8. Exit signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
9. Fire control centres and rooms	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
10. Fire dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
11. Fire doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
12. Fire hydrant systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
13. Fire seals (protecting openings in fire resisting components of building)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
14. Fire shutters	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
15. Fire windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
16. Hose reel systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
17. Lightweight construction	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
18. Mechanical air handling systems (smoke control)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
20. Portable fire extinguishers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
21. Safety curtains in proscenium openings	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
22. Smoke and Heat Vents	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
23. Smoke dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
24. Smoke detectors and heat detectors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
25. Smoke doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
26. Solid-Core doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
27. Standby Power Systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
28. Wall wetting sprinkler and drencher systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
29. Warning and operational signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
30. Other (please specify) <input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>

This is an accurate statement of the existing fire safety measures currently implemented in the whole building and the land on which it is situated.

Owner/Agent Name

Signature

Date

Construction Certificate Application Schedule

Schedule 2 - Proposed fire safety measures to be installed/modified in the building

(for the whole building and the land on which it is situated) See note 4(j) for further details including special requirements applying to 'relevant fire safety systems*'.
systems*.

Fire Safety Measure	Is this measure proposed to be installed/modified?		If yes, enter proposed standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
2. Automatic fail-safe devices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
3. Automatic fire detection and alarm system*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
4. Automatic fire suppression system (sprinkler)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
5. Emergency lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
6. Emergency lifts	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
7. Emergency warning and intercommunication system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
8. Exit signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
9. Fire control centres and rooms	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
10. Fire dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
11. Fire doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
12. Fire hydrant systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
13. Fire seals (protecting openings in fire resisting components of the building)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
14. Fire shutters	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
15. Fire windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
16. Hose reel systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
17. Lightweight construction	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
18. Mechanical air handling systems (smoke control)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
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27. Standby Power Systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
28. Wall wetting sprinkler and drencher systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
29. Warning and operational signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
30. Other (please specify)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>

This is an accurate statement of the fire safety measures proposed to be installed/modified in the whole building and the land on which it is situated.

Owner/Agent Name

Signature

Date

Construction Certificate Application Schedule

Schedule 3 - Information to be collected for the Australian Bureau of Statistics

Part 5: Proposal Particulars

Land area (m²)

Gross floor area (m²)

What are the current uses of all or parts of the building(s)/land? (if vacant please state)

Location

Building/Land Use

Will the site contain residential dual occupancy? (please specify)

What is the gross floor area of the proposed addition or new building?

Gross floor area (m²)

What are the proposed uses of all parts of the building(s)/land?

Location

Building/Land Use

Is the building attached, detached (i.e. free standing) or semi-detached?

Attached

Detached

Semi-detached

No. Pre-existing dwellings

No. dwellings to be demolished

Proposed dwellings

No. of storeys in new building

Materials to be used - place a tick in the box which best describes the materials of which the new work will be constructed:

Walls	Code	Roof	Code	Floor	Code
Brick veneer <input type="checkbox"/>	12	Aluminium <input type="checkbox"/>	70	Concrete <input type="checkbox"/>	20
Full brick <input type="checkbox"/>	11	Concrete <input type="checkbox"/>	20	Timber <input type="checkbox"/>	40
Single brick <input type="checkbox"/>	11	Concrete tile <input type="checkbox"/>	10	Other <input type="checkbox"/>	80
Concrete block <input type="checkbox"/>	11	Fibrous cement <input type="checkbox"/>	30	Unknown <input type="checkbox"/>	90
Concrete/masonry <input type="checkbox"/>	20	Fibreglass <input type="checkbox"/>	80		
Concrete <input type="checkbox"/>	20	Masonry/Terracotta shingle tiles <input type="checkbox"/>	10	Frame	Code
Steel <input type="checkbox"/>	60	Slate <input type="checkbox"/>	20	Timber <input type="checkbox"/>	40
Fibrous cement <input type="checkbox"/>	30	Steel <input type="checkbox"/>	60	Steel <input type="checkbox"/>	60
Hardiplank <input type="checkbox"/>	30	Terracotta tile <input type="checkbox"/>	10	Aluminium <input type="checkbox"/>	70
Timber/weatherboard <input type="checkbox"/>	40	Other <input type="checkbox"/>	80	Other <input type="checkbox"/>	80
Cladding-aluminium <input type="checkbox"/>	70	Unknown <input type="checkbox"/>	90	Unknown <input type="checkbox"/>	90
Curtain glass <input type="checkbox"/>	50				
Other <input type="checkbox"/>	80				
Unknown <input type="checkbox"/>	90				

Construction Certificate Application Schedule

Schedule 4 - List of documents accompanying the application

Document

Document

Part 6: Applicant Checklist and Declaration

I have attached the following to the USB:

- | | | | |
|---|--------------------------|---|--------------------------|
| Contract for Certification Work (see note 6) | <input type="checkbox"/> | Details of 'relevant fire safety systems', where applicable (see note 4j) | <input type="checkbox"/> |
| Location plan (see note 4b) | <input type="checkbox"/> | Details of alternative solutions to comply with the Building Code of Australia (if applicable) | <input type="checkbox"/> |
| Site plan (see note 3) | <input type="checkbox"/> | Completion of Schedule 2 - proposed fire safety measures (if applicable) | <input type="checkbox"/> |
| Coloured plans, elevations and sections (see note 4) | <input type="checkbox"/> | Completion of Schedule 3 - Information to be collected for Australian Bureau of Statistics (*required) | <input type="checkbox"/> |
| Specifications, 1 on A4 (see note 4) | <input type="checkbox"/> | Completion of Schedule 4 - documents accompanying the application | <input type="checkbox"/> |
| Completion of Schedule 1 - existing fire safety measures (if applicable) | <input type="checkbox"/> | Quantity Surveyor's certificate if cost of work is \$2million + (see note 2) | <input type="checkbox"/> |

I declare that all information in the application and checklist is to the best of my knowledge, true and correct, the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB 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 (please print)	Applicant's Signature	Date
<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 300px; height: 30px;" type="text"/>	<input style="width: 150px; height: 30px;" type="text"/>

Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** For assessment of applications for Construction Certificates by the consent authority and any other relevant state government agency and as required by legislation.
- Intended recipients:** Council staff and approved contractors of the Council of the City of Sydney, and other government bodies as required by legislation.
- Supply:** A Construction Certificate application is voluntary, however a completed application is required for delivery and management of all applicable development in the City of Sydney local government area and as required by legislation.
- Access / Correction:** Contact the City of Sydney Customer Service Unit to access or correct this information.
- Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Construction Certificate Application Schedule

Notes for completing the Construction Certificate Application

Note 1: Fee for Modified Construction Certificate

Application fees for amendments to Construction Certificates apply and are specified in Council's Schedule of Fees and Charges. Contact Council's One Stop Shop or Neighbourhood Service Centres for details of application fees.

Note 2:

In the case of a building work, the fee is based on the estimated or contract cost including GST. For developments over \$2 million, a Quantity Surveyor's Certificate verifying the cost must be submitted on the lodgement of the application.

Note 3:

Digital File requirements

- All plans and documents, including the application form must be submitted in digital format on a single USB.
- 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 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website
- Digital files must be virus free.

As all information provided on the USB may be publicly available, personal information including credit card details must NOT be copied onto the USB

Note 4:

The following information as set out in Part 3 of Schedule 1 of the Environmental Planning and Assessment Regulation 2000 including, but not limited to the following, must accompany applications for a Construction Certificate for building and subdivision work.

Building Work

In the case of an application for a Construction Certificate for building work:

- copies of compliance certificates relied upon
- location plan clearly showing the address of the site and the location of the site with respect to the adjoining streets
- site plan drawn at a scale of 1:200 (preferred) but not smaller than 1:500 showing the relation of the building to the boundaries of the allotment
- detailed drawings:
 - a plan of each floor indicating location of the proposed works in relation to the whole floor, including existing exits, lifts and services, partitioning etc., plus elevations and cross sections sufficient to indicate completely the proposed design and construction
 - a plan of each elevation of the building
 - at least one sectional drawing of the building/works at the most typical point
 - the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground
 - indicate the height (preferably to Australian Height Datum), design, construction and provision for fire safety and fire resistance (if any)
 - structural drawings and certification from a practising structural engineer
- new work shown on plans shall be appropriately coloured so as to adequately distinguish the various materials to be used and to distinguish new work from existing
- the purpose for which all buildings and all rooms are to be used shall be shown on the plan
- detailed specification shall be submitted when the construction and materials are not fully described on the plan
The specification must:
 - describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
 - state whether the materials proposed to be used are new or secondhand and give particulars of any secondhand materials to be used
 - state the relevant Australian Standards applicable to the proposed work.
- where the application involves a performance solution to meet the performance requirements of the BCA, the application must also be accompanied by:
 - details of the performance requirements that the solution is intended to meet, and
 - details of the assessment methods used to establish compliance with those performance requirements
 - justifications (including detailed computer printouts, calculation sheets and verification statements) that the proposed performance solution complies with relevant performance requirements.
- evidence of any accredited component, process or design sought to be relied upon.
- a BASIX certificate (water and energy efficiency certificate) if required by the development consent. Note: Such certificate must have been issued no earlier than 3 months before the date on which the application was made (Clause 6A of Part 3 of Schedule 1 of the Environmental Planning and Assessment Regulation 2000).
- for commercial buildings (BCA - Classifications 3, 5, 6, 7, 8, & 9) details of the method of complying with 'Section J - Energy Efficiency' of the Building Code of Australia.
- Before installing, extending or modifying a **relevant fire safety system***, plans and specifications for the work must be certified as being compliant through the lodgement of a **compliance certificate**** or endorsed by a **competent fire safety practitioner***** and submitted to the certifying authority for endorsement.

Construction Certificate Application Schedule

Notes for completing the Construction Certificate Application

Note 4 (continued):

The City prefers that the plans and details of the proposed works affecting *relevant fire safety systems* be submitted with your application. You can however provide the plans and details to the principal certifying authority (after the issue of the construction certificate) and have the details endorsed before works on the system/s commence.

* **relevant fire safety system** means any of the following:

- (a) a hydraulic fire safety system (fire sprinkler suppression system; hydrant; hose reel);
- (b) a fire detection and alarm system;
- (c) a mechanical ducted smoke control system.

** **compliance certificate** is a certificate under s109C of the Environmental Planning and Assessment Act 1979 which is issued by a person who is appropriately accredited under the Building Professionals Act.

*** **competent fire safety practitioner** is a professional and/or technical person that has specialist fire safety skills. The NSW government is presently working on establishing a co-regulatory framework for recognising industry schemes for accrediting individuals as competent fire safety practitioners. In the interim, certifying authorities (including the City) must ensure that the practitioner who performs one of the new functions in certifying relevant fire safety systems is competent to do so, and to confirm this in writing. This will require practitioners to complete an application form (contact the City's Construction and Building Certification Services Unit to obtain the form) and lodge with the complying development certificate application or to the principal certifying authority for endorsement.

Subdivision Work

In the case of an application for a Construction Certificate for subdivision work:

- (a) copies of compliance certificates relied upon
- (b) detailed engineering plans, which may include but are not limited to the following:
 - earthworks
 - stormwater drainage
 - erosion and control works
 - roadworks
 - water supply works
 - road pavement
 - sewerage works
 - road furnishings
 - landscaping works

Where the proposed subdivision work involves a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of Council to adequately distinguish the modification.

Note 5: Long Service Levy

Under the Environmental Planning and Assessment Act 1979 a Construction Certificate cannot be issued until any Long Service Levy payable under Section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The levy is payable where the cost of works is \$25000 or greater. Council is authorised to accept payment. A cheque must be made out to the City of Sydney.

Note 6: Contract for Certification Work

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.

<http://www.cityofsydney.nsw.gov.au/council/forms-and-publications/forms/pdf-forms>

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 7: Performance solution

The BCA is a performance-based code containing all Performance Requirements for the construction of buildings. Performance Requirements are the minimum level that buildings and building elements must meet. A building solution will comply with the BCA if it satisfies the Performance Requirements, which are the mandatory requirements of the BCA.

The key to the performance-based code (BCA) is that there is no obligation to adopt any particular material, component, design factor or construction method. This provides for a choice of compliance pathways. The Performance Requirements can be met using either a Performance Solution (Alternative Solution) or using a Deemed-to-Satisfy (DTS) Solution.

A Performance Solution is unique for each individual situation. These solutions are often flexible in achieving the outcomes and encouraging innovative design and technology use. A Performance Solution directly addresses the Performance Requirements by using one or more of the Assessment Methods available in the BCA.

A DTS Solution follows a set recipe of what, when and how to do something. It uses the DTS Solutions from the BCA, which include materials, components, design factors, and construction methods that, if used, are deemed to meet the Performance Requirements.

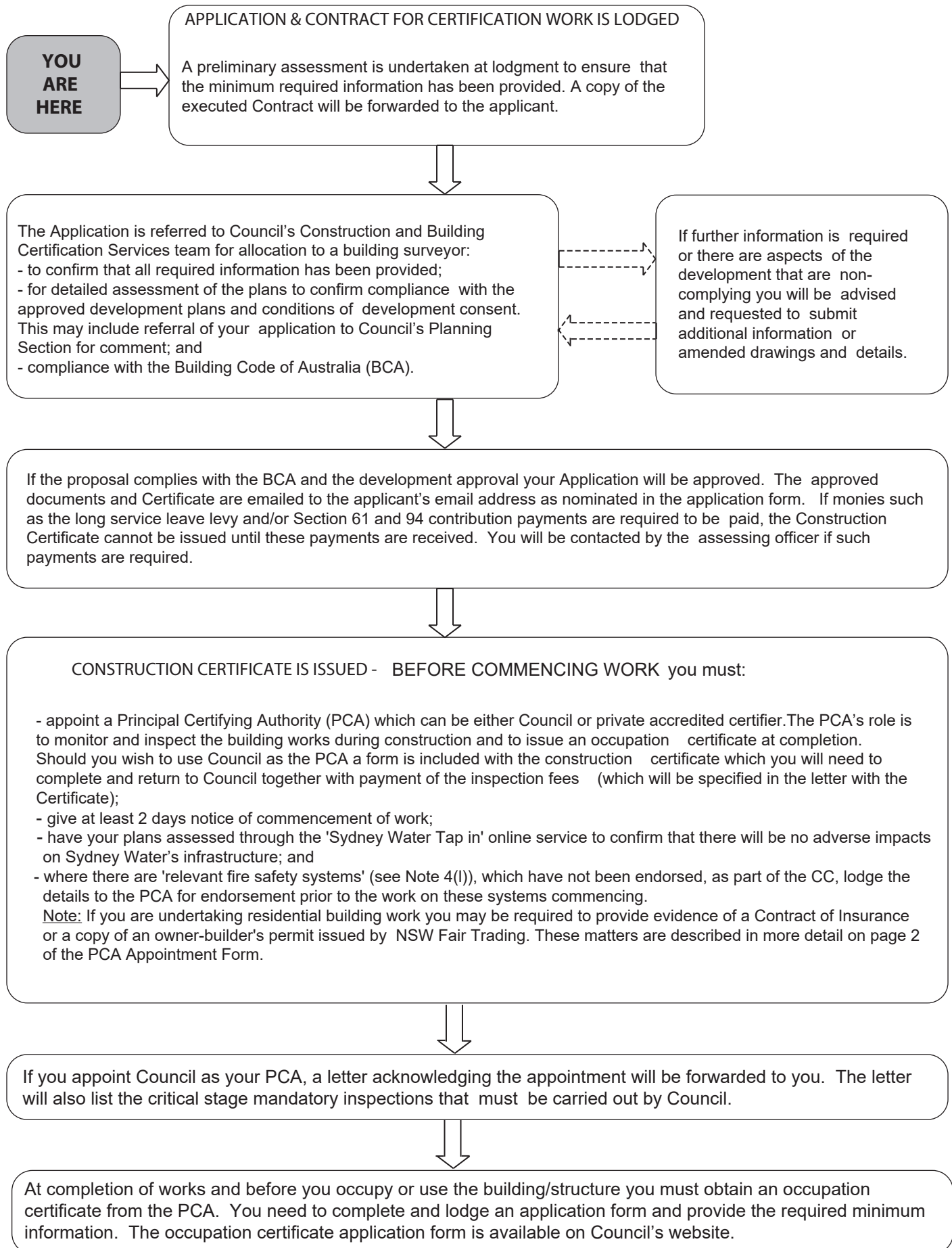
Note 8: Construction Certificate Assessment and Building Process

Please to the flow chart on the next page of this application form

Construction Certificate Application Schedule

Notes for completing the Construction Certificate Application

Note 8: Construction Certificate Assessment and Building Process



Part 8: Lodgement Details

You can lodge the completed application by:

MAIL: City of Sydney **DX:** 1251
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

WHAT NOW: Please refer to the flowchart at Note 8 for the outline of steps involved in the application and construction approval process. Once your application is received a Council Officer may contact you to discuss your proposal, which may include a request for further information and / or clarification of the proposal.

For further information regarding your application, please contact us by:

TELEPHONE: 9265 9333 or visit our **WEBSITE:** www.cityofsydney.nsw.gov.au