

CONSTRUCTION CERTIFICATE

QUICK ANSWERS FOR SMALL BUSINESS INFORMATION SHEET No: AD-02

WHAT APPROVALS DO I NEED TO UNDERTAKE BUILDING WORKS?

If your proposal involves construction work such as buildings, or roads and drainage in a subdivision, obtaining development consent is the first step in the approval process. In addition to development consent, before any building or construction work commences, a Construction Certificate is also required

WHAT IS A CONSTRUCTION CERTIFICATE?

A Construction Certificate is an approval that certifies that the proposed building work:

- Is consistent with the Development Consent issued by Council.
- Complies with all conditions attached to the Development Consent.
- Complies with the Building Code of Australia and other relevant Australian Standards.
- Meets the provisions of other relevant legislative requirements.

WHEN DO I APPLY FOR A CONSTRUCTION CERTIFICATE?

You **MUST** obtain a Construction Certificate before you commence any building or construction works. You may apply for a Construction Certificate:

- At the same time that you apply for Development Consent. You may lodge a combined Development Application and Construction Certificate Application.
- or
- Once you have received Development Consent. Development Consents generally remain valid for 5 years. You may lodge the Construction Certificate Application any time within this 5 year period, however, most importantly, construction works must have commenced prior to the 5 year development consent period lapsing.

A combined application is only recommended for minor works that comply fully with Council's planning codes. The Construction Certificate Application requires you to lodge a full set of working drawings. If these drawings are prepared and lodged before the planning and design issues are resolved, they may need to be re-drawn to take into account any conditions attached to the Development Consent. Alternatively, if the Development Application is not approved on planning grounds, significant costs may have been unnecessarily incurred in preparing working drawings.

HOW DO I APPLY FOR A CONSTRUCTION CERTIFICATE?

A Construction Certificate can be issued by either Council (consent authority) or a Principal Certifying Authority (private sector accredited certifier). You may appoint either Council or a Private Accredited Certifier to assess your plans and issue a Construction Certificate.

Once the building work has commenced, the person or organisation that you appoint as the Principal Certifying Authority (PCA) will undertake all the necessary inspections and issue the relevant compliance and occupation certificates. The PCA must ensure that all certificates issued are forwarded to Council for registration.

Applying through Council - An Application form for a Construction Certificate is available from Council. This is the same form as the Development Application. For a combined application, you must answer all questions on the form. If you already have development consent and are applying for a Construction Certificate only, you do not have to complete Questions 11, 12 and 15. Questions that specifically relate to the Construction Certificate are:

- **Question 4** - You need to indicate whether this is a combined application for Development Consent and a Construction Certificate or whether it is a 'stand-alone' application for a Construction Certificate.
- **Question 5** - You need to indicate whether the Construction Certificate is for building works and/or subdivision.
- **Question 9** - You need to nominate who will be undertaking the building works.
- **Question 10** - You need to indicate whether or not you wish to appoint Council as your Principal Certifying Authority.
- **Questions 16, 17, 18 and 19** - These questions relate to the different permits and fees that may apply. Applying through a Private Accredited Certifier - A Private Accredited Certifier may also issue the Construction Certificate and other compliance and occupation certificates as the building works progress.

If you wish to appoint Council as your PCA, then you need to tick 'YES' in Question 10. If you don't wish to appoint Council, tick 'NO'.

If you are appointing a Private Accredited Certifier, you must notify Council of the Certifiers appointment by completing the 'Notice to commence building or subdivision work and appointment of a principal certifying authority' form. This form must be lodged with Council a minimum of 2 days before commencing any building works.

Further Information:

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Email: shirecouncil@dungog.nsw.gov.au
Web: www.dungog.nsw.gov.au



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WHAT DO I NEED TO INCLUDE WITH MY CONSTRUCTION CERTIFICATE APPLICATION?

In addition to completing the 'Application for Construction Certificate' form you must also provide:

- Notification of appointment of a Principal Certifying Authority, if you are not appointing Council.
- 4 copies of working drawings for the building or construction works. These need to be prepared by a qualified architect, engineer and/or surveyor.
- All documentation necessary to demonstrate compliance with conditions contained in the Development Consent for the proposal.
- Details of who will be undertaking the building work - either an Owner Builder or a Licensed Builder.
- Application fee. If Council is appointed as the Principal Certifying Authority, the cheque should be made payable to Council and paid when the Construction Certificate Application is lodged.

You may also need to provide:

- A copy of your Owner Builder Permit if you are planning to undertake the work yourself. An Owner Builder Permit is required if you are an owner builder for residential building work exceeding \$5,000 in value. Details on how to obtain an Owner Builder Permit are available from the Department of Fair Trading.
- A copy of your Builder's Insurance Policy - If you are using a licensed builder for residential building work exceeding \$12,000 in value, you need to provide Council with a copy of your Builder's insurance policy.
- Payment of the Building Industry Long Service Levy. This is only payable if the cost of the building work exceeds \$24,999. Details of the Levy are available from Council. Owner Builders can apply for an exemption Certificate (contact Council for advice). The Levy is to be paid to Council or directly to the Long Service Levy Corporation with proof of payment forwarded to Council. Council cannot issue a Construction Certificate until these conditions, and all other conditions of Development Consent, have been met.

HOW LONG WILL IT TAKE TO ISSUE A CONSTRUCTION CERTIFICATE?

Providing all the correct documentation has been provided to Council or the Private Accredited Certifier, the Construction certificate should be issued within 28 days.

HOW MUCH WILL IT COST?

The fees charged by Council for the Construction Certificate, subsequent inspections and the issuing of compliance certificates and an occupation certificate, are included in Council's Schedule of Fees and Charges, which is available from Council's website: www.dungog.nsw.gov.au or by contacting Council. If you are using a Private Certifying Authority they will provide you with a quote detailing the costs involved.

WHAT HAPPENS NEXT?

Once the Construction Certificate has been issued and you are ready to start the building works, you must notify Council at least two (2) days prior to the commencement of work.

During the building process, regular inspections are required to ensure that the building works are consistent with your approved plans and that the work is being carried out in accordance with the Building Code of Australia and relevant Australian Standards. These inspections will be undertaken by your Principal Certifying Authority (PCA). When required, the PCA will issue a 'Compliance Certificate'.

At the completion of the building works, the PCA will issue an 'Occupation Certificate' if all conditions have been met and the building work meets all the necessary standards. You cannot occupy the building until you obtain an Occupation Certificate.

