

LODGING A CONSTRUCTION CERTIFICATE APPLICATION

WHEN A CONSTRUCTION CERTIFICATE APPLICATION IS REQUIRED

Construction Certificates are required before works receiving Development Consent can proceed.

Complete detailed drawings including landscape and engineering details are required with a Construction Certificate application. It is not possible to issue a certificate conditional upon such details being submitted later. Accordingly it is best not to finalise plans or make a Construction Certificate application until development consent has been obtained and conditions of consent are known.

You may use a private certifier to issue the construction certificate, in which case the only role of the Council is to receive and file the certificate and drawings and make them available for public inspection on request. A fee may be charged for this service.

If you choose Council as your certifier, the inspections and occupation certificate are an essential part of the package, and fees must be paid for these at the outset, refundable if the construction certificate is refused.

DOCUMENTS REQUIRED

- **Application Form**, with 3 copies each of:
 - Site plan showing existing structures, easements and distances to boundaries
 - Working drawings, including fully dimensioned elevations, sections, floor plans
 - Details of termite protection, bracing and tie-down
 - Design of footings and structural members by a suitably qualified structural engineer
 - Specification
- **Owner's consent** on the application form where owner is not the applicant
- **Proof of Home Building Act Insurance** for contract work greater than \$12,000.
- **Driveway Levels Application form** except in the case of a replacement dwelling
- **Septic Tank Application Form** (in unsewered areas) with full details.
District building surveyor will advise on disposal method to be used.
This may be lodged separately from the CC application.
- **Payment of fees** in accordance with the schedule overleaf
- **Owner- Builder's** permit for residential owner-builder jobs greater than \$5,000 will need to be provided before approval is issued.

SCHEDULE OF FEES

Application fee incl GST <i>Covers the cost of assessment, inspections and occupation certificate</i>	Up to \$100,000 \$100,001 - \$250,000 over \$250,000	\$100 + \$6/\$1,000 \$700 + \$4/\$1,000 over \$100,000 \$1,300 + \$2/\$1,000 over \$250,000 maximum fee for single dwellings and related structures \$700
Long Service Levy	<i>On all building and construction work \$25,000 and over</i>	\$2 per \$1,000 of cost of work
New garbage service	<i>Applications for new dwellings (except replacement dwellings)</i>	\$70/dwelling
Septic tank <i>All applications in unsewered areas</i>	Application Site visit & opinion if required	\$155 \$45
Driveway levels (Std Vehicle crossing) incl GST <i>All applications for new dwellings</i>		\$134
Relocation Bond <i>Applications for relocated dwelling</i>	Minimum	\$5,000
Amended plans fee Incl GST <i>Where no DA change</i>	Minor Variations	30% of original fee incl GST \$55
Development Bond <i>For funding repairs to damage of Council assets.</i>	Single dwellings, swimming pools, major excavations Development up to \$400,000 Development over \$400,000	\$1,000 (includes \$100 admin cost) \$2,000 (includes \$100 admin cost) 1% of value (includes admin cost=0.05% of value) <i>Refundable except for admin component</i>

Guideline costs

per square metre of floor space in absence of detailed estimates:

Dwellings \$715, garages \$440, carports \$275

Rural sheds \$385

Factories \$550

Multiple dwellings, offices, shops \$770

Residential flat buildings, motels \$935

High rise \$1,100

Swimming pools \$20,900 total.

FOR FURTHER INFORMATION

Area **	District Building Surveyor	Customer Services Officers
Forster	Mr B Arkle mobile 6591 7249 0407 457 774	
Tuncurry, Nabiac-Wootton Green Point	Mr J Muller mobile 6591 7388 0408 698 690	Marilyn 6591 7291
Pacific Palms-Smiths Lake-Coomba Park	Mr D Underwood mobile 6591 7356 0417 687 056	Pia 6591 7261
Tea Gardens, Hawks Nest, North Arm Cove	Mr N Green mobile 6591 7343 0418 692 557	Belinda 6591 7250
Stroud, Bulahdelah	Mr K Duke mobile 6591 7138 0418 471 733	

** For information regarding a specific area not disclosed above please contact a Customer Service Officer

Updated: 17 August 2004