



# INNER WEST COUNCIL

## Complying Development Certificate Appointment of Principal Certifier

<b>About this form:</b>	<p>The Complying Development Certificate is effectively your “building approval” and will be assessed by one of the accredited Building Surveyors in the Building &amp; Certification Team. Architectural plans and supporting documentation will be assessed for compliance with the Building Code of Australia and the legislative requirements of the State Environment Planning Policy (Exempt and Complying Development ) 2008.</p> <p>The role of the Principal Certifier is to conduct the specified mandatory building inspections throughout the building process and ensure your development complies with all the relevant legislative requirements. Our team will write to you identifying the required mandatory inspections and it is the owner’s responsibility to contact Council and arrange site inspections at the specified times.</p> <p>At the successful completion of all the development work and before you occupy the building, you must obtain an Occupation Certificate from the Principal Certifier.</p> <p>If you have any questions or require assistance with your application please call Inner West Council Building Certification Team on 9392 5679 or 9392 5805 or email <a href="mailto:building@innerwest.nsw.gov.au">building@innerwest.nsw.gov.au</a></p>
<b>How to complete:</b>	<ol style="list-style-type: none"> <li>1. Ensure that all fields have been filled out correctly.</li> <li>2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.</li> <li>3. Once completed, please refer to the lodgement details section for further information.</li> </ol>

<b>Applicant:</b>				
Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Postal address: (if different to street address)		Postcode:		
Suburb:		Mobile:		
Phone number:		Other:		
Applicant’s signature: Print name:		Date:		

<b>Owners consent:</b>				
<b>Council will not accept this application without correct and complete owner/s consent.</b>				
Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name:		Surname		
Postal Address		Postcode		



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Phone No		Mobile	
Email			
Signature/s and Print Name			Company Seal Strata Seal  <input type="checkbox"/> Yes <input type="checkbox"/> No

Site Details:			
Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:
<b>Type of Application</b>	Complying Development Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Appointment of Principal Certifier	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Modification of CDC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Proposal</b> Provide a written description and works proposed			
<b>Capital Investment Value</b>	The capital investment value of the development is:  \$ _____  (includes GST and all costs associated with the demolition and construction)		
<b>Building Classification</b>	Nominate building classification under BCA: (e.g. residential class 1a) Class :		
<b>Estimated m2 of bonded or friable asbestos to be removed</b>	M2		

Checklist for the lodgement of documents for the issue of Complying Development Certificate	
BASIX Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX Certificate has been obtained? Needs to be less than 3 month old	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Long service Levy applicable for value over \$25,000 This can be paid at Council or online through Long Service Levy Corporation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation checklist	
SEPP checklist showing compliance with the requirements of the SEPP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set architectural plans with new works shown coloured	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set Stormwater plans by licensed plumber or hydraulic engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set plans showing Sydney Water Tap In approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set Construction Management and Traffic Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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One (1) set Structural drawings and specifications and structural certificate of adequacy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set specifications showing compliance with the BCA and AS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
One (1) set of Waste Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Performance Monitoring Data & ABS Data including No of storeys Gross floor area of building m2 Gross site area of land m2 No of dwellings to be demolished Materials to be used in the construction of a new building see attached ABS data form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Class 2-9 buildings additional information including existing and proposed fire safety measures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Any other matters required by Schedule 1 of EPA regs as specified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copy of all plans and Supporting Documentation on CD/USB ( 2 required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### APPOINTMENT OF PRINCIPAL CERTIFIER

Complete this section if you are seeking to nominate Inner West Council as the Principal Certifier.

#### PRINCIPAL CONTRACTOR DETAILS/OWNER BUILDER PERMIT

<b>Principal Contractor (Builder) Details</b> <i>If known at this stage. These details must be provided prior to work commencing.</i>	Name of Builder _____
	Contractor Licence No / Permit No _____ (In case of owner builder)

#### HOME WARRANTY INSURANCE

For works over \$20,000 a copy of Home Warranty Insurance must be provided. Alternatively proof of Owner Builder Permit must be provided.

Copy of Home Warranty Insurance Policy provided  Yes  N/A

Copy of Owner Builder Permit provided  Yes  N/A

#### EXPECTED DATE OF COMMENCEMENT

Please specify expected commencement date of building works: \_\_\_\_\_

#### Application for Modified Complying Development Certificate

<b>Complying Development Certificate Details</b>	Complying Development Certificate No. _____ Date of Determination _____
<b>Modification Details</b> <i>Please provide a written description of the modifications</i>	
<b>Checklist</b>	Details of the modification clearly outlined in the application <input type="checkbox"/> One (1) set of plans and elevations showing changes from the original approval highlighted <input type="checkbox"/> Schedule of Changes <input type="checkbox"/>



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	Modified Structural Details (if required)	<input type="checkbox"/>
	Modified Reports provided (if required)	<input type="checkbox"/>
	Copy of all plans and documentation on CD/USB	<input type="checkbox"/>

### Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.

<b>Applicant's signature:</b>		<b>Date:</b>	/ /
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### Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

### Instructions for applicants

Lodging an application requires a completed application form.  
All relevant information and the payment of the required fee (where a fee applies).  
Application will be checked at lodgement to ensure the required information is provided.

**Incomplete/illegible applications will not be accepted and will be returned to you.**

**Lodge by email:** [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au)

**Lodge in person:** Inner West Council's Customer Service Centres:

Noted that the building certifiers are located at the Leichhardt Service Centre and are available by appointment to assist in the lodging of your application.

- Leichhardt – 7-15 Wetherill Street Leichhardt
- Ashfield – 260 Liverpool Road Ashfield.



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## Complying Development Certificate Appointment of Principal Certifier

- Petersham – 2-14 Fisher Street Petersham.

**Opening hours:** Monday-Friday, 8:30am-5:00pm

[www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Fees and charges:** Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council

**Credit card:** Please use the Inner West Council credit card payment form.

### Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
CDC fee:		Application number:	
Lodgement fee:		Initial of officer:	
LSL fee:			
PC inspection fees :			
Security deposit:			
Footpath inspection fee:			
Section 94 contributions (if applicable):			

### Performance Monitoring Data & Australian Bureau Statistics (ABS) Data: to be completed by applicant

<b>Cost of works:</b>	
<b>Building Classification (ie 1a etc):</b>	
<b>Zoning:</b>	
<b>SEPP Control: Housing SEPP or other</b>	
<b>Category of Development:</b>	
<b>Lot Size:</b>	
<b>Building Type (please tick):</b>	
<input type="checkbox"/> Educational building	<input type="checkbox"/> Other business premises
<input type="checkbox"/> Educational building with flat or unit attached	<input type="checkbox"/> Other business premises with flat or unit attached
<input type="checkbox"/> Entertainment and recreation building	<input type="checkbox"/> Office with flat or unity attached
<input type="checkbox"/> Entertainment and recreation building with flat or unit	<input type="checkbox"/> Religious building
<input type="checkbox"/> Factory	<input type="checkbox"/> Religious building with flat or unit attached
<input type="checkbox"/> Factory with flat or unity attached	<input type="checkbox"/> RFB one or two storey
<input type="checkbox"/> Health building	<input type="checkbox"/> RFB three storeys
<input type="checkbox"/> Health building with flat or unit attached	<input type="checkbox"/> RFB four or more storeys
<input type="checkbox"/> Hotel, motel	<input type="checkbox"/> RFT attached to a house
<input type="checkbox"/> Hotel, motel with flat or unit attached	<input type="checkbox"/> Shop
	<input type="checkbox"/> Semi detached one storey



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<input type="checkbox"/> Kit house	<input type="checkbox"/> Semi detached two or more storeys
<input type="checkbox"/> Miscellaneous building	<input type="checkbox"/> Shop with flat or unit attached
<input type="checkbox"/> Miscellaneous building with flat or unit attached	<input type="checkbox"/> Separate house
<input type="checkbox"/> Office	<input type="checkbox"/> Transportable
<b>Building Components</b>	
<b>Floor (please tick):</b>	
<input type="checkbox"/> Double Brick	<input type="checkbox"/> Slate
<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber
<input type="checkbox"/> Other	<input type="checkbox"/> Not stated/Unknown
<b>Frame (please tick):</b>	
<input type="checkbox"/> Aluminium	<input type="checkbox"/> Timber
<input type="checkbox"/> Other	<input type="checkbox"/> Not stated/Unknown
<input type="checkbox"/> Steel	
<b>Roof (please tick):</b>	
<input type="checkbox"/> Aluminium	<input type="checkbox"/> Sheet metal
<input type="checkbox"/> Concrete	<input type="checkbox"/> Slate
<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Steel
<input type="checkbox"/> Corrugated iron	<input type="checkbox"/> Tiles
<input type="checkbox"/> Other	<input type="checkbox"/> Not stated/Unknown
<input type="checkbox"/> Shingles	
<b>Outer wall (please tick):</b>	
<input type="checkbox"/> Aluminium	<input type="checkbox"/> Corrugated iron
<input type="checkbox"/> Double brick	<input type="checkbox"/> Other
<input type="checkbox"/> Brick veneer	<input type="checkbox"/> Sheet metal
<input type="checkbox"/> Brick/timber	<input type="checkbox"/> Steel
<input type="checkbox"/> Concrete	<input type="checkbox"/> Stone
<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Timber
<input type="checkbox"/> Glass	<input type="checkbox"/> Not stated/Unknown
<input type="checkbox"/> Hardiplank	
<b>Work types (please tick):</b>	
<input type="checkbox"/> Additions/alterations	<input type="checkbox"/> New
<input type="checkbox"/> Conversion non-residential to residential	<input type="checkbox"/> Refurbishment
	<input type="checkbox"/> Attached to any other building new / existing
<b>Floor area of new part of building:</b>	
<b>Gross floor area:</b>	
<b>Gross site area:</b>	
<b>Number of storeys:</b>	
<b>Number of units (only use for RFBs):</b>	
<b>Number of pre-existing dwellings:</b>	
<b>Number of existing dwellings to be demolished in conjunction with the erection of a new building:</b>	
<b>Dual occupancy :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	



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The following abbreviations are to be used in any development application or application for a complying development certificate:

Walls	Code	Roof	Code
Brick (double)	11	Tiles	10
Brick (veneer)	12	Concrete or Slate	20
Concrete or Stone	20	Fibre cement	30
Fibre cement	30	Steel	60
Timber	40	Aluminium	70
Curtain glass	50	Other	80
Steel	60	Not specified	90
Aluminium	70		
Other	80		
Not specified	90		
Floor	Code	Frame	Code
Concrete or Slate	20	Timber	40
Timber	40	Steel	60
Other	80	Aluminium	70
Not specified	90	Other	80
		Not specified	90

