

CONSTRUCTION CERTIFICATE GUIDE & CHECKLIST

For Commercial and Industrial Buildings (Class 2-9 Buildings)

About this guide

Obtaining a construction certificate is the next step in carrying out building works after receiving development consent.

Building works cannot commence until a valid construction certificate has been issued for the proposed building works and a principal certifying authority (PCA) is appointed.

Office Hours: 8.30am
– 5pm

23-25 Chelmsford Place
Leeton NSW 2705
council@leeton.nsw.gov.au

General Enquiries
Phone: 02 6953 0911

Important information to consider

Please read this guide for general information about obtaining a construction certificate and requirements of the Leeton Shire Council should you choose to lodge your application with Council.

A construction certificate can be obtained from either Leeton Shire Council or a private accredited certifier. There are three steps that must be completed before you can commence building work.

Step 1 - Lodge a construction certificate application. Your proposal and application will be assessed to ensure that the proposed works are compliant with the requirements of the development consent and satisfy the requirements of the National Construction Code (formerly known as the Building Code of Australia).

Step 2 - Lodge a Contract for Certification Work with your application. A contract can be downloaded from Council's webpage. The Building Professionals Act 2005 (NSW) says Council must not carry out certification work for a person, such as issuing construction 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 the application form.

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.

Step 3 - Appoint a Principal Certifying Authority (PCA) who will monitor the building works as they progress to ensure compliance with the approved construction certificate. The PCA can be Council or a private accredited building surveyor. If you decide to use Council as the PCA you need to complete an appointment form, after you have obtained your Construction Certificate.

All plans should be consistent with the approved development application, drawn to scale, in ink, on unlined paper, and coloured to clearly distinguish new work from existing structures.

SUBMISSION REQUIREMENTS FOR CONSTRUCTION CERTIFICATE APPLICATIONS	CHECKLIST	
	APPLICANT	STAFF
1. A Completed Application Form (1 copy) – to include consent of all owner/s, contact phone numbers for the applicant and owner, an accurate assessment of the cost and completion of Australian Bureau of Statistics data.		
2. A Site Plan (3 copies, drawn to a scale of 1:200) – to include: <input type="checkbox"/> North point <input type="checkbox"/> Boundary dimensions <input type="checkbox"/> Building footprint <input type="checkbox"/> Distances to the boundaries <input type="checkbox"/> The location and type of trees <input type="checkbox"/> Any easements <input type="checkbox"/> The proposed drainage <input type="checkbox"/> The location of all existing structures <input type="checkbox"/> Any structures to be demolished <input type="checkbox"/> The position of adjoining street/lane		
3. Elevations (3 copies, drawn to a scale of 1:100) – fully dimensioned plan of each face of the building and including: <input type="checkbox"/> the existing & finished floor levels <input type="checkbox"/> the height above natural ground level <input type="checkbox"/> Location and type of wall openings (such as doors/windows) <input type="checkbox"/> the type of material(s) to be used in construction		
4. A Floor Plan (3 copies, drawn to a scale of 1:100) – a fully dimensioned plan of each floor level, showing: <input type="checkbox"/> Dimensions of each room <input type="checkbox"/> Use of each room <input type="checkbox"/> Locations of wall openings (e.g. doors/windows) <input type="checkbox"/> Location(s) of any emergency lights, exit lights fire extinguishers and the like		
5. A Section Through the Building (3 copies, drawn to a scale of 1:100) – showing the proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.).		
6. A Roof Plan (3 copies, drawn to scale of 1:100) showing the general roof layout, member sizes and locations, guttering and downpipe types and dimensions.		
7. A Full Specification & Construction details (2 copies) – detailing the method of construction, the standard to which any framing, wet area flashing and glazing shall be installed, a schedule of window sizes, a schedule of materials, the method(s) of termite protection to be used and Bushfire Prone Land, the method of complying with.		
8. Soil/Site Classification Report (2 copies) – prepared by a qualified engineer or engineering geologist experienced in the field of geomechanics, in accordance with relevant standards (such as AS2870).		
9. Engineer's Design and/or Certification (2 copies) – A design certificate from a practising structural engineer is required to verify the design complies with the appropriate standards, when the construction involves: <input type="checkbox"/> Steel (AS 4100 or AS/NZS 4600) <input type="checkbox"/> Earth-retaining Structures (AS 4678) <input type="checkbox"/> Slab or footing designs (AS 2870 s4) <input type="checkbox"/> Piled footings (AS 2159) <input type="checkbox"/> Timber elements outside AS 1684.2/4 or AS 1720.4 (AS 1720.1)		
10. Evidence of Compliance with the Building Code of Australia – e.g. details of proposed levels of fire construction or protection of openings.		

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<p>11. Fire Services plan – A detailed plan is to be submitted indicating all fire services installed in the building and/or proposed to be installed to comply with the National Construction Code. This plan must indicate at least the location of all essential fire safety measures, travel paths and distances, emergency lighting, exit signs, details of smoke hazard management etc. You are strongly advised to have this plan developed by an industry expert e.g. architect as this is a very technical element of the construction certificate application</p>		
<p>12. Alternative solutions – NCC – Fire Safety Requirements - For development involving an Alternative Solution under the National Construction Code (NCC) for Fire Safety Requirements, you must provide the following information.</p> <p>Either or both of the following from a <i>fire safety engineer</i> (a private accredited certifier holding Category C10 accreditation):</p> <ol style="list-style-type: none"> A compliance certificate (as referred to in s.6.4 (e) EP&A Act) that certifies that the alternative solution complies with the relevant performance requirements of the NCC. A written report that includes a statement that the alternative solution complies with the relevant requirements of the NCC. <p>The above requirement only applies to building work in respect of:</p> <ol style="list-style-type: none"> a Class 9a building with a proposed total floor area of 2,000 square metres or more any proposed building (other than a Class 9a building) with: <ol style="list-style-type: none"> a fire compartment with a total floor area of more than 2,000 square metres or a total floor area of more than 6,000 square metres that involves an alternative solution under the NCC in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the NCC 		
<p>13. Residential flat buildings – Design verification</p> <p>For development involving Residential Flat Development requiring design verification from a qualified designer (under Clause 50(1A) of the EP&A Regulation), you must provide the following information.</p> <ol style="list-style-type: none"> A statement from a qualified designer verifying that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of <i>State Environmental Planning Policy No. 65: Design Quality of Residential Flat Development (SEPP 65) Page 4 of 4 23706 v1 -29/03/2017 A Guide to Submitting a Construction Certificate Application</i> <p>If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on, or improve the thermal performance of the building.</p>		

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<p>14. Subdivisions - For development involving Subdivision Work, you must provide the following information.</p> <p>Appropriate subdivision work plans and specifications, including:</p> <ul style="list-style-type: none"> a. details of the existing and proposed subdivision pattern (including the number of lots and the location of roads) b. details as to which public authorities have been consulted with as to the provision of utility services to the land concerned c. detailed engineering plans as to the following matters: <ul style="list-style-type: none"> <input type="checkbox"/> earthworks <input type="checkbox"/> roadworks <input type="checkbox"/> road pavement <input type="checkbox"/> road furnishings <input type="checkbox"/> stormwater drainage <input type="checkbox"/> water supply works <input type="checkbox"/> sewerage works <input type="checkbox"/> landscaping works <input type="checkbox"/> erosion control works d. copies of any compliance certificates to be relied on. 		
<p>15. Section J report</p> <p>Section J (A) Report and Basix report is required for a class 2 & 4 building and a Section J (B) report is required for Class 3, 5, 6, 7, 8 and 9 building. This is defined by Section J (or Part J) of Volume One of the National Construction Code (NCC).</p>		

Applicants should be aware that if all the required information is not provided, the Construction Certificate Application WILL NOT be accepted by the Customer Services Officer.

Further information will be requested if not initially provided.

PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected include Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@leeton.nsw.gov.au or addressed to Leeton Shire Council, 23-25 Chelmsford Place, LEETON NSW 2705.

Your information will be collected and stored, in accordance with the *State Records Act 1998*, by Leeton Shire Council, 23-25 Chelmsford Place, LEETON NSW 2705.

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OFFICE USE

Additional Comments: *(outstanding information, action required before application can be lodged)*

CHECKED BY

Officer Name:

Date:

Officer's Signature:

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