

Subdivision (including Civil Works) Construction Certificate Application

Environmental Planning and Assessment Act 1979 (as amended)



Is this an amendment to existing Construction Certificate? ☐ Yes

Lismore City Council, PO Box 23A, Lismore 2480

Ph. 1300 87 83 87 Fax: 66 250 400

email: council@lismore.nsw.gov.au

Office use only – please print clearly

Register/File number	AF Number	Application fee
<input type="text"/>	<input type="text"/>	<input type="text"/>
Property Number	NAR Number	Receipt Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Section138 Register number	Section 68 Register Number	
<input type="text"/>	<input type="text"/>	

stamp here

Before you lodge

About this Form

This form is required to apply for a Subdivision Construction Certificate under the *Environmental Planning and Assessment Act 1979*. A subdivision construction certificate will be required before any works can commence.

How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Once completed you can submit this form by mail or in person. Please refer to the Lodgement details in Part 9 for further information

Part 1: Applicant/Owner and contact details

Note: *The application may only be made by a person who is eligible to appoint a principal certifying authority for the relevant development i.e. the owner/s of the land.*

Given Name/s	Family Name/s
<input type="text"/>	<input type="text"/>
Organisation/Company Name	
<input type="text"/>	
Postal Address	
<input type="text"/>	
Contact Number/s (including mobile)	
<input type="text"/>	
Email Address	
<input type="text"/>	

Part 2: Details of property for development

Lot	DP	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb		
<input type="text"/>		

Part 3: Development

Development Application

Date Issued

Subdivision

Stage

Approximate Starting Date

Cost of Construction (*will be checked against asset form upon completion*)

Works Approved

Part 4: Roads Act Approval – Section 138 of the Roads Act 1993

Does this development involve roadworks on an existing public road, the opening of a public road or footpath area for public utility services, driveway access or stormwater drainage?

- ☐ No
- ☐ I have already obtained a Section 138 approval, and the attached plans demonstrate compliance with the approval requirements
- ☐ Yes ➤ If yes, a road opening fee must be paid. Council will subsequently issue a Road Opening Approval pursuant to Section 138 of the Roads Act 1993, either concurrently with any consent or upon receipt of required design plans/certification

Note: These approvals are not required at this stage and can be made at a later date. If these approvals are sought, full details of the layout of proposed driveway crossing, drainage connections and the like are required to be provided with the Development Application.

The Road Opening Approval is issued on the understanding that the applicant agrees to observe all the conditions attached to the approval and will not operate until Council is in receipt of any required property and environmental damage security (bond or bank guarantee)

Part 5: Local Government Act Approvals – Section 68 of the Local Government Act 1993

To carry out your proposal you may need other approvals from Council. A list of matters relating to subdivision work requiring approval under Section 68 of the Local Government Act are contained below. These approvals are not required at this stage and can be made separately at a later date.

Note: Approvals for matters listed in the schedule must be obtained from Council prior to any works commencing on site.

Do you want Council to approve any other activity at the same time as this application

- ☐ No
- ☐ I have already obtained the applicable Section 68 approval(s), and the attached plans demonstrate compliance with the approval requirements
- ☐ Yes ➤ Please tick the relevant boxes below.

Water Supply, Sewerage and Stormwater Drainage Work

- ☐ 1 Connecting or extensions to Council's reticulated water supply
- ☐ 2 Installing/disconnecting a water meter
- ☐ 3 Carry out sewerage work including connecting or extensions to Council's sewerage system
- ☐ 4 Carry out stormwater drainage work including connecting or extensions to Council's stormwater drainage system (includes kerbs, gutters, pipes and open drains and easements)

Management of Waste

- ☐ 1 Transport waste over or under a public place
- ☐ 2 Place waste in a public place
- ☐ 3 Place a waste storage container in a public place

Public Roads

- ☐ 1 Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway

Comments

Part 6: Cost of works

Part 15 Division 1 of the *Environmental Planning and Assessment Regulation 2000* sets out how to calculate the fees for development applications. For development that involves a building or other works, the fee for your application is based on the estimated value of the development. If your application is for integrated development or requires concurrence from another state agency, you will need to include additional processing fees. If your development needs to be advertised to the public you may also need to include an advertising fee.

The **value of the development** is the genuine estimate of:

- (a) the costs associated with the construction works, and
- (b) the costs associated with the preparation of the site for the purpose for which it is to be used

The **capital investment value** of a project includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment (but excluding land costs and GST). (cl245N EP & A Regulations)

Value of the development \$

Capital Investment Value of Development \$

Is your Long Service Levy payment being paid with this application? ☐ Yes ☐ No ☐ N/A

Note. If the works are valued over \$25,000, the long service levy must be paid prior to the release of the Construction Certificate by Council.

If "no" receipt number of payment

Part 7: Privacy information

The information you provide in this application is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* which will enable Council staff (or any appointed agent), and any relevant state agency, and the community to consider/assess your application under the *Environmental Planning and Assessment Act 1979* and other applicable State legislation. The supply of the information by you is voluntary, however, if you cannot provide or do not wish to provide the information sought, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. Address enquiries concerning this matter to Council's Public Officer.

Part 8: Owner's consent

Every owner of the land must sign this form. If the owner is a company, the form must be signed by an authorised director.

As owner of the land to which this application relates, I/we consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application. I accept that all communication regarding this application will be through the owner. I acknowledge that subdivision construction work cannot commence until a Construction Certificate is issued and a Principal Certifying Authority has been nominated in relation to such works, and that undertaking such works without a Construction Certificate is an offence under the provisions of the Environmental Planning and Assessment Act 1979.

*Without the owner's consent, **we will not accept the application.** This is a very strict requirement for all applications.*

*If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc.) If the land is Crown land, an authorised officer of the Department of Lands (or Trustee) must sign the application. **An original signature must be provided.***

Signature	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

If applicable the nature of your legal authority

Part 9: Lodgement details

You can lodge the completed Application by Electronic Lodgement Portal and an Invoice will be sent to you by email:

https://www.lismore.nsw.gov.au/cp_themes/default/page.asp?p=DOC-GXO-31-15-86

By Mail

Lismore City Council
PO Box 23A
LISMORE NSW 2480

To minimise delay in receiving a decision about your application, please ensure you submit all relevant information to us.

If you wish to pay by credit card please provide a contact number and a council officer will contact you to arrange payment.

Contact Name and Number/s

For further information on the Subdivision Construction Certificate, requirements and procedures please contact Council's Customer Service Officers on 1300 87 83 87.

The following checklists are not mandatory, however it is strongly recommended that they are completed. Failure to provide adequate information and address relevant criteria can result in unnecessary delays or rejection by council. Completing the following sections will assist us in the delivery of better service to applicants and owners.

Inspections Requirements

If you are intending for Lismore City Council to be your Private Certifying Authority for inspections, please indicate the type and number of inspections you consider applicable to the job.

These inspection fees will be levied upon lodgement of the PCA Contract with Council for signature.

MANDATORY CRITICAL STAGE INSPECTION (162A of the EP&A Regulation 2000)	Required/Number	Fee
Pre-start Inspection	<input type="checkbox"/> No.	\$139
Site regarding and clearing	<input type="checkbox"/> No.	\$139
Installation of erosion control measures	<input type="checkbox"/> No.	\$139
Preservation measures installed for trees, vegetation or heritage sites as determined	<input type="checkbox"/> No.	\$139
Site sampling and testing	<input type="checkbox"/> No.	\$139
Formwork and reinforcement prior to placing of concrete	<input type="checkbox"/> No.	\$139
Drainage line installation prior to backfilling and performance testing	<input type="checkbox"/> No.	\$139
Water and sewer line installation prior to backfilling and performance testing	<input type="checkbox"/> No.	\$139
Subgrade preparation (box inspection)	<input type="checkbox"/> No.	\$139
Establishment of line and level for kerb and gutter placement	<input type="checkbox"/> No.	\$139
Road Pavement construction (sub base gravel)	<input type="checkbox"/> No.	\$139
Road Pavement surfacing (pre seal)	<input type="checkbox"/> No.	\$139
Final Inspection (on maintenance)	<input type="checkbox"/> No.	\$139
End of maintenance period	<input type="checkbox"/> No.	\$139
Works as Executed (final acceptance)	<input type="checkbox"/> No.	\$139
Other	<input type="checkbox"/> No.	\$139
TOTAL FEE FOR COUNCIL PCA INSPECTIONS ^(b) (sum of all required inspection fees)		\$

Notes: The fees quoted above are valid until **30 June**. New fees and charges will be applicable and a new quote must be obtained after 30 June.

LISMORE CITY COUNCIL

SUBDIVISION CONSTRUCTION CERTIFICATE CHECKLIST

Electronic lodgement of all material on a CD ROM, in PDF format, is required for sustainability purposes. A declaration (included in the application form) must be submitted with the CD ROM authenticating hardcopy duplication. PDF files shall be in files that have names that are consistent with the relevant items in the schedule below.

Council also requires all information to be submitted in hard copies as per schedule below.

Please Note: All documentation, including plans must be prepared to a scale which will enable easy assessment. An engineering scale in ink is preferred on A3 paper. Major applications may be submitted in larger format paper subject to agreement.

(Larger plans will only be accepted with prior agreement of Council) **Free hand, single line or illegible drawings will not be accepted.**

The following information should be included on all plans and documents:

- Applicant's name, block/house/shop/flat number, street/road name, town or locality and council's reference number
- Lot Number, section number, DP number. (Found on rate notice or land title)
- Measurements in metric
- The position of true north
- Scales drawing bar
- Revision number and date
- Draftsman/Architect name, signature and date of plan

A List of documents accompanying the application

DEVELOPMENT CONSENT STATEMENT OF COMPLIANCE (2 Copies)	
<p>It is important to carefully read your development consent documentation and ensure that ALL required conditions have been met prior to you lodging your construction certificate application with Council. These conditions include any that are identified as being required „prior to the release of the Construction Certificate“. The conditions will specify the information that is required to be lodged.</p> <p>A Statement of Compliance is a written document listing these conditions and including a statement of how each condition has been complied with. This statement must be submitted with all Construction Certificate applications. A sample format is available on Council's website called "Development Consent Compliance Statement".</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SUBDIVISION, DRAINAGE AND ROADWORKS PLANS (2 Copies)	
<p>If you are going to carry out work to do a subdivision (e.g building roads or a storm water drainage system):</p> <ul style="list-style-type: none"> • The details of the existing and proposed subdivision layout (including the number of lots and the location of roads) • The details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (like water, road, electricity, sewerage) • The existing ground level contours and the proposed ground level contours when the subdivision is completed • Copies of any compliance certificates on which you rely • Detailed engineering plans (2 copies) <p>The detailed plans should include the following:</p> <ul style="list-style-type: none"> • Earthworks • Roadworks • Road pavement 	<input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> • Road furnishings • Stormwater drainage (including on-site detention works/water quality control ponds) • Water supply works • Sewerage works • Landscaping works • Other structures • Traffic management plan • Soil and water management plan • Stormwater or on-site detention drainage plans in accordance with Council's "on-site stormwater detention specification" ILSAX or drains model • Vegetation Management Plan • Council approved Sedimentation and Erosion Plan <p>It should be noted, if it is determined that the engineering drawings are unsatisfactory the set will be returned and additional fees will be charged upon resubmission as set down in Council's fees and charges schedule.</p> <p>Where the plans lodged involved a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.</p>	
SITE PLAN (2 copies)	
<p>A site plan including sketch of works details is to be submitted with the Section 138 application, drawn to scale.</p> <p>Where the plans lodged involved a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRAWINGS	
All drawings to be signed by Civil Engineer as complying with Northern Rivers Development and Design Manual	<input type="checkbox"/> Yes <input type="checkbox"/> No
CERTIFICATION (1 Copy)	
<p>Copy of completed design certification and checklist. Each certificate must contain the following information, including:</p> <ul style="list-style-type: none"> • identifying the person issuing the certificate • being signed and dated • indicating suitability of the signatory to sign off on the works (<i>subdivision engineering design to be undertaken by suitably qualified and experienced engineers or registered land surveyors</i>) • showing the signatory's contact details • indicating whether the certification relates to the whole or part of the works • describing the relevant work / building component and how it relates to the property address • reference relevant Construction Standards from the Design Manual, BCA clauses and Australian Standards (year of adoption and relevant provisions). 	<input type="checkbox"/> Yes <input type="checkbox"/> No
RMS ROAD OCCUPANCY LICENCE (1 Copy)	
RMS Road Occupancy Licence or Works Authorisation Deed (if required).	<input type="checkbox"/> Yes <input type="checkbox"/> No
INDEMNITY INSURANCE (hardcopy required)	
Public risk insurance \$20 million minimum (copy of certificate of currency required – Lismore City Council should be mentioned on this certificate as an interested party)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLANS (hardcopy required)	
<p>Depending on the nature of works proposed the following information may be required to be submitted to Council for separate approval prior to commencement of works</p> <ul style="list-style-type: none"> • Traffic control plan in accordance with RMS "Traffic Control Worksites" Version 4 as amended • Traffic management plan • Geotechnical certificate 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Works shall not commence until such time as written approval has been issued by Council and the required notice to commence work lodged with Council.	
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