

Office Use Only-----
Date Application Received**CONSTRUCTION CERTIFICATE APPLICATION****1. APPLICANT'S DETAILS****Provide details of the person making this CC application "The Applicant":**

Applicant :	
Address :	
Telephone :	
Fax :	
Email :	

2. OWNER'S DETAILS**Provide details of the current land owner/s:**

Name of Owner :	
Address : <i>No, Street, Suburb, State, Postcode</i>	
Telephone :	
Fax :	
Email :	

Consent of Owner/s

- ⇒ All owners must sign the application
- ⇒ If the owner is a company, an authorised director must sign the application
- ⇒ If the property is a unit or common area under strata title or community title – an authorised representative of the body corporate must sign this application
- ⇒ MSA accepts no responsibility for false or misleading statements and the below details are accepted 'in good faith'. Serious penalties can apply for false or misleading statements

*I/we as the owner/s consent to this application and confirm I/we represent all owners:***Owner Signature/s**

-----	⇨ Signature 1	-----	⇨ Signature 2 (if required)	-----
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Owner Name/s

-----	⇨ Name 1	-----	⇨ Name 2 (if required)	-----
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**MATT SHUTER + ASSOCIATES – BUILDING CODE CONSULTANTS + CERTIFIERS**ABN 88 922 618 360 | Suite 6.02, 26-30 Spring Street Bondi Junction NSW 2022
Ph: 02 9387 4441 | info@msaconsultants.com.au | www.msaconsultants.com.au

3. IDENTIFICATION OF LAND BEING DEVELOPED

It is important this information is accurate and completed in full – please refer to title documents if you are unsure.

Address :	
Lot No. :	
Section :	
DP/MPS No. :	
Volume/folio :	
Local Council Area :	

4. DEVELOPMENT DETAILS

What type of CC are you applying for?	<input type="checkbox"/> The First CC for the Development <input type="checkbox"/> A Modified CC, or further (Staged) CC	
Describe the works you want approval for under this CC:		
Type of Works Proposed:	Building/Subdivision	
BCA Year: <i>The new BCA is adopted on 1st May each year for that year (leave black if unsure)</i>		
What is the BCA Classification/s of the building?		
What is the Estimated Costs of the Works including GST?		

5. DEVELOPMENT CONSENT

Consent Authority (Council) Name:		
Development Consent Details:	DA No. _____ Sec96 No. _____ Sec96 No. _____	Date of Approval: _____ Date of Approval: _____ Date of Approval: _____



6. BUILDERS DETAILS

The principal contractor (builders) details must be provided below if known:

Name:	
Address:	
Contact Number:	

7. APPLICANT DECLARATION

The applicant must complete and sign the following declaration (each box MUST be ticked):

- ☐ I have provided all relevant details requested in the attached CC Checklist (Section 10 of this form)
- ☐ I apply for approval to carry out the works detailed in this application
- ☐ I declare all information in the application and checklist to be true and correct to the best of my knowledge
- ☐ I have obtained the relevant owners consent where I am not the current owner of the land

Applicant Signature + Name

<i>Signature</i>	<i>Applicant Name</i>
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Date

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8. AUSTRALIAN BUREAU OF STATISTICS SCHEDULE

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

All New Buildings	<p>Total Number of Storeys (including underground floors)? _____</p> <p>Gross Floor Area of New Building? _____ m²</p> <p>What is the Gross Site Area? _____ m²</p>																																																																												
Residential Buildings Only	<p>What is the Number of New Dwellings to be Constructed? _____</p> <p>What is the Number of Pre-existing Dwellings on site Number of Dwellings to be Demolished? _____</p> <p>Will the New Building(s) be attached to <u>other</u> Building(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Will the New Building(s) be attached to <u>existing</u> Building(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does/will the site contain a dual occupancy? (ie two dwellings on the same site) <input type="checkbox"/> YES <input type="checkbox"/> NO</p>																																																																												
<p>Materials – Residential Buildings</p> <p>Please indicate the materials to be used in the construction of the new building(s):</p>	<p>Place a tick (✓) in the box which best describes the materials the new work will be constructed of:</p> <table border="0"> <thead> <tr> <th>Walls</th><th>Code</th><th>Roof</th><th>Code</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Brick Veneer</td><td>12</td><td><input type="checkbox"/> Aluminium</td><td>70</td></tr> <tr> <td><input type="checkbox"/> Full Brick</td><td>11</td><td><input type="checkbox"/> Concrete</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Single Brick</td><td>11</td><td><input type="checkbox"/> Concrete Tile</td><td>10</td></tr> <tr> <td><input type="checkbox"/> Concrete Block</td><td>11</td><td><input type="checkbox"/> Fibrous Cement</td><td>30</td></tr> <tr> <td><input type="checkbox"/> Concrete/Masonry</td><td>20</td><td><input type="checkbox"/> Fibreglass</td><td>80</td></tr> <tr> <td><input type="checkbox"/> Concrete</td><td>20</td><td><input type="checkbox"/> Masonry/Terracotta Shingle Tiles</td><td>10</td></tr> <tr> <td><input type="checkbox"/> Steel</td><td>60</td><td><input type="checkbox"/> Slate</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Fibrous Cement</td><td>30</td><td><input type="checkbox"/> Steel</td><td>60</td></tr> <tr> <td><input type="checkbox"/> Hardiplank</td><td>30</td><td><input type="checkbox"/> Terracotta Tiles</td><td>10</td></tr> <tr> <td><input type="checkbox"/> Cladding - Aluminium</td><td>70</td><td><input type="checkbox"/> Other</td><td>80</td></tr> <tr> <td><input type="checkbox"/> Curtain Glass</td><td>50</td><td><input type="checkbox"/> Unknown</td><td>90</td></tr> <tr> <td><input type="checkbox"/> Other</td><td>80</td><td></td><td></td></tr> <tr> <td><input type="checkbox"/> Unknown</td><td>90</td><td></td><td></td></tr> <tr> <td>Floor</td><td></td><td>Frame</td><td></td></tr> <tr> <td><input type="checkbox"/> Concrete</td><td>20</td><td><input type="checkbox"/> Timber</td><td>40</td></tr> <tr> <td><input type="checkbox"/> Timber</td><td>10</td><td><input type="checkbox"/> Steel</td><td>60</td></tr> <tr> <td><input type="checkbox"/> Other</td><td>80</td><td><input type="checkbox"/> Other</td><td>80</td></tr> <tr> <td><input type="checkbox"/> Unknown</td><td>90</td><td><input type="checkbox"/> Unknown</td><td>90</td></tr> </tbody> </table>	Walls	Code	Roof	Code	<input type="checkbox"/> Brick Veneer	12	<input type="checkbox"/> Aluminium	70	<input type="checkbox"/> Full Brick	11	<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Single Brick	11	<input type="checkbox"/> Concrete Tile	10	<input type="checkbox"/> Concrete Block	11	<input type="checkbox"/> Fibrous Cement	30	<input type="checkbox"/> Concrete/Masonry	20	<input type="checkbox"/> Fibreglass	80	<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Masonry/Terracotta Shingle Tiles	10	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Slate	20	<input type="checkbox"/> Fibrous Cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Terracotta Tiles	10	<input type="checkbox"/> Cladding - Aluminium	70	<input type="checkbox"/> Other	80	<input type="checkbox"/> Curtain Glass	50	<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Other	80			<input type="checkbox"/> Unknown	90			Floor		Frame		<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Timber	10	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Other	80	<input type="checkbox"/> Other	80	<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Unknown	90
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9. CC PRELIMINARY CHECKLIST OF REQUIRED INFORMATION

Please provide the following information with your CC Application – as relevant to your project:

Yes	N/A	Required Information
<input type="checkbox"/>	-	Completed CC Application Form with all signatures (Sections 1-9 of this form)
<input type="checkbox"/>	-	Completed Australian Bureau of Statistics Schedule (Section 10 of this form)
<input type="checkbox"/>	-	Completed CC Checklist With all information as required (<i>this</i> Section 11 checklist)
<input type="checkbox"/>	-	A copy of the Development Consent (including any S96) and STAMPED plans
<input type="checkbox"/>	-	One PDF copy and one hard copy (at A3) of CC PLANS for initial assessment (4 x hard-copies will ultimately be required once the plans are cleared for approval)
<input type="checkbox"/>	<input type="checkbox"/>	One PDF copy of SPECIFICATION for initial assessment (4 x hard-copies will ultimately be required once the specifications are cleared for approval)
<input type="checkbox"/>	<input type="checkbox"/>	Home Owners Warranty Evidence the Home Building Act has been satisfied (residential only)
<input type="checkbox"/>	<input type="checkbox"/>	Long Service Levy Payment (projects with a construction cost of \$25, 000 or more)
<input type="checkbox"/>	<input type="checkbox"/>	A list of existing and proposed Fire Safety Measures for the building. For existing buildings, please provide the Annual Fire Safety Statement for the building
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the BASIX Certificate/s for the Development
<input type="checkbox"/>	<input type="checkbox"/>	Information detailed in the CC – Letter of Requirements issued by MSA (where such a letter has already been issued by MSA)



10. CC APPLICATION NOTES

Please be aware of the following notes relating to information that must accompany your CC

Applications:

#	Note/Requirement
1	Plans + specifications must indicate compliance with the BCA and be drawn to a suitable scale and consist of a general plan + a block plan that shows: <ul style="list-style-type: none"> ■ A plan of each floor section ■ A plan of each elevation ■ The levels of the lowest yard or unbuilt area belonging to that floor and the levels of the adjacent ground ■ The height, design, construction and provision for fire safety and fire resistance (if any)
2	Specifications for the development must: <ul style="list-style-type: none"> ■ Describe the construction materials of which the building is built and the method of drainage, sewerage and water supply ■ State whether the materials to be used are new or second hand. In the case of second hand materials – give details ■ Confirm the building works will comply with the BCA and relevant Australian Standards
3	Where the plans relate to an existing building, or proposed modifications to a previously approved plan/specification. A scaled plan of the existing building must be provided and the plan or specification must be coloured or otherwise highlighted to distinguish the modifications
4	If an Alternative Solution is proposed to meet the performance requirements – provide details of how the performance requirements will be complied with, and a copy of the alternative solution
5	Evidence of any accredited building product, system, component or element that is proposed to be relied upon should be provided where relevant
6	Copies of any compliance certificates relied upon should be provided where relevant
7	Please refer to the MSA – CC Letter of Requirements for the full schedule of requirements that has been specifically tailored for your development as a result of our assessment. Please contact MSA should any aspect of this application be unclear.

