



APPLICATION FORM

For use when lodging an application for
Civil Construction Certificate
Revision no. 23-03-2018

OFFICE USE ONLY

Receipt No:.....

Date:.....

DA NO.

CC NO.

PARCEL:

PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Prior to lodging this form, please ensure all information outlined in the submission checklist is provided. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees must be paid at the time of lodgement.

DEVELOPMENT CONSENT

Do you have Development consent? Yes No

If yes, please provide Development Consent Number 8 / ___ / ___ / ___ Date Determined ___ / ___ / ___
(e.g. 8 / 2000 / 100 / 1)

PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m ²
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

APPLICANT DETAILS – Please indicate by 'X'

INDIVIDUAL LODGEMENT <input type="checkbox"/>		COMPANY LODGEMENT <input type="checkbox"/>	
Surname		Company	
First Name		Company Contact	
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email		Customer Reference	

DESCRIPTION OF DEVELOPMENT

Construction Certificate Please indicate by 'X'

- Civil Work
- Subdivision Work

ESTIMATED COST OF WORK

What is the estimated cost of the development? \$

PART 2 – DEVELOPMENT DETAILS

SECTION 138 APPROVAL – WORKS WITHIN THE ROAD RESERVE

Work within the road reserve may include (but is not limited to) driveway access crossing, construction of kerb and gutter, footpath/cycle path, drainage works, shoulder widening, etc.
A separate application form must be lodged to enable Council to consider the works applied for.

Do you have approval for Section 138 of the Roads Act 1993? Yes No

If yes, please provide Section 138 Consent Number 138 / ___ / ___ / ___
(e.g. 138/2001/101/01)

COUNCIL OFFICERHave you discussed the application with a Council Officer? Yes NoIf yes, please provide details of
Officer and date

Council Officer

Date

PART 3 – DECLARATION**OWNER(S) DETAILS AND CONSENT**

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Post Code	Mobile

I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.

Signature(s)

Name of
Person signing (Please print)Please indicate by 'X' Private Land Owner Sole Director Director, Secretary & Company Seal

Note: All owner(s) of the land, the subject of this application, must sign this form. If you are not the owner of the land, you must have all the owners sign the application.

Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

Note: In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

Note: In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

APPLICANT DECLARATION

I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

Applicant(s) Name

Date

Applicant(s) Signature

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

PART 4 – CONSTRUCTION DETAILS

PRINCIPAL CERTIFYING AUTHORITY

Do you wish to appoint Council as the Principal Certifying Authority (PCA)? Yes No

Note: Prior to the commencement of any works, you must appoint a PCA. The PCA may be Council or an accredited certifier. If work is to commence within 90 days from the date of determination and Council is the PCA, please advise. Where Council is not the PCA and work does not commence within 90 days, you must notify Council 2 days prior to commencement of any works using the Notice of Commencement form.

PART 5 – SUBMISSION REQUIREMENTS

The applicant is required to confirm to below information is included in the lodgement documentation.

DOCUMENT	APPLICANT USE	COUNCIL USE
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Bill of Quantities/Cost Estimate	<input type="checkbox"/>	<input type="checkbox"/>
Plans (to scale) 4 copies (minimum A3 size) Note: Refer to Council's 'Engineering Requirements for Development' for specific design parameters, for example: <ul style="list-style-type: none"> • Civil works • Landscaping plans • Signs and linemarking • Sediment and erosion control 	<input type="checkbox"/>	<input type="checkbox"/>
Specialist Reports , for examples: <ul style="list-style-type: none"> • Geotechnical report/pavement design • OSD, water quality, drainage reports • Construction Environmental Management Plan • Stormwater Management Plan 	<input type="checkbox"/>	<input type="checkbox"/>
Payment of fees/bonds	<input type="checkbox"/>	<input type="checkbox"/>
Payment of Long Service Levy (payable if cost of works is \$25,000.00 or greater)	<input type="checkbox"/>	<input type="checkbox"/>
Completed Condition Spreadsheet (Refer to Part 7)	<input type="checkbox"/>	<input type="checkbox"/>

PART 4 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

OR

General Manager
Cessnock City Council
DX 21502
CESSNOCK

Payment Method

By mail - Cheque, Money Order or Credit Card (complete the section below)

**Lodge in person
(between 9am – 4.30pm) at
Council's Administration Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application

Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted between 9:00am - 4.30pm*

Duty Officers are available weekdays:

Planning - 9am to 5pm
Building - 9 to 10am & 1 to 5pm

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number:

PART 5 - REFUND DETAILS

Name:	
Phone:	
ABN: (If Applicable)	
Address:	
BSB:	
Account No:	
Account Name:	

I understand that any monies that are due for refund in relation to this application will be refunded by electronic means using the above mentioned details.

Signed:	
Date:	

