



Revision No. 09-10-2017

APPLICATION FORM

For use when lodging an application for
Construction Certificate

OFFICE USE ONLY

Place Stamp Here

Receipt No:

Date:

DA No:	CC No:	Parcel No:
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PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Prior to lodging this form, please refer to Council's Submission Matrix (Schedule B) for information on what you will need to lodge with this application form. 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'*

Building Work

Present Use of Land / Building *Please describe, e.g. vacant land; dwelling; etc*

Details *Describe everything to be included in this approval - signs, hours of operation, use, subdivision, demolition etc.*

Number of new dwellings	Number of existing dwellings	Number of dwellings to be demolished
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ESTIMATED COST OF WORK

Note: Clause 255 of the Environmental Planning & Assessment Regulation 2000 specifies how the estimated cost of development is to be calculated. You must complete and submit the attached "Estimated Cost of Development" form with your application (Schedule A). It is an offence to make a false statement in relation to the estimated cost of development and significant penalties can apply.

What is the estimated cost of the development? \$

PART 2 – DEVELOPMENT DETAILS

SECTION 68 APPROVAL (LG Act) – SEPTIC TANK OR MANUFACTURED HOMES

Separate approval is required under the Local Government Act for certain activities such as installing a septic tank or wastewater system, or to install a manufactured home etc. **A separate application form must be lodged prior to undertaking these activities.**

Does this application seek activity approval under Section 68 of the Local Government Act 1993? Yes No

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.

Does this application seek approval for work within the road reserve in accordance with Section 138 of the Roads Act 1993? Yes No

COUNCIL OFFICER

Have you discussed the application with a Council Officer? Yes No

If yes, please provide details of Officer and date

	Council Officer	Date
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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.

I/We also understand, pursuant to Clause 51 of the Environmental Planning and Assessment Regulations 2000, that if the information is incomplete, the application may be delayed, rejected, or refused without notice.

Applicant(s) Name

	Date
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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.

BUILDER DETAILS *Please indicate by 'X' and complete the details*

Owner Builder Principal Contractor Unlicensed Builder / Contractor To be advised

Permit Number Licence No Licence Class

Name(s) Company

A.C.N

Postal Address PO Box Telephone

Suburb State Post Code Mobile

Does the Principal Contractor's licence permit this type of work being undertaken? Yes No

Is the Principal Contractor providing both labour and materials? Yes No

Is the Principal Contractor covered by the appropriate insurance? Yes No

*Note: If total cost of work (labour and or material) exceeds \$5000 you will need an Owner-Builder permit from NSW Fair Trading; **OR** you must appoint a Principal Contractor who has the appropriate licence and insurance to either undertake the work themselves, or oversee building work, including the coordination of other trades as permitted by the licence.*

If Residential Work, you must notify Council in writing of the name, address and licence number of the builder before any building work commences.

BUILDING INFORMATION

Building Code of Australia Building Classification:

Examples of classifications: Dwelling (1a), Garage/Carport/Deck (10a), Swimming Pool (10b), Commercial Office (5), Retail Shop (6), Workshop (8), Commercial Storage Building (7b), Assembly Buildings (such as a Church or Community Building) (9b).

No of Storeys (including underground floors) Dual Occupancy (Y / N)

No of Proposed Lots No of Units

Estimated area of bonded or friable asbestos material to be disturbed, repaired or removed m²

Is the new building to be attached to an existing building? Yes No

Is the new building to be attached to any other new building? Yes No

What is the gross floor area of the building m² *If more than one structure is proposed, provide the floor area for each structure:-*

Structure 1	m ²	Type	Structure 2	m ²	Type
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Structure 3	m ²	Type	Structure 4	m ²	Type
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BUILDING MATERIALS TO BE USED

Note: This information is used by the Australian Bureau of Statistics. Please indicate by 'X' in the box which best describes the materials to be used during construction (mark more than one if necessary).

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

SCHEDULE A- ESTIMATED COST OF DEVELOPMENT

NOTES

The genuine cost of the development proposed in a Construction Certificate application should include costs based on industry recognised prices, including cost for materials and labour for construction and/or demolition and GST. If the estimate is understated, Council will determine fees based on an adjusted fee estimate in accordance with **Attachment A - Example of Indicative Works for Development and Construction Proposals**.

Please indicate by 'X' which of the following is relevant to your application

- Table 1: Estimated Cost Of Development – Based On Works Components**
- Table 2: Estimated Cost Of Development – Based On Floor Space Estimates**
- Quantity Surveyor's Report**

TOTAL SITE AREA

Gross Floor Area	m ²	Demolition Works	m ²
Other Works – specify			

APPLICANT DECLARATION

I/We certify that:

- *I/We have provided the estimated costs of the proposed development and that those costs are based on industry recognised prices; and*
- *the estimated costs have been prepared having regard to the matters set out in Clause 255 of the Environmental Planning and Assessment Regulation 2000*

Note: Clause 255 of the Environmental Planning & Assessment Regulation 2000 specifies how the estimated cost of development is to be calculated. It is an offence to make a false statement in relation to the estimated cost of development and significant penalties can apply.

Applicant(s) Name	Date
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Applicant(s) Signature

ESTIMATED COST OF DEVELOPMENT

Cost of Development	Who should estimate the costs of development prior to lodgement?
\$0 - \$100,000	The applicant or a suitably qualified person*, with the methodology used to calculate that cost submitted with the DA.

\$100,000 - \$3 million	A suitably qualified person should prepare the cost estimate and submit it, along with the methodology, with the DA.
Over \$3 million	A detailed cost report prepared by a registered quantity surveyor verifying the cost of the development should be submitted with the DA.
* A suitably qualified person is: a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed.	

TABLE 1: ESTIMATED COST OF DEVELOPMENT – BASED ON WORKS COMPONENTS		
COST (APPLICANT'S GENUINE ESTIMATE)		N/A
Demolition works (including cost of removal from site and disposal)	\$	
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$	
Excavation or dredging including shoring, tanking, filling and waterproofing	\$	
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$	
Building construction and engineering costs <ul style="list-style-type: none"> • concrete, brickwork, plastering • steelwork/metal works • carpentry/joinery • windows and doors • roofing 	\$	
Internal services (e.g. plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$	
Internal fit out (e.g. flooring, wall finishing, fittings, fixtures, bathrooms, and equipment)	\$	
Other structures (e.g. landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$	
External services (e.g. gas, telecommunications, water, sewerage, drains, electricity to mains)	\$	
Professional fees (e.g. architects and consultant fees, excluding fees associated with non-construction components)	\$	
Other (specify)	\$	
Parking / garaging area	\$	
GST	\$	
TOTAL	\$	

TABLE 2: ESTIMATED COST OF DEVELOPMENT – BASED ON FLOOR SPACE ESTIMATES

			COSTS	N/A
<i>Example Only:</i> CONSTRUCTION Residential	250 /m ² of residential area	\$ 1000	\$ 250 000	
	Total construction cost			
PROFESSIONAL FEES	% of construction cost	%	\$	
	% of development cost	%		
	Total cost			
DEMOLITION & SITE PREPARATION	/m ² of site area	\$	\$	
	Total construction cost			
EXCAVATION	/m ² of site area	\$	\$	
	Volume of material removed	m ³		
	Total construction cost			
CONSTRUCTION Commercial	/m ² of commercial area	\$	\$	
	Total construction cost			
CONSTRUCTION Residential	/m ² of residential area	\$	\$	
	Total construction cost			
CONSTRUCTION Retail	/m ² of retail area	\$	\$	
	Total construction cost			
CONSTRUCTION Industrial	/m ² of commercial area	\$	\$	
	Total construction cost			
CONSTRUCTION other	/m ² of commercial area	\$	\$	
	Total construction cost			
FITOUT Commercial	/m ² of commercial area	\$	\$	
	Total construction cost			
FITOUT Residential	/m ² of residential area	\$	\$	
	Total construction cost			
FITOUT Retail	/m ² of retail area	\$	\$	
	Total construction cost			
FITOUT Industrial	/m ² of industrial area	\$	\$	
	Total construction cost			
FITOUT Other	/m ² of retail area	\$	\$	
	Total construction cost			
CARPARK	/m ² of parking area	\$	\$	
	Total construction cost			
TOTAL CONSTRUCTION COST			\$	
TOTAL GST			\$	
TOTAL DEVELOPMENT COST			\$	

ATTACHMENT A - EXAMPLE OF INDICATIVE WORKS FOR CONSTRUCTION PROPOSALS

Revision No. 01-07-2013

Development Type	Description	Min rate by m ² floor area or as indicated
RESIDENTIAL		
Single Dwelling	Project Home (Basic)	\$1000/m ²
	Project Home (Premium)	\$1160/m ²
	Architectural Designed	\$1350/m ²
	Prestige Architectural	\$1850/m ²
Dual Occupancy	Framed/clad construction	\$1100/m ²
	Brick construction	\$1200/m ²
Secondary Dwelling (max 60m² floor area)	Prefabricated Manufactured	\$1050/m ²
	Brick	\$1150/m ²
Multi-Unit Development (3 or more units)	Framed/clad construction	\$1100/m ²
	Brick	\$1200/m ²
Dwelling Additions	Framed/clad construction	\$1250/m ²
	Brick	\$1350/m ²
Dwelling Additions	Second Storey	\$1800/m ²
Deck	Unroofed	\$310/m ²
	Roofed	\$420/m ²
Pergola	Roofed	\$190/m ²
Carport	Existing concrete slab	\$190/m ²
	New Concrete slab	\$280/m ²
Garage	Prefabricated Metal framed	\$335/m ²
	Brick	\$720/m ²
Retaining Wall	Treated Timber	\$320/linear metre
	Block (unreinforced)	\$280/linear metre
	Block (reinforced)	\$580/linear metre
	Brick	\$430/linear metre
Fence	Colorbond	\$80/linear metre
	Open pool style	\$95/linear metre
	Timber	\$65/linear metre
	Metal mesh	\$25/linear metre
	Glass (pool barrier)	\$300/linear metre
	Brushwood	\$200/linear metre
Swimming Pool	Above ground	\$210/m ²
	Inground (Fibreglass)	\$680/m ²
	Inground (concrete)	\$1250/m ²
COMMERCIAL		
Office / shop	New building + fit out	\$1550/m ²
	Existing – fit out only	\$650/m ²
Tavern / club	New building + fit out	\$2300/m ²
Gymnasium	New Building + fit out	\$1800/m ²
	Existing - fit out only	\$740/m ²
Supermarket / shopping complex	New building + fit out	\$2650/m ²
Service Station	New building, services, facilities & signage	\$1400/m ²
		(applied over the development site)
Hotel / Motel	New building + fit out	\$2300/m ²
Medical / health care	New building + fit out	\$1800/m ²
	Existing – fit out only	\$680/m ²
Aged Care / Nursing Home	New building + fit out	\$1900/m ²
Child care centre	New building + fit out	\$1650/m ²
Bank	New building, full serviced and fit out	\$2500/m ²
	Existing – fit out only	\$1450/m ²
Religious building	New building + fit out	\$1100/m ²
	Existing – fit out only	\$650/m ²
Carpark	Open	\$85/m ²
	Covered and / or multi-storey	\$615/m ²
Caravan Park / Manufactured Home Estate	New site (inclusive all offices, amenities, roads, services & facilities)	\$21,000/bay
Educational Facility	New building + fit out, landscaping, roads, facilities and services	\$2100/m ²
AGRICULTURAL		
Farm Building / Machinery Shed	Prefabricated Metal framed, no concrete slab, one side open	\$200/m ²
	Prefabricated Metal framed, concrete slab, fully enclosed	\$335/m ²
INDUSTRIAL		
Warehouse / Factory	New building – portal frame, metal clad, concrete slab	\$760/m ²
	New building – portal frame, masonry walls, concrete slab	\$800/m ²
	New building – portal frame, Concrete tilt-up panel, concrete slab	\$770/m ²
Warehouse / Factory (including ancillary offices, fit out and services)	Existing – fit out only	\$520/m ²

SCHEDULE B- SUBMISSION MATRIX AND CHECKLIST

NOTES

- (a) The Submission Matrix and checklist identifies what documentation is required to be submitted to Council in conjunction with a Construction Certificate application (including any amended applications).
- (b) Applications will not be accepted unless all required documentation is submitted to Council. The applicant must confirm (in the appropriate column in the checklist/explanatory document), that all required documentation has been provided.

SUBMISSION MATRIX

	Number of Copies	Dwellings / Secondary Dwellings (granny flats) Dual occupancies	Alterations and additions to dwellings	Outbuildings pergolas, sheds, etc	Signage	Swimming Pools	Residential Flat Building	Commercial	Industrial
BASIX Commitments on Plans	3	●	●			●	●		
Building Specifications	3^	●	●	●			●	●	●
Bushfire Construction Schedule	3^	○	○	○			○		
Elevation Plan	3	●	●	●	●	●	●	●	●
Erosion and Sediment Control Plan	3*	●	●	●	●	○	●	●	●
Fire Safety Measures	3						●	●	●
Floor Plan	3	●	●	●			●	●	●
Performance of Certification Work – Contract of Agreement	1	●	●	●	●	●	●	●	●
Section J Report	3						○	●	●
Section Plan	3	●	●	●	●	●	●	●	●
Signage Details	3				●				
Site Plan (must be stamped by the local Water Authority where connected to their services)	3	●	●	●	●	●	●	●	●
Stormwater Plan	3*	●	●	●		●	●	●	●
Structural Engineering Details	3^	●	●	●	●	●	●	●	●
Waste Management Plan	3^	●	●	●	●	●	●	●	●
Conditions of Consent	3	Council will require any other documents as referenced in the Development Approval Conditions of Consent							

●	This information is required
*	Can include on Site Plan

○	This information may be required (refer to attached explanatory document)
^	Can incorporate into one document

Council may require the submission of additional documentation in some cases, i.e. complex applications due to site constraints.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
BASIX COMMITMENTS ON PLANS	All BASIX commitments should be shown on the plans as referenced on the BASIX Certificate	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING SPECIFICATIONS	<p>a. Building Specifications</p> <p>The specifications are to:</p> <ul style="list-style-type: none"> (i) describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply (ii) state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used (iii) indicate the fire safety and fire resistance measures (if any), and their height, design and construction <p><i>Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.</i></p> <p>If an alternative solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the alternative solution.</p> <p>Evidence of any accredited building product or system on which you seek to rely.</p> <p>b. Termite Protection</p> <p>Details on the proposed method of termite protection are to be specified in accordance with AS3660.1 Termite Management.</p> <p>c. Additional Information to be provided</p> <ul style="list-style-type: none"> (i) Smoke Alarm Location(s) The location of the smoke alarm(s) are to be indicated on a floor and/or electrical plan demonstrating compliance with BCA Part 3.7.2 (ii) Subfloor Clearance (where applicable) The elevation plans are to clearly indicate the clearance dimension between the underside of the bearer and the finished ground level demonstrating compliance with BCA Part 3.4.1 (iii) Masonry Construction (where applicable) Information is to be provided on the relevant plans indicating subfloor pier construction, location of masonry articulation joints and method of bearer tie-down as required by the BCA Part 3.3 (iv) Stair Construction & Balustrade (where applicable) Information is to be provided on the relevant plans demonstrating the proposed stair construction complying with BCA Part 3.9.1 and balustrade construction to BCA Part 3.9.2 <p>Copies of a standard building specification may be purchased from Council's administration offices or alternatively, ask your architect, plan drawer or builder.</p>	<input type="checkbox"/>	<input type="checkbox"/>
BUSHFIRE CONSTRUCTION SCHEDULE	The bushfire construction schedule is to address each building element in the construction to confirm compliance with the Bushfire Attack Level (BAL) applied to the property.	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION PLAN	<p>To address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Plan to show all elevations of the proposed buildings and to be labelled with relevant orientation (e.g. north, south-west). • Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings. • Calculated roof pitch. • Building materials to be stated on the plan. • Natural ground levels, floor levels and ceiling levels to AHD. • Any services located on the roof of the proposed buildings. • Any air conditioning services or gas systems located on balconies or external walls. <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
EROSION AND SEDIMENT CONTROL PLAN	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p> <p>To be prepared in accordance with Council's Engineering Requirements for Development and Landcom's <i>The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments</i>.</p> <p>Plan to address the following at a minimum:</p> <ul style="list-style-type: none"> • Plan at 1:100 or 1:200 for larger sites. • Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures. <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE SAFETY MEASURES	<p>Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> • Change of building use, and/or • Alterations to an existing building. <p>If the proposal involves a change of use of a building:</p> <ul style="list-style-type: none"> • A list of <i>Category 1 fire safety provisions</i> that currently apply to the existing building. • A list of <i>Category 1 fire safety provisions</i> that are to apply to the building following its change of use. <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> • A scaled floor plan of the whole of the building showing existing and proposed fire safety measures. <p>Plan at 1:100, or 1:200 for larger sites, to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR PLAN	<p>Plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Room names, areas and dimensions. • All existing and proposed works. • Access for disabled, where relevant. • BASIX commitments e.g. skylight, rainwater tank. • Layout of building, all processes, storage areas, location of machinery, racking layout and height. • Existing and proposed fire safety measures. • Shop fitout details. <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE OF CERTIFICATION WORK – CONTRACT OF AGREEMENT	<p>Prior to commencement of any work, you must appoint a Principal Certifying Authority (PCA). The PCA will undertake all critical stage inspections for the development and issue the Final Occupation Certificate (or Interim Occupation Certificates as may be required). A PCA Agreement must be completed prior to works commencing.</p>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION J REPORT	<p>Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for Building Code of Australia (BCA) Classification 2 to 9. Residential developments which are classified as 2-9 under the BCA will also require Section J reports. Examples of such developments are:-</p> <ul style="list-style-type: none"> • Boarding houses • Accommodation for the aged or disabled • Guest houses 	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
SECTION PLAN	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Section names and location on plan, e.g. A/A, B/B etc. • Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed. • Drawings to a suitable scale (i.e. 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Ceiling heights • Room names • Room and window heights • Roof pitch and covering • Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades) • Construction material details • Insulation details (where applicable) <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
SIGNAGE DETAILS	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> • Details of the proposed structure and construction materials. • Size, colours, type and overall design of the sign, including overall height dimension. • Proposed sign wording and method of any illumination. • Location/s of proposed signs to be shown on a site plan. • Type of sign to be stated, as defined under Council's Development Control Plan. <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN (stamped by the relevant Water Authority)	<p>A plan to address the following:</p> <ul style="list-style-type: none"> • Plan at 1:100, or 1:200 for larger sites. • Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north. • Outline of existing building/development on site, shown dotted. • Location of proposed new building/development. • Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings. • Details of existing and proposed fencing. • BASIX commitments eg. rainwater tank. • Distance from external walls and outermost part of proposed building to all boundaries. • Summary table calculations of site area, floor area, landscaped area etc. <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>
STORMWATER PLAN	<p>The stormwater plan should include:</p> <ul style="list-style-type: none"> • Location of any drainage easement • Proposed drainage lines, depth, fall and location • Existing stormwater drainage location including downpipes, connection and discharge points • If stormwater run-off will increase, show proposed drainage details. • Details of discharging/managing stormwater where property slopes away from street. • Rainwater tank drainage and plumbing plans and specification to AS HB230-2006. • On-site stormwater details prepared by a suitably qualified engineer (if applicable). • On-site dispersal details prepared by a suitably qualified engineer (if applicable). 	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
STRUCTURAL ENGINEERING DETAILS	<p>a. Footing / Slab Design Submit a design certified by a structural engineer or alternatively a design that demonstrates compliance with AS2870 Residential Slabs and Footings Construction.</p> <p>b. Frame Construction Design/Detail (may be provided to Council prior to undertaking the critical stage Frame inspection)</p> <p>(i) Steel Frames and Beams Will be required to be certified by a structural engineer in accordance with any relevant Australian Standards.</p> <p>(ii) Timber Frames Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for Construction Certificate applications.</p> <p>Note: If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specifications and Council will not require any further information on the trusses until prior to the frame inspection.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
WASTE MANAGEMENT PLAN	The Waste Management Plan is a standard pro-forma document contained in Cessnock Development Control Plan 2010, Part C, Chapter C.5 Waste Management and Minimisation.	<input type="checkbox"/>	<input type="checkbox"/>

Customer Service Officer

Assessment Officer

HOW TO LODGE YOUR APPLICATION

<p>Address the application to</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>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</i></p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am & 1 to 5pm</p> <p>Fees Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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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:
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PERFORMANCE OF CERTIFICATION WORK CONTRACT OF AGREEMENT

Revision No. 30-10-2015

OFFICE USE ONLY

DA No:
 CC No:
 CDC No:
 Parcel No:
 Date:

PART A: INTRODUCTION

This is an Agreement between Cessnock City Council (the Council) and the Client (as nominated below)

By virtue of the *Environmental Planning & Assessment Act 1979* Council is a certifying authority and employs accredited certifiers (the Certifier) who are authorised to carry out the Certification Work which is the subject of this Agreement on behalf of the Council.

The Client seeks to engage the Council to perform certain Certification Work on the terms set out in this Agreement *

* Refer to Part E for particulars of Certification Work.

PART B: PARTIES TO THE AGREEMENT *Client to complete*

1. THE COUNCIL

Name <i>Cessnock City Council</i>			
Address	<i>62-78 Vincent Street</i>	PO Box	<i>152</i>
Suburb	<i>CESSNOCK</i>	State	<i>NSW</i>
		Postcode	<i>2325</i>
Email	<i>council@cessnock.nsw.gov.au</i>		Telephone <i>(02) 4993 4100</i>

2. THE CLIENT *(For whom the Certification Work will be carried out)*

Name		Company	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email	Customer Reference		
<i>Please indicate by 'X' which of the following applies</i>		<input type="checkbox"/> Client is the property owner	
		<input type="checkbox"/> Client is duly authorised by the Owner	

Note: The person having the benefit of the Consent, so as to be able to appoint the PCA, may be the owner or an applicant authorised by the owner but may NOT be the builder, unless the builder is the owner.

PART C: DESCRIPTION OF DEVELOPMENT *Client to complete*

Provide details of development being certified (e.g. dwelling, garage, swimming pool)

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

PART D: DETAILS OF DEVELOPMENT APPROVAL	Client to complete
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Do you have a development consent?		Yes		No
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If yes, please provide details below

Development Consent	8 / ___ / ___ / ___ (e.g 8 / 2000 / 100 / 1)	Date Issued:	___ / ___ / ___
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Details of any plans and specifications to which these approvals relate (e.g. Drw:SFR2345 dated 01/01/2000)	
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PART E: CERTIFICATION WORK TO BE PERFORMED	Client to complete
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This Agreement relates to the following Certification Work: *Please indicate by 'X' which of the following applies*

- | | |
|--|---|
| | Determination of application for, and issue of, a Construction Certificate* |
| | Determination of application for , and issue of, an Occupation Certificate* |
| | Undertaking the functions of the Principal Certifying Authority (PCA) for the development
<i>(Refer to Attachment A for description of PCA functions and responsibilities of the Client).</i> |
| | Determination of application for, and issue of, a Complying Development Certificate* |
| | Determination of application for, and issue of, a Compliance Certificate* |
| | Determination of application for, and issue of, a Strata Certificate* |
| | Determination of application for, and issue of, a Subdivision Certificate* |
| | Carrying out of inspections under section 22 of the <i>Swimming Pools Act 1992</i> and issuing certificates of compliance under that Act. |

** These certificates are "Development Certificates" for the purposes of this Agreement.*

PART F: CLIENT DECLARATION & SIGNATURE	Client to complete
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I/We agree to pay all fees in accordance with Council' adopted fees and charges (www.cessnock.nsw.gov.au).

Note: In respect of any unforeseen contingency work provided under this Agreement, the Council is to send an invoice to the Client within 21 days after the completion of any such work.

I/We acknowledge that the fees payable are calculated in accordance with Council's adopted Fees & Charges and are to be paid before or at the time of the lodgement of an application for a Development Certificate and/or before the Council commences to carry out any of the functions as the PCA.

I/We agree to provide all documents that the Council may reasonably request for it to perform the function of the PCA and/or Certifier.

I/We agree to provide the Council with access to the development site.

I/We agree to notify Council of the appointment of the principal contractor. I/We agree to notify the principal contractor of any critical stage inspections required to be carried out in respect of the building or subdivision work.

I/We acknowledge that I/We have received and understand the description of services as outlined within this Agreement.

Client(s) Name	Date
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Client(s) Signature	
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PART G: THE CERTIFIER (Who will carry out the Certification Work) **Council to complete**

Council employs accredited certifiers who are currently accredited by the Building Professionals Board under the *Building Professionals Act 2005*. The employee that Council proposes, at the date of this Agreement, to carry out the Certification Work is nominated from the below list.

The Client is advised that to the extent that any inspections are required to be carried out under the *Environmental Planning & Assessment Act 1979* and *Environmental Planning & Assessment Regulation 2000* for the Certification Work, those inspections may be carried out by any one of the Council employees listed below who has the necessary accreditation for that work.

Council's Accredited Certifiers

Adrienne Basile (BPB2461)	Colin Davis (BPB1320)	Darren Layt (BPB1715)
Patricia Beatty (BPB1428)	Lezette Garry (BPB1617)	Sarah Marks (BPB1342)
Simon Brown (BPB1256)	Grant Hamilton (BPB1266)	

PART H: DATE OF AGREEMENT **Council to complete**

This Agreement is made on _____ Date

PART I: COUNCIL SIGNATURE **Council to complete**

Nominated Certifier: CESSNOCK CITY COUNCIL Date

Signed
on behalf of Cessnock City Council

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 J: FEES AND CHARGES

1. The Council's fees and charges for the performance of the Certification Work are viewable via Council's website (www.cessnock.nsw.gov.au).
2. The fees and charges must be paid to the Council:
 - a. before, or at the time, an application for the Development Certificate is lodged with the Council; and/or
 - b. before the Council commences to carry out any of the functions as the PCA.
3. In the case of fees and charges that may be payable for work arising from unforeseen contingencies, the basis on which those fees and charges are to be calculated as outlined within Council's adopted fees and charges (www.cessnock.nsw.gov.au). In respect of any unforeseen contingency work provided for under this Agreement, the Council will send an invoice to the Client within 21 days after the completion of any such work.

PART K: STATUTORY OBLIGATIONS

An information brochure which is to include information about statutory obligations must accompany this Agreement, if one is published by the Building Professionals Board on its website. The Board is the statutory body that accredits the Certifier and administers the *Building Professionals Act 2005*.

Note: The Board has not published a brochure as at the date of the Agreement.

ATTACHMENT A: PRINCIPAL CERTIFYING AUTHORITY FUNCTIONS

1. INTRODUCTION

The *Environmental Planning and Assessment Act 1979 (EP&A Act)* requires the appointment of a Principal Certifying Authority (PCA) to be responsible for the carrying out of mandatory critical stage building inspections and subsequent issue of an Occupation Certificate (OC) prior to the use or occupation of a building.

Section 81A of the EP&A Act prohibits the commencement of the erection of a building in accordance with a development consent until:

- A construction certificate has been issued;
- A PCA has been appointed and the Client has notified the PCA that they will carry out the building work as an owner-builder (if that is the case),
- Where the Client is not carrying out the building work as owner-builder, the Client must have appointed a principal contractor for the building work who is the holder of a contractor licence (where residential building work is involved). The Client must notify the PCA of the appointment of the principal contractor and also notify the principal contractor of any critical stage inspections and other inspections required to be carried out for in respect of the building work,
- The PCA has, no later than 2 days before the building work commences, notified the consent authority of his or her appointment and notified the Client of any critical stage inspections and other inspections that are required to be carried out in respect of the building work, and
- The Client has given at least 2 days' notice to the Council (and the PCA if that is not the Council) of the person's intention to commence the erection of the building.

Similar requirements apply to the commencement of subdivision work.

This Attachment sets out the responsibilities of the Client and the Council (when engaged by the Client to act as PCA).

2. DEFINITIONS

Principal Certifying Authority or PCA

The PCA is the authority appointed by 'the Client' (being the person having the benefit of the development consent or complying development certificate) under section 109E of the EP&A Act. A PCA may be either Council, or an accredited private certifier (except in certain circumstances).

NOTE

- a) Council Accredited Certifiers, as the PCA, cannot be involved in the design of the building/development works; but may offer advice for compliance with Deemed to Satisfy BCA matters.
- b) When Council has been appointed as the PCA, a change of PCA can only be undertaken upon agreement of Council or as determined by the Building Professionals Board.

Critical Stage Inspections

Clause 162A of the EP&A Regulation relevantly prescribes the following as critical stage inspections:

- (4) *In the case of a class 1 or 10 building, the occasions on which building work for which a principal certifying authority is first appointed on or after 1 July 2004 must be inspected are:*
 - (a) *(Repealed)*
 - (b) *after excavation for, and prior to the placement of, any footings, and*
 - (c) *prior to pouring any in-situ reinforced concrete building element, and*
 - (d) *prior to covering of the framework for any floor, wall, roof or other building element, and*
 - (e) *prior to covering waterproofing in any wet areas, and*
 - (f) *prior to covering any stormwater drainage connections, and*
 - (g) *after the building work has been completed and prior to any occupation certificate being issued in relation to the building.*
- (4A) *However, in the case of a class 1 or 10 building, an inspection on an occasion described in subclause (4) (a)–(f) that occurs before 1 July 2005 is not prescribed for the purposes of section 109E (3) (d) of the Act if:*
 - (a) *the inspection is carried out by a person considered by the principal certifying authority to be suitably qualified to carry out the inspection (but who is not necessarily an accredited certifier) and employed, or nominated for the purpose of carrying out the inspection, by the principal certifying authority, and*
 - (b) *the person would not be disqualified by section 109ZG of the Act (except by subsection (1) (d) or (1A) of that section) from issuing a Part 4A certificate in relation to any aspect of the development concerned.*
 - (c) *the person makes a record of each inspection carried out by him or her, and provides a copy of that record to the principal certifying authority, as required by clause 162B for a critical stage inspection or any other inspection required by the principal certifying authority.*
- (5) *In the case of a class 2, 3 or 4 building, the occasions on which building work must be inspected are:*
 - (a) *(Repealed)*
 - (b) *prior to covering of waterproofing in any wet areas, for a minimum of 10% of rooms with wet areas within a building, and*
 - (c) *prior to covering any stormwater drainage connections, and*
 - (d) *after the building work has been completed and prior to any occupation certificate being issued in relation to the building.*
- (6) *In the case of a class 5, 6, 7, 8 or 9 building, the occasions on which building work for which a principal certifying authority is first appointed on or after 1 July 2004 must be inspected are:*
 - (a) *(Repealed)*
 - (b) *prior to covering any stormwater drainage connections, and*
 - (c) *after the building work has been completed and prior to any occupation certificate being issued in relation to the building.*
- (7) *(Repealed)*
- (7A) *Inspections of building work must be made on the following occasions in addition to those required by the other provisions of this clause for the building work:*
 - (a) *in the case of a swimming pool, as soon as practicable after the barrier (if one is required under the [Swimming Pools Act 1992](#)) has been erected,*
 - (b) *in the case of a class 2, 3, 4, 5, 6, 7, 8 or 9 building, after the commencement of the excavation for, and before the placement of, the first footing.*

ATTACHMENT A: PRINCIPAL CERTIFYING AUTHORITY FUNCTIONS – Continued

Where Council is the PCA all of the critical stage inspections must be carried out by a Council Accredited Certifier or another accredited certifier upon prior arrangement. Failure to receive an inspection may result in Council being unable to issue an OC.

Requests for final inspections and/or OC's for "BASIX affected buildings" must be accompanied by a completed pre-final self-certification/form for applicants/builders/principal contractors. It is the responsibility of the applicants/builders/principal contractors to ensure all of the BASIX commitments have been fully met.

Inspections involving works approved under the provisions of Section 68 of the Local Government Act 1993, as amended, can only be carried out by Council Officers (e.g. on-site wastewater management systems, manufactured homes, temporary structures and amusement devices).

Occupation Certificate (OC)

An OC is a certificate that authorises the occupation and use of a new building or a change of building use for an existing building. It is essentially a post-construction check on whether necessary approvals and certificates are in place, and that the building is suitable for occupation or use in accordance with its Building Code of Australia classification. An OC authorising the occupation or use of a new building and/or change of use of an existing building can only be issued by the PCA.

NOTE:

- a) An application form for an OC must be completed and submitted to Council including payment of the relevant fee as prescribed in Council's Fees & Charges schedule.
- b) The OC MUST be issued prior to a building being used or occupied. It is an offence to occupy a building without benefit of an OC.

3. SERVICE PROVIDED & RESPONSIBILITIES OF COUNCIL

Under the EP&A Act a PCA has a range of functions, including:

- (a) Ascertaining, before any building work has or subdivision work commences, that a construction certificate or complying development certificate has been issued for the work;
- (b) Ascertaining, before any residential building work commences, that the principal contractor for the work is the holder of the appropriate licence and is covered by the appropriate insurance, in each case if required by the [Home Building Act 1989](#), unless the work is to be carried out by an owner-builder;
- (c) Where the work is being carried out by an owner-builder, ascertaining that the owner-builder is the holder of any owner-builder permit required under the [Home Building Act 1989](#), before an owner-builder commences on the site any residential building work;
- (d) Carrying out critical stage inspections of the building work or subdivision work as prescribed by the *Environmental Planning & Assessment Regulation 2000 (EP&A Regulation)* or required by the Certifier, or ensuring that the inspections are carried out by another certifying authority before issuing an occupation certificate or subdivision certificate for the building or work;
- (e) Ensuring that any preconditions required by a development consent or complying development certificate are met for the work before the issue of an occupation certificate or subdivision certificate.

Council, as the PCA, will:-

- 3.1 Carry out inspections the next available working day after notification (excluding applications pre-2005 and development south-west of Millfield village to Wollombi, Payne's Crossing and Bucketty). Such notification for inspection must be lodged at the Council by the Client before 3.00 pm inspections will be accepted by facsimile (02) 4993 2500, telephone (02) 4993 4100, or in person at the Customer Service counter at Council's office.
- 3.2 Carry out inspections south - west of Millfield village to Wollombi, Bucketty and Payne's Crossing on the first Thursday following the notification of the required inspection on or before 3.00 pm the preceding Wednesday.
- 3.3 Make a written record of the inspection and provide a copy to the relevant owner and/or applicant via electronic transmission (e-mail).
- 3.4 Advise the Client of the details of the work the subject of an unsatisfactory inspection and the need (if any) to carry out a reinspection.
- 3.5 Notify the Client if any additional fees for inspection are required as a result of reinspection for incomplete or defective works. Reinspection fees will be levied and payable for all reinspections required as a result of work not being completely ready for the booked inspection or as a result of defective works.
- 3.6 Issue determinations for OC's and subdivision certificates on the prescribed form.

Note: Inspections will be carried out Monday to Friday (inclusive) only and excludes Public Holidays.

4. RESPONSIBILITIES OF THE CLIENT

The Client, in appointing Cessnock City Council as the PCA, agrees to:-

- 4.1 Pay all fees for services provided by the PCA or such fees and charges as required by another Authority, eg. NSWFB.
- 4.2 Ensure that arrangements are made for Council to carry out inspections of the building works at various stages indicated in Council's letter of acceptance of PCA appointment and the Construction Certificate.
- 4.3 Ensure that notification, as required in clause 3 above, is provided of all required inspections. The Client acknowledges that pre-2005 applications require a minimum of 72 hours' notice to be given to Council in order to retrieve relevant files from storage.
- 4.4 Ensure that building work is ready for inspection by 9.30 am on the day of inspection. Note: Should a specific inspection time or site access be required this may be arranged, subject to availability, by speaking with the relevant Council Accredited Certifier between 9.00 am and 9.30 am on the day of the inspection.

Where a reinspection is required as a result of defective or incomplete works the Client shall make payment of the appropriate reinspection fee as prescribed in Council's Fees and Charges at Council's office.

ATTACHMENT A: PRINCIPAL CERTIFYING AUTHORITY FUNCTIONS – Continued

- 4.5 Where an inspection is required, the Client MUST ensure the relevant stamped approved plans and specifications, and other required details are on-site and/ or available to the Council Accredited Certifier. For example, where a timber floor, roof or wall frame inspection is required the relevant information must be provided such as roof truss specifications, tie-down and joint schedules, roof and wall bracing plans and specifications, wall insulation specifications, timber sizes schedules and the like.
- 4.6 Before booking a final inspection and/or Occupation Certificate for a “BASIX affected building” the Client MUST submit to Council a completed pre-final self-certification/form. It is the responsibility of the applicants/builders/principal contractors to ensure all of the BASIX commitments have been fully met.
- 4.7 Ensure that the erection of the building and/or works are in accordance with the development consent and construction certificate.

5. STAGES AND TYPE OF WORKS REQUIRING INSPECTION

Council, as the PCA, will confirm at what stages of construction inspections are to be carried-out. The schedule of inspections will be contained within the Construction Certificate or Complying Development Certificate, or within Council’s letter of acceptance of PCA appointment.

The type of inspection may include, but not be limited to:-

- 5.1 Inspections relating to the structural integrity of health and amenity of the building and its occupants (eg footings, slab, pre-lining framework, wet area flashing, final and the like).
- 5.2 Inspections associated with engineering works including car-parking, drainage and road construction.
- 5.3 Inspections of food premises fitout.
- 5.4 Inspections determining compliance with prescribed development conditions and other provisions prescribed in the *Environmental Planning & Assessment Act* and Regulation.
- 5.5 The mandatory critical stage inspections.

INFORMATION

For further information on this specification and matters relating to the booking of inspections, please contact Council's Customer Service Section on (02) 4993 4100.