

# LORD HOWE ISLAND BOARD

## Application for a Construction Certificate

Date Received: ..... CC No: .....

If you have gained Development Consent from the Lord Howe Island Board and wish to commence, you need a construction certificate before you can start work. You can use this form to apply for a construction certificate. To complete the form, please place a cross in the boxes  and fill out the sections provided as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information. You need to apply to a certifying authority (either the Lord Howe Island Board or a private certifier) for the purposes of undertaking required inspections and issuing an Occupation Certificate.

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### APPLICANT DETAILS

Mr     Mrs     Ms    Other: .....

Name: .....

Organisation: ..... ABN: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

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### IDENTIFY THE LAND YOU PROPOSE TO DEVELOP

Portion/Lot No.: ..... Deposited Plan No.: .....

Lease No.: .....

Address: .....

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### IDENTIFY WHO WILL BE CARRYING OUT THE WORK FOR YOU

Licensed Builder Name: .....

Licensed Builder No.: .....

Licensed Builder Address: .....

Telephone: ..... Fax: .....

### OR

Owner Builder Permit No.: .....

**An owner-builder permit is required if the market value of the work (labour and materials) exceeds \$5,000.**

**Note: If work is carried out by owner/builder a copy of owner-builder permit (from NSW Office of Fair Trading) should be submitted with this application.**

**DESCRIBE THE APPROVED DEVELOPMENT**

What type of work do you propose to carry out?  Building Work  Subdivision Work

Describe the work:

For building work, what is the class of the building under the Building Code of Australia?: .....

Development Application No.: ..... Date Approved: .....

\* Cost of Residential Development: ..... Fee (0.75% of Cost of Development): .....

OR

\* Cost of Commercial Development: ..... Fee (1% of Cost of Development): .....

\* This cost must be the same amount stated on your DA form. Receipt No.: .....

**SCHEDULE TO APPLICATION FOR A CONSTRUCTION CERTIFICATE**

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

**ALL NEW BUILDINGS**

Number of storeys (including underground floors): ..... Gross floor area of new building (m<sup>2</sup>): .....

Gross site area (m<sup>2</sup>): .....

**RESIDENTIAL BUILDINGS ONLY**

Number of dwellings to be constructed: ..... Number of pre-existing dwellings on site: .....

Number of dwellings to be demolished: .....

Will the new dwelling/s be attached to other new buildings?  Yes  No

Will the new building/s be attached to existing buildings?  Yes  No

Does the site contain a dual occupancy?  Yes  No

**MATERIALS FOR RESIDENTIAL BUILDINGS**

Please indicate the materials to be used in the construction of the new building/s:

Walls	Code	Roof	Code	Floor	Code	Frame	Code
Brick (double)	<input type="checkbox"/> 11	Tiles	<input type="checkbox"/> 10	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Brick (veneer)	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Concrete or stone	<input type="checkbox"/> 20	Fibre cement	<input type="checkbox"/> 30	Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Fibre cement	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
Timber	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70			Not specified	<input type="checkbox"/> 90
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80				
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90				
Aluminium	<input type="checkbox"/> 70						
Other	<input type="checkbox"/> 80						
Not specified	<input type="checkbox"/> 90						

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**APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY**

Do you wish to appoint the Lord Howe Island Board as Principal Certifying Authority for the purposes of undertaking required inspections and issuing Occupation Certificates?  Yes  No

**Note:** If you ticked yes, this application will be deemed to also be an application for Final Occupation Certificate. The date of application will be taken to be the date that a final inspection is requested. If an Interim Occupation Certificate is required, a separate application must be lodged at that time.

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**LEASEHOLDER AUTHORISATION**

All leaseholder/s of the land must sign this application.

As the leaseholder/s of the above property, I/we consent to this application.

Signature: ..... Signature: .....

Name: ..... Name: .....

Date: ..... Date: .....

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**APPLICANT AUTHORISATION**

The applicant/s or the applicant's agent must sign the application.

Signature: ..... Signature: .....

Name: ..... Name: .....

Date: ..... Date: .....

State the capacity in which you are signing if you are not the applicant: .....

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**INFORMATION TO BE ATTACHED TO THE APPLICATION**

You need to provide appropriate documentation with your application. Please indicate the documentation you have attached by placing a cross in the appropriate boxes:

1. **Building work:** If you are going to carry out **building work:**

Detailed plans of the building (1 copy); the plans must be drawn to a suitable scale and consist of a fully dimensioned general plan. The plans are to:

- Show a detailed plan of each floor section
- Show each elevation of the building
- Show the level of the lowest floor, the level of any yard or unbuilt area on that floor and the level of the ground
- Indicate the fire safety and fire resistance measures (if any), and their height, design and construction

*NOTE: Where you propose to alter, add to or rebuild a building that is already on the land, or modify plans that have already been approved, please mark the general plan (by colour or otherwise) to show the change you propose to make.*

Detailed specifications of the building (3 copies); the specifications are to:

- 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
- State whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used

*NOTE: Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.*

A plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building

*NOTE: This plan will assist the certifying authority to assess whether the work will reduce the fire protection capacity of the building.*

- Where you propose to meet the performance requirements of the Building Code of Australia (BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:
- A list of the performance requirements you will meet by using the alternative solution
  - The details of the assessment methods you will use to meet those performance requirements
  - A copy of any compliance certificates on which you rely
- Evidence of any accredited component, process or design on which you seek to rely  
*NOTE: Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Regulation 2000.*
- Details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool). These details are to include:
- A list of any fire safety measures you propose to include in the building or on the land
  - If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land
- NOTE: The lists must describe the extent, capability and the basis of design of each measure.*
- The attached schedule (see section 4 on the application form), completed for the development  
*NOTE: The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.*

2. You may also need to pay a Long Service Levy under section 34 of the Building and Construction Industry Long Service Payments Act 1986 before the certifying authority can issue a certificate to you. Please contact the Long Service Levy Payment Corp on 131441 for advice and instructions.

- Is the building work over \$25,000?  
 Yes     No    If yes, please provide proof that the Long Service Levy has been paid

3. The Home Building Act 1989 requires licensed contractors undertaking residential building work where the contract price, or the cost of labour and materials, is over \$12,000 to have Home Warranty Insurance with a minimum cover of \$300,000.

- Is the contract(s) for residential building work over \$20,000?  
 Yes     No    If yes, please provide proof of Home Warranty Insurance.

4. **Subdivision:** If you are going to carry out work to do a subdivision (eg building roads or a stormwater drainage system):

- The details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- The details of the consultation you have carried out with public authorities who provide or will increase the services you will need (like water, road, electricity, sewerage)
- The existing ground levels and the proposed ground levels when the subdivision is completed
- Copies of any compliance certificates on which you rely
- Detailed engineering plans (3 copies). The detailed plans might include the following:
- Earthworks
  - Road furnishings
  - Sewerage works
  - Road works
  - Stormwater drainage
  - Landscaping works
  - Road pavement
  - Water supply works
  - Erosion control works

*NOTE: Where you propose to modify plans that have already been approved, please mark the approved plans (by colour or otherwise) to show the modification.*

5. **Change the use of a building:** If you are going to change the use of a building or the classification of a building under the Building Code of Australia and you are doing building work (unless the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool):

- A list of any fire safety measures you propose to include in the building or on the land
- If you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land
- Details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia