

# Modify a Construction Certificate application

Under the Environmental Planning and Assessment Act 1979 as per Section 148 of Environmental Planning and Assessment Regulation 2000.

## About this form

You can use this form to modify an approved Construction Certificate.  
This form is a public record and may be made available on Council's website.

## How to complete this form

- 1 Ensure that all fields have been filled out correctly.
- 2 Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3 Once completed you can submit this form by mail and in person.

## Applicant details

First name

Surname

Address

Suburb

Postcode

Email

Phone

Mobile

## Owner details (if different from applicant details above)

First name

Surname

Address

Suburb

Postcode

Email

Phone

Mobile

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## Office use only

Application Number

Total Fees Paid

Receipt Number

Date

## Subject land address

Address

Lot

DP/SP number

Section

Volume/Folio number

Please note: You can find the Lot, DP/SP, Section and Volume/Folio details on a map of the land or the title document for the land.

## Original Construction Certificate & Development Consent details

Original Construction Certificate No.\*

Date of Determination

Original Development Consent No.\*

Date of Determination

Details of modification/s sought

**Note:** Modification to Construction Application/Certificates must comply strictly with the development consent issued by Council.

It is important that we are able to contact you if we need more information. Please give us as much details as necessary. Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

Please note that information provided will be public information and may be placed on Council's website. Personal numbers should not be given if you do not wish these numbers to be publicly available.

## Applicant's declaration

Application is hereby made to Modify a Construction Certificate. I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these documents must be complied with. I/We apply for consent to carry out the works described in this application.

I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected, and
- more information may be requested after the date of lodgement.

Name

Signature

Name

Signature

Date

Date

## Information to be attached to the application

You need to provide material with your application to clearly show the difference between the work you have already had approved. All proposed changes must be consistent with the Development Consent or a Modification of Development Consent. Any inconsistencies to the Development Consent cannot be considered until such consent is obtained.

Please indicate the material you have attached by placing a cross in the appropriate boxes.

### 1 If you are going to carry out building work

**Detailed plans of the building (2 copies)**

The plans must be drawn to a suitable scale and consist of a general plan and a block plan.

The general plan of the building is to:

- Show a 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 the fire resistant measures (if any), and their height, design and construction.

*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 (2 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.

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

*This plan will assist us 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 certificate on which you rely.

**Details of 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.

**The attached schedule, completed for the development**

*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.*

You may also need to pay a Long Service Levy under Section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) before we can issue a certificate to you.

### 2 If you are going to change the use of a building or its classification 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.

*The lists of fire safety measures must describe the extent, capability and the basis of design of each measure...*

Details as to how the building will comply with the Category One fire safety provisions of the BCA.

## How to lodge this form

Completed form can be:

- Emailed to [council@midcoast.nsw.gov.au](mailto:council@midcoast.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

**Privacy:** *This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.*

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au)