

## BUILDING CERTIFICATE APPLICATION FOR UNAUTHORISED WORKS

made under the Environmental Planning and Assessment Act 1979 (Section 149D)

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

### PART 1 - Property, Applicant & Owner Details

#### 1. Property details

Address	unit:	house:
	street:	
	suburb:	postcode:
Lot/DP/SP etc	lot:	DP/SP etc:
Property access contact	name	phone:

#### 2. Applicant details

Full name/company and contact person

family name (or company):	
full given names:	
OR company contact person:	
Postal address	
suburb:	postcode:
home phone:	office phone:
Contact details	
mobile	fax :
email:	date:

**Note:** Applicant is required to sign the last page of this application.

#### 3. Applicant's authority

Please tick (✓)

<input type="checkbox"/>	public authority	<input type="checkbox"/>	under contract
<input type="checkbox"/>	owner (see below)	<input type="checkbox"/>	with owner's consent (see below)

#### 4. Owner's details

Full name/company and contact person

Postal address

Contact details

family name (or company):	
full given names:	
Postal address	
suburb:	postcode:
home phone:	mobile:
office phone:	fax:
email:	

**Note:** Signatures of all registered are required on the last page of this application. Without the signatures of all registered owners Council cannot accept this application.

#### OFFICE USE ONLY

Reference: <input type="text" value="BC/"/>	BC Fee: \$ <input type="text"/>	Scanning Fee:
Date: <input type="text"/>	Receipt #: <input type="text"/>	\$ <input type="text"/>

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### PART 2 - Building Details

#### 5. Building description

Description of building/  
part requiring certification

Floor area of building (m<sup>2</sup>):

Estimated cost of works: \$

Date works were completed:

Please tick (✓)

Owner/applicant is responsible for works	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Certificate required for whole building	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Certificate required for part of building	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

**Note:** An increased fee will be imposed if works have been completed within the past 24 months, the applicant/owner was responsible for the work, **AND** the work was not authorised under the Environmental Planning & Assessment Act. This increased fee is equivalent to that of a combined development and construction certificate application, or a complying development certificate application (whichever is relevant). Additional inspection fees also apply.

### Part 3 - Accompanying Documentation Checklist

#### Unauthorised Building Works – All Applications - Generally

Unauthorised Building Works – All Applications - Generally				
Identification Survey Report		2	<input type="checkbox"/>	<input type="checkbox"/>
Works as executed (built) architectural plans	Full drawings of the building (1:100 scale/1:200) i.e. site plan, floor plan depicting unauthorised work, elevations and sections.		<input type="checkbox"/>	<input type="checkbox"/>
Floor plans indicating the extent of unauthorised works				
Installation certificates relating to essential fire safety measures	Details of proposed and existing fire safety measures as required by the Building Code of Australia (BCA), including certification.	2	<input type="checkbox"/>	<input type="checkbox"/>
Installation certificates relating to structural elements, stormwater, health and amenity	<ul style="list-style-type: none"> <li>Structural engineers report</li> <li>Pest management AS3660</li> <li>Wet area waterproofing</li> <li>Electrical certification of integral energy</li> <li>Glazing certification for safety glass</li> <li>Smoke detector certification</li> <li>Other certification maybe requested</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
Works as executed (built) stormwater/drainage plan	Full drawings of the building (1:100 scale/1:200).	2	<input type="checkbox"/>	<input type="checkbox"/>
A4 size notification plans	Site & elevation plans reduced to A4 size, for all unauthorised work.	4	<input type="checkbox"/>	<input type="checkbox"/>
Sydney Water approval	Stamped plans from Sydney Water that ensure the structure has not been built over an easement.	1	<input type="checkbox"/>	<input type="checkbox"/>

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### Part 3 - Accompanying Documentation Checklist (continued)

Description	Notes	Copies Required	Applicant (S)	Officer (S)
<b>Unauthorised Building Works – All Applications - Generally (continued)</b>				
Shadow diagram / profiles	9am, 12pm and 3pm diagrams in winter solstice.	2		
Statement of Environmental Effects	Full description of the proposal and assessment against relevant LEP and DCP requirements, including a compliance report/table	2		
Energy and sustainability performance certificate	Can be sourced from <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> .	2		
Aboriginal archaeological statement	For "high and medium" sensitivity sites.	2		
Contamination report	If the site is potentially contaminated.	2		
Flora fauna statement	If requested by Council.	2		
Heritage impact statement	If the subject site is a heritage item or is in a conservation area. See Heritage DCP or LEP on at <a href="http://www.parracity.nsw.gov.au/development">www.parracity.nsw.gov.au/development</a>	2		
<b>Unauthorised Building Works – Non-residential – In addition to above</b>				
Annual Fire Safety Statement (class 2-9 buildings ONLY)		2		
<b>Unauthorised Building Works – where Development consent obtained but no Construction Certificate issued</b>				
Copy of Development Consent & approved plans		2		
Demonstration of compliance with conditions of consent, pertaining to the Construction Certificate and Occupation Certificate.		2		
Design certificates relating to essential fire safety measures		2		
Design certificates relating to structural elements, stormwater, health & amenity		2		
Works-as-executed plans for stormwater	Full drawings of the building (1:100 scale/1:200).	2		
As-built drawings indicating the extent of unauthorised works	Full drawings of the building (1:100 scale/1:200) i.e. site plan, floor plan depicting unauthorised work, elevations and sections.	2		
Annual Fire Safety Statement (Class 2-9 buildings ONLY)		2		

**PART 4 - Digital Requirements**

**6. Digital requirements**

As of 1st July 2010, all Applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

**Applications without a digital data disc will not be accepted.**

File format requirements: • The files must be in PDF format

**One PDF file should contain all plans and drawings (excluding internal residential floor plans) i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file.**



**Each additional accompanying document requires a separate PDF file** e.g. application form, statement of environmental effects, heritage report, and internal residential floor plans, etc each in separate files.



- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

Files named as follows: **Document Type - Property Address**

File name requirements:



Architectural Plans - 30 Darcy Street Parramatta.pdf



Application Form - 30 Darcy Street Parramatta.pdf



Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf



Waste Management Plan - 30 Darcy Street Parramatta.pdf



Internal Residential Floor Plans - 30 Darcy Street Parramatta.pdf

For the full list of mandatory naming conventions see:

[www.parracity.nsw.gov.au/development/development\\_process/prepare\\_\\_and\\_\\_lodge](http://www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge)

My disc contains files which are named correctly and their content exactly matches hardcopies submitted with this application:

yes

no

**PART 4 - Lodging a Building Certificate for Unauthorised Works**

**Please note that as of Monday 7 June 2010, Council requires applicants to lodge Building Certificate for Unauthorised Works by appointment only.**

**Appointments are held on Tuesdays and Thursdays, between 9:00am and 12:00 noon.**

**Appointments can be made by contacting Council's Development Advice Team on 9806 5524.**

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### PART 6 - Applicant Declaration

#### 7. Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct and that digital requirements are met.

Applicant's signature

date:

### PART 7 - Owner's Consent

#### 8. Owner consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

- If the owner is a company, this form **must be** signed by 2 directors or a director and a company secretary (unless it has a sole director). In addition to the signatures, a common seal must be stamped on this form if applicable. If there is no common seal, a company letterhead is acceptable. Alternatively a copy of the company's ASIC registration can be accepted in lieu of the common seal or company letterhead.
- If the property is a unit under strata title or a lot in a community title and approval is sought for work on or over common property, then the common seal of the body corporate must be stamped on this form and signed by the chairman or secretary of the Body Corporate.

Owner's signature(s)

date:

date:

date:

date:

### PART 8 - Council Officer Declaration

#### 9. Officer declaration

I declare that this application is, to the best of my knowledge, complete including owner's consent and that all accompanying documentation outlined in the checklist on page 2 and 3 has been checked including digital requirements .

Officer's name

Officer's signature

date:

Parramatta City Council  
30 Darcy Street, Parramatta 2150  
P O Box 32 Parramatta 2124

DX 8279 Parramatta  
Telephone: 9806 5524  
Fax: 9806 5917