



## COMPLYING DEVELOPMENT CERTIFICATE APPLICATION FORM

### CHECKLIST

- Complete & sign this Application form – only originals or emailed versions will be accepted. Cannot accept facsimile applications under the Legislation.
- 1 x copy of Basix Certificate (including ABSA Assessor Certificate and ABSA stamped plans where applicable) for all residential building works.
- 3 x copies of appropriate “CD” plans. Plans are to be in scale and comprise of: Site plan (showing setbacks from boundaries), floor plans, elevations/sections, area calculations in sqm (incl site, existing floor, proposed floor and structure/s)
- 3 x copies of building specifications
- Proof of payment of Long Service Levy if work is valued \$25,000 or over. Long service levy will need to be paid directly to Long Service Payments Corporation. Visit [www.lspc.nsw.gov.au/levy\\_information/](http://www.lspc.nsw.gov.au/levy_information/) for details.
- Attach cheque in favour of your Council for CDC Registration Fee (refer to required items on quotation or advice from our Approvals Liaison Officers).
- Make arrangements to appoint a PCA before commencing building work – refer to Greenfield’s “PCA Form” for details.

### SECTION 1 : PARTICULARS

<b>Applicant Name/s</b> (Cannot be Builder unless they also own the property)	APPLICANT NO. 1 [ ]	APPLICANT NO. 2 [ ]
<b>Applicant Address</b> (Address for all correspondence) “Care of” addresses accepted.	[ ]	
<b>Applicant Contact Details</b> (nominate 1 contact)	Tel/Fax/Email: [ ]	
<b>Owner Name/s</b> (Write “As above” if same as Applicant/s)	OWNER NO. 1 [ ]	OWNER NO. 2 [ ]
<b>Owner Current Address/es</b>	OWNER NO. 1 ADDRESS [ ]	OWNER NO. 2 ADDRESS [ ]
<b>Owner Contact Details</b> (nominate 1 contact)	Tel/Fax/Email: [ ]	
<b>Environmental Planning Instrument</b>	<input type="checkbox"/> SEPP (Exempt and Complying Development Codes) 2008 <input type="checkbox"/> SEPP (Infrastructure) 2007 <input type="checkbox"/> SEPP (Affordable Rental Housing) 2009	

<b>Site Address of the Proposed Building Works</b>		
<b>Local Government Area (Council)</b>		
<b>Detailed description of proposed building works</b>		
<b>Estimated Cost of Building Work</b>	\$	
<b>Number of proposed storeys</b>		
<b>Gross floor area of proposed building</b>		sqm
<b>Gross site area of property</b>		sqm

**For proposed new residential building work only:**

<b>No. of existing dwellings on the property</b>		
<b>No. of existing dwellings to be demolished</b>		
<b>No. of dwellings to be included in the new building</b>		
<b>Will new building be attached to any existing building ?</b>		
<b>Will new building be attached to any other new building ?</b>		
<b>Does the land contain a dual occupancy ?</b>		

**Building materials:**

<b>External Walls</b>		
<b>Floors</b>		
<b>Roof</b>		
<b>Frame</b>		

**SECTION 2 : TERMS OF APPLICATION**

**Engagement**

The engagement of Greenfield Certifiers Pty Ltd to provide services shall not commence until the applicant successfully completes and signs this application form, provides all items in the checklist on page 1 and all fees have been received by Greenfield. Greenfield Certifiers Pty Ltd shall not accept any responsibility for any damages, losses or delays suffered by the Applicant as a result of omissions or errors contained within this form or failure of the Applicant/s to comply with all relevant items contained in the Checklist on this form.

**Scope**

The scope of works covered under this application is restricted to those building works as described in the "PARTICULARS" section of the form.

**Terms and Conditions**

1. All information provided by the Applicant/s on this form shall be taken to be accurate and correct. Greenfield shall not accept any responsibility for any intentional or unintentional error or omission made by the Applicant/s on this form.
2. The Applicant/s are to declare that no building works have commenced at the time of the application. A false representation in this regard will invalidate the application and Applicant/s shall indemnify Greenfield against any damages or losses suffered by it or its employees in relation to the issue of a Complying Development Certificate (CDC). In such an event the Applicant/s shall agree to cancel the Complying Development Certificate at the earliest possible time at no cost to Greenfield.

**Fees**

Failure to pay the quoted fee for services will generally result in a refusal to release the Complying Development Certificate. Should a CDC be released and payment not honoured the Applicant/s shall be liable in addition to any associated debt recovery costs plus interest incurred from the time of the application. Greenfield may suspend where fees have not been paid in accordance with the provisions of the Building and Construction Industry Security of Payment Act 1999.

### SECTION 3 : DECLARATIONS BY THE APPLICANT

I/we, the Applicant/s as shown in the PARTICULARS section hereby declare the following:

- I/we, to the best of my knowledge, have completed all details in the PARTICULARS section in a correct and accurate manner and hereby indemnify Greenfield against any damages, losses or suffering as a result of incorrect information provided under that section.
- I/we have obtained consent from the owner/s of the property as indicated in the PARTICULARS section to apply and obtain a Complying Development Certificate.
- I/we have read, understood and hereby accept the terms and conditions outlined in Section 2 of this form.
- I/we understand that the Application for Complying Development Certificate will not be complete until all required documentation has been received by Greenfield.
- I/we understand that the Application for and acquisition of Complying Development Certificate does not authorise Commencement of Building Work. (Refer to appointment of PCA on Greenfield's PCA Form)
- I/we agree to allow more than 10 days to consider this application if and when required.

### APPLICANT SIGNATURE

	APPLICANT NO. 1	APPLICANT NO. 2
<b>Signature</b>	X	X
<b>Full Name</b>	[[ ]]	[[ ]]
<b>Dated</b>	[[ ]]	[[ ]]

### SECTION 4 : OWNERS CONSENT TO APPLY FOR COMPLYING DEVELOPMENT CERTIFICATE

If there are additional site owners (not already named as Applicants) OR the site owners are not the Applicants (limited circumstances) it is necessary that ALL owners of the site consent to this Application. The person/s signing below declare they are an owner of the Site and consent to the Applicant/s named on this form to make an Application for Complying Development Certificate.

	OWNER NO. 1	OWNER NO. 2	OWNER NO. 3	OWNER NO. 4
<b>Signature</b>	X	X	X	X
<b>Full Name</b>	[[ ]]	[[ ]]	[[ ]]	[[ ]]
<b>Dated</b>	[[ ]]	[[ ]]	[[ ]]	[[ ]]