



CONSTRUCTION CERTIFICATE APPLICATION FORM

CHECKLIST

- Complete & sign this Application form – only originals/emailed versions will be accepted.
Legislation prohibits a Certifier from accepting faxed application forms.
 - 1 x copy of Council stamped DA approved plans.
 - 1 x copy of Council development consent.
 - 1 x copy of Basix Certificate, ABSA Assessor Certificate and ABSA stamped plans if you were required to provide one with your DA lodgment.
 - 3 x copies of architectural (CC) plans with amendments satisfying DA conditions, where required and showing required Basix and ABSA commitments.
 - 3 x copies of building specifications
 - Proof of payment of Long Service Levy if work is valued \$25,000 or over
 - Attach cheque in favour of your Council for CC 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 “PCA Form” for details.
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SECTION 1 : PARTICULARS

Applicant Name (Cannot be the Building Contractor unless they also own property)	APPLICANT NO. 1 []	APPLICANT NO. 2 []
Applicant Address (This is the address all correspondence will be delivered) “Care of” addresses accepted.	[]	
Applicant Contact Details (nominate 1 contact)	Tel/Fax/Email: []	
Owner/s Name (Write “As Above” if same as Applicant/s)	OWNER NO. 1 []	OWNER NO. 2 []
Owner/s Current Address	OWNER NO.1 ADDRESS []	OWNER NO. 2 ADDRESS []
Owner/s Contact Details (nominate 1 contact)	Tel/Fax/Email: []	

SITE Address of the Proposed Building Works			
Local Government Area (Council)			
Development Consent Date			
Development Consent No.			
Class of Building (under BCA)			
Detailed description of proposed building works			
Estimated Cost of Building Work	\$		
Number of proposed storeys			
Gross floor area of proposed building			sqm
Gross site area of property			sqm

For proposed new residential building work only:

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

Building materials:

External Walls			
Floors			
Roof			
Frame			

SECTION 2 : TERMS OF APPLICATION

Engagement

The engagement of Greenfield Certifiers Pty Ltd to provide services will not commence until the applicant successfully completes and signs this application form, provides all items in the checklist on page 1. Greenfield Certifiers Pty Ltd will 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 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 on this form will be taken to be accurate and correct. Greenfield does not accept any responsibility for any intentional or unintentional error or omission made by the Applicant on this form.
2. The Applicant is 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 will indemnify Greenfield against any damages or losses suffered by it or its employees in relation to the issue of a Construction Certificate. In such an event the Applicant agrees to cancel the Construction 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 Construction Certificate. Should a Construction Certificate be released and payment not honoured the Applicant will 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 AND SIGNATURES

I, the aforementioned person or authorised representative of a legal entity as described as the Applicant in the PARTICULARS section hereby declare the following:

- I/We “have the benefit of the Development Consent” within the meaning given under EP&A Act 1979 for the proposed works as indicated on this form.
- I, 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 have obtained consent from the owner/s of the property as indicated in the PARTICULARS section to apply and obtain a Construction Certificate.
- I have read, understood and hereby accept the terms and conditions outlined in Section 2 of this form.
- I understand that the Application for Construction Certificate is not complete until all required documentation has been received by Greenfield.
- I understand that the Application for and acquisition of Construction Certificate does not authorise Commencement of Building Work. (Refer to appointment of PCA on Greenfield PCA Form)

APPLICANTS SIGNATURE

Signature of Applicant No. 1	X
Full Name of Applicant No. 1	
Dated	

Signature of Applicant No. 2	X
Full Name of Applicant No. 2	
Dated	

SECTION 4 : OWNERS CONSENT TO APPLY FOR CONSTRUCTION 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 Construction Certificate.

	OWNER NO. 1	OWNER NO. 2	OWNER NO. 3	OWNER NO. 4
Signature	X	X	X	X
Full Name				
Dated				