



Hills Certifiers is a business initiative of  
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## COMPLYING DEVELOPMENT CERTIFICATE APPLICATION FORM

### Incorporating Appointment of Principal Certifying Authority (PCA)

This application is a contract for certification work in accordance  
with Section 73A of the Building Professionals Act 2005  
Appointment and Service Agreement is attached

#### PART A

#### PROPERTY, APPLICANT AND OWNER DETAILS

##### 1. LOCATION OF PROPOSED DEVELOPMENT

Lot:  DP/SP:

Unit No:  House No:

Street:

Suburb:  Postcode:

##### 2. APPLICANT DETAILS

The certifier must advise adjoining neighbours when *certain* complying development applications have been lodged. Clause 130AB of the EP&A Regulation requires this written advice to include the name, address and contact details (mobile phone/email) of the applicant.

Surname:  
or Company Name

Given Name:  
or Company contact person

Mobile:  Other:

Email:

Street No. & Name:

Suburb:  Postcode:

Tick this box if you do not consent to the determination of this application being signed and served by electronic means (note additional charges may apply to the provision of paper documents).

##### 3. OWNER(S) DETAILS

Signatures of **all** registered owners are required on the last page of this application form. Without signatures of all registered owners, the application cannot be lodged.

As per applicant's details:  otherwise, please provide details below

Given Name(s) or Company Name	Surname(s) or Company contact person
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please provide contact details of nominated owner:-

Email:

Mobile:  Other:

Street No. & Name:

Suburb:  Postcode:

**PART B COMPLYING DEVELOPMENT DETAILS**

**1. ESTIMATED COST OF DEVELOPMENT**

\$

Must be the full contract price for labour and materials or a genuine cost estimate of work. If understated, the amount will be adjusted using standard industry guides

**2. APPROVAL POLICY**

This Complying Development application is made under: - (please tick the applicable box)

Codes SEPP (Exempt and Complying Development Codes) Please select one of the following sub categories if using the Codes SEPP

**NOTE:** You must select whichever policy is most suitable to your needs, however only 1 can be selected which must be used in its entirety.

- |   |   |
|---|---|
| <input type="checkbox"/> Housing Code             | <input type="checkbox"/> Commercial and Industrial Alterations Code                   |
| <input type="checkbox"/> Rural Housing Code       | <input type="checkbox"/> Commercial and Industrial (New Buildings and Additions) Code |
| <input type="checkbox"/> Housing Alterations Code | <input type="checkbox"/> Subdivision Code   |
| <input type="checkbox"/> General Development Code | <input type="checkbox"/> Fire Safety Code   |
| <input type="checkbox"/> Affordable Housing       | <input type="checkbox"/> Infrastructure   |
| <input type="checkbox"/> Demolition Code          |   |

**Note** - supporting demolition checklist to be completed and attached [Demolition Checklist](#)

**3. DESCRIPTION OF COMPLYING DEVELOPMENT**

Please select the type of complying development proposed. More than one type of Complying Development can be nominated. For example, you can apply for a new dwelling and a swimming pool under the same application.

**RESIDENTIAL**

- |                                  |  |   |   |
|----------------------------------|--|---|---|
| <input type="checkbox"/> Awning  | <input type="checkbox"/> Garage        | <input type="checkbox"/> New dwelling (single storey)         | <input type="checkbox"/> Retaining Wall     |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Shed          | <input type="checkbox"/> New dwelling (2 storey)              | <input type="checkbox"/> Satellite dish     |
| <input type="checkbox"/> Gazebo  | <input type="checkbox"/> Swimming pool | <input type="checkbox"/> Alterations and additions (1 storey) | <input type="checkbox"/> Strata subdivision |
| <input type="checkbox"/> Cabana  | <input type="checkbox"/> Spa           | <input type="checkbox"/> Alterations and additions (2 storey) | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Carport |  | <input type="checkbox"/> Secondary dwelling                   |   |

**COMMERCIAL AND INDUSTRIAL**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Building Alterations (internal) | <input type="checkbox"/> Shop front and awning alterations | <input type="checkbox"/> Driveways, paths, paving |
| <input type="checkbox"/> Change of use of premises       | <input type="checkbox"/> Skylights and roof windows        | <input type="checkbox"/> Fences                   |
| <input type="checkbox"/> First use of premises           | <input type="checkbox"/> Signage                           | <input type="checkbox"/> Strata subdivision       |
| <input type="checkbox"/> Mechanical Ventilation System   | <input type="checkbox"/> Earthworks, retaining walls       | <input type="checkbox"/> Other                    |

Please provide a detailed description of the proposal selected above

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**4. CLASSIFICATION OF BUILDING**

Class of the proposed building under the Building Code of Australia. If parts of the building have different classes, include all classes.

**5. DEMOLITION**

Does the development involve the demolition or removal of a wall near a side or rear boundary?

Yes	No
-----	----

Is there a wall on the adjoining property adjacent to the wall to be demolished or removed, and is it less than 0.9m from the boundary?

Yes	No
-----	----

If you answered **yes** to the above questions, a professional engineer's report detailing the method of maintaining support to the wall on the adjoining property is **required to be submitted** with this application.

**6. ASBESTOS**

If any bonded asbestos or friable asbestos material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of the material?

m<sup>2</sup> N/A

**NOTE:** Complying Development legislation requires that should the work involve the removal of bonded or friable asbestos (of an area of more than 10 square metres), a copy of the signed contract between the demolisher and applicant/owner (the person having the benefit of the complying development certificate) will be required prior to work commencing. It may help in expediency if this contract were submitted on lodgement (rather than being requested prior to booking the pre demolition inspection once approved). This contract must indicate whether any asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the asbestos material is to be delivered.

**PART C****COMMERCIAL AND INDUSTRIAL****1. BUILDING SUBJECT TO 'ALTERNATIVE SOLUTION'**Commercial and Industrial  
Clause 130 (2E) EP&A Reg 2000

Are you proposing internal alterations or a change of use?

Yes	No
-----	----

Is the existing building (in total or in part) subject to an Alternative Solution relating to a fire safety requirement under the BCA?

Yes	No
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Where both of the above circumstances apply, you must attach a written report from an accredited certifier (who is accredited to assess this type of building with an Alternative Solution). The written report must include a statement that the proposed development is consistent with the Alternative Solution.

The building owner/strata manager will be able to supply you with a copy of the Annual Fire Safety Statement for the building. This statement should reference Alternative Solutions that apply to the building.

**2. CHANGE OF USE**Building alterations (internal)  
Commercial and industrialThis section is to be completed if the application is for a *'change of use'* and/or *building alterations (internal)*.

The part of the premises subject to this application must already have a current lawful use.

Please nominate the **relevant** Development Consent number and date for the current lawful use –

No.

Date of Consent

The conditions of the above nominated consent relating to the *current* lawful use of the premises including hours of operation, noise, car parking, loading, vehicular movement, traffic generation, waste management and landscaping, must not be contravened by the *proposed* use.

Should your proposal involve a change to these conditions, or development consent for a current lawful use not be in existence, the complying development provisions cannot be used and you will need to apply for development consent.

Where the proposal involves an area of more than 500m<sup>2</sup>, a *Building Fire Safety Upgrade Report* (clause 132A of the EP&A Regs 2000) from an independent accredited certifier may be required to be submitted with this application. **Please complete 3 below.**

**3. FIRST USE**

Commercial and industrial

This section is to be completed if the application is for the **first** lawful use of a premises or part of a premises.

There must be in existence a development consent for the premises.

Please nominate the **relevant** Development Consent number and date –

No.

Date of Consent

The conditions of the above nominated consent relating to the premises including hours of operation, noise, car parking, loading, vehicular movement, traffic generation, waste management and landscaping, must not be contravened by the proposed use.

Should your proposal involve a change to these conditions, or the part of the premises subject to this application already has consent for a lawful use, the *'first use'* complying development provisions cannot be used.

**4. HOURS OF OPERATION and STAFF and OCCUPANT NUMBERS**

Commercial and industrial

Please list the hours of operation for the proposed use

Monday – Saturday	FROM	TO
Sunday	FROM	TO

Note – if the proposed hours are outside the hours specified in the conditions of the relevant consent nominated in sections 2 or 3 above, then the proposed use cannot be Complying Development.

If the relevant consent nominated in sections 8 or 9 above does not contain a condition applying to hours of operation, then the hours proposed must be in accordance with clause 21 of the Commercial Code.

Please provide proposed numbers of staff and occupants

STAFF	OCCUPANTS
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**PART D****BUILDING WORK DETAILS****1. WHO WILL BE DOING THE BUILDING WORK?**

Not determined at this time  
This information will be required prior to work commencing

**Or**

Owner-Builder See notes below

**Or**

Licenced Builder

Builder's  
Name:

Builder's  
Licence No.:

Builder's  
Address:

Email:

Mobile:

Other:

**Notes**

- If a licenced builder is not engaged and the value of any residential work exceeds \$10,000, a copy of an Owner-Builder permit must be submitted to the PCA prior to building work commencing.
- Where Owner-Builder work is proposed and the value of the proposed work is over \$20,000, you must have either completed an approved owner-builder course, or can satisfy the approved equivalent qualifications.
- Evidence that an application has been lodged is required before NSW Fair Trading will issue an Owner-Builder permit.
- Further information about Owner-Builder permits can be obtained from the [Fair Trading website](#)
- Demolisher's details can be inserted as Builder's details where the application is for demolition

**2. LONG SERVICE LEVY**

If the value of work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Complying Development Certificate can be issued.

The levy can be paid online through the [Long Service Payments Corporation website](#) or alternatively, the levy can be paid to Council (*Hills Certifiers*), who are agents for the Long Service Payments Corporation, or to the Corporation when lodging this application. Partial levy exemptions may be applicable in some instances, for further information on the long service levy please contact the Corporation

Has the Long Service Levy already been paid?

Yes Please ensure you have attached a copy of the levy payment receipt

No The Long Service Levy must be paid prior to the Complying Development Certificate being issued.

Long Service Levy not required

**3. HOME BUILDING COMPENSATION FUND (HBCF) INSURANCE**

If you are using a licenced builder for residential building work exceeding \$20,000, a Certificate of Home Building Compensation Fund (HBCF) Insurance must be provided to confirm that it has been obtained. For more information, refer to the [Home Building Compensation Fund Insurance website](#)

Has a Certificate of Insurance under the HBCF been provided?

Yes Please ensure you have attached a copy of the HBCF Certificate of Insurance

No A copy of the HBCF Certificate of Insurance must be submitted to the PCA prior to building work commencing. The PCA may not be able to carry out inspections if the HBCF Certificate of Insurance has not been provided.

HBCF Insurance not required

**4. SHIRE WIDE SECTION 94A CONTRIBUTIONS PLAN**

For more information, refer to [The Hills Shire Council Shire Wide Section 94A Contributions Plan](#)

A Shire Wide Section 94A Contributions Plan operates over certain parts of the Hills Shire where the cost of the development exceeds \$100,000. This levy will be applied toward the provision of public facilities. A cost summary report must be lodged with the application and, if applicable, the levy must be paid prior to the works authorised by the Complying Development Certificate commencing.

Has the Section 94A Contribution been paid?

Yes Please ensure you have attached a copy of the levy payment receipt

N/A Please specify reason below

Shire Wide Section 94A Contribution Plan does not apply to this land

Proposed cost of the development does not exceed \$100,000

**PART E****PRINCIPAL CERTIFYING AUTHORITY****▣ REQUIREMENTS**

It is a requirement that a PCA be appointed before the commencement of work. The PCA must be an Accredited Certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with section 81A of the Environmental Planning and Assessment Act 1979. The PCA may also issue an Occupation Certificate which permits occupation or use of a building or part.

**▣ PCA APPOINTMENT**

Will Council (*Hills Certifiers*) be the PCA?

Yes

I wish to appoint The Hills Shire Council (*Hills Certifiers*) as the PCA for this project. Please complete the PCA Appointment Declaration below

Note – Should you not wish to appoint a PCA at this time, a separate PCA Appointment and Service Agreement from an Accredited Certifier will still be required **before** you start work.

We have this documentation available should you wish to appoint us at a later date, however, it may be simpler to appoint us now by completing the PCA Appointment Declaration below.

No

I do not wish to Appoint a PCA at this time.  
Note – A separate PCA agreement from an Accredited Certifier will be required before you start work.

**▣ APPOINTOR'S DETAILS**

The appointor **cannot** be the building contractor unless they own the property.

As per "Applicant Details" in Part A Section 2

**Or**


As per "Owner(s) Details" in Part A Section 3

**Or**

Appointor's Name:

Appointor's Address:

Suburb:

Postcode:

Email:

Mobile:

Other:

**▣ PCA APPOINTMENT DECLARATION**

I agree to appoint *Hills Certifiers* to carry out all necessary certification work relevant or related to the development.

I have read, understood and accept the terms and conditions contained in the "Certification Appointment & Service Agreement". A copy of this document is available from the *Hills Certifiers'* website [Certification Appointment & Service Agreement](#).

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 Appointor's Signature

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 Date

**PART F****AUSTRALIAN BUREAU OF STATISTICS INFORMATION**

This information is required for the purpose of providing information to the Australian Bureau of Statistics.

**1. GENERAL DATA**

Area of land (m<sup>2</sup>):

Gross Floor Area of existing building (m<sup>2</sup>):

Gross Floor Area of proposed addition or new building (m<sup>2</sup>):

Number of storeys the proposed building will consist of:

**2. CONSTRUCTION MATERIALS DATA**

Please select the building material which best describes the materials the new work will be constructed of:-

Exterior Wall Material	Code
Brick veneer	<input type="checkbox"/> 12
Full Brick	<input type="checkbox"/> 11
Single Brick	<input type="checkbox"/> 11
Concrete Block	<input type="checkbox"/> 11
Concrete/Masonry	<input type="checkbox"/> 20
Concrete	<input type="checkbox"/> 20
Steel	<input type="checkbox"/> 60
Fibrous cement	<input type="checkbox"/> 30
Hardiplank	<input type="checkbox"/> 30
Timber or Weatherboard	<input type="checkbox"/> 40
Clad - Aluminium	<input type="checkbox"/> 70
Curtain Glass	<input type="checkbox"/> 50
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90

Roof Material	Code
Aluminium	<input type="checkbox"/> 70
Steel	<input type="checkbox"/> 60
Concrete	<input type="checkbox"/> 20
Concrete Tile	<input type="checkbox"/> 10
Fibrous Cement	<input type="checkbox"/> 30
Fibreglass	<input type="checkbox"/> 80
Masonry or Terracotta	<input type="checkbox"/> 10
Slate	<input type="checkbox"/> 20

Floor Material	Code
Concrete	<input type="checkbox"/> 20
Timber	<input type="checkbox"/> 40
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90

Frame Material	Code
Timber	<input type="checkbox"/> 40
Steel	<input type="checkbox"/> 60
Aluminium	<input type="checkbox"/> 70
Other	<input type="checkbox"/> 80
Unknown	<input type="checkbox"/> 90



<p><b>ARCHITECTURAL PLANS</b> Electronic copy      Information should include (where relevant): -</p> <ul style="list-style-type: none"> <li>▣ Floor plans of proposed buildings showing layout, partitioning, room dimensions and area and intended uses of each part of the building</li> <li>▣ Window and door location and dimensions</li> <li>▣ Floor levels and steps in floor levels</li> <li>▣ Elevations and sections showing proposed external colour, material, finishes, heights and levels including roof pitch and ridge height.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BUILDING SPECIFICATIONS</b> Electronic copy</p> <p>The specifications are a written statement that should be up to date and include (where relevant): -</p> <ul style="list-style-type: none"> <li>▣ The construction of the building to specific BCA standards and materials to be used</li> <li>▣ Type and colour of external finishes</li> <li>▣ Whether the materials proposed to be used are new or second-hand and give particulars of any second-hand materials to be used</li> <li>▣ The method of drainage, effluent disposal, and water supply</li> <li>▣ Any other details relevant to the construction of the building</li> <li>▣ If relevant, evidence of any accredited component, process or design sought to be relied upon</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BASIX (SUSTAINABILITY) CERTIFICATE</b> Electronic copy</p> <ul style="list-style-type: none"> <li>▣ For new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40,000 litres or greater, a current BASIX certificate must accompany the application</li> <li>▣ Applications cannot be accepted without this certificate (if required). You can generate a BASIX Certificate on the <a href="#">BASIX website</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>ENGINEERING PLANS AND SPECIALIST REPORTS</b> Electronic copy</p> <p>Information should include (where relevant): -</p> <ul style="list-style-type: none"> <li>▣ Site and soil investigation report</li> <li>▣ Method of termite protection</li> <li>▣ Footing, wall bracing, roof truss and bracing layout plans</li> <li>▣ Structural engineer's details for all reinforced concrete, retaining wall and structural steel components</li> <li>▣ All engineering documentation must be certified by a practising professional engineer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>HYDRAULIC ENGINEERING REPORT</b> If the lot or any part of the lot is considered as being a flood control lot</p> <ul style="list-style-type: none"> <li>▣ Written certification prepared by either Council or a professional hydraulic engineer (see Table C, Q1)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BUSHFIRE ATTACK LEVEL (BAL) RISK ASSESSMENT CERTIFICATE</b> Electronic copy</p> <ul style="list-style-type: none"> <li>▣ If the property is wholly or partly mapped as bushfire prone land, a BAL Certificate must be lodged with the complying development application. We can provide BAL certificates subject to separate application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>TREE APPROVAL</b> Electronic copy</p> <ul style="list-style-type: none"> <li>▣ If required, has separate approval been obtained for the removal of trees or vegetation?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>COMMERCIAL applications only</b></p>		
<p><b>FIRE SAFETY STATEMENT</b> Electronic copy</p> <p>Information should include (not required for dwellings and outbuildings): -</p> <ul style="list-style-type: none"> <li>▣ Proposed alteration to existing building (BCA Classes 2-9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety</li> <li>▣ A schedule of fire safety measures listing all existing and those proposed to be installed in the building</li> <li>▣ In addition to the above, if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling house): <ul style="list-style-type: none"> <li>• A list of Category 1 fire safety provisions (as defined by the EP&amp;A Regulations) that currently apply to the existing building, and</li> <li>• A list of Category 1 fire safety provisions that are to apply to the building following its change of use</li> <li>• A list of the existing and proposed essential fire and other safety measures that apply to the building</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**PART H****DECLARATIONS****1. APPLICANT**

I declare that all the information provided in this application is, to the best of my knowledge, true and correct.

I understand that:

- I am entering into a contract with Council as required by Section 73A of the Building Professionals Act 2005. A copy of this document is available from the *Hills Certifiers'* website [Certification Appointment & Service Agreement](#).
- This application authorises Council (*Hills Certifiers*) officers to enter the property to perform inspections associated with its processing and subsequent determination.
- I am liable to pay for/rectify any damage caused to public infrastructure arising from construction works associated with the proposed development.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**2. OWNER**

I/we are the owners of the subject land and consent to this application and to Council (*Hills Certifiers*) staff entering premises during normal office hours for the purpose of conducting inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of the owners being a corporation, an ACN Number is required, or if crown land, written authorisation of the relevant statutory authority.

Company seal not required if an ACN has been provided.



\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

ACN (if relevant)

**3. COUNCIL**

- Application form satisfactorily completed
- Relevant accompanying documents have been provided (refer to checklist)
- PCA Appointment completed, signed and included (please tick) YES      NO
- I confirm the application is suitable for lodgement

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

Signed for and on behalf of The Hills Shire Council

**PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE**

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)