



**City of Wagga Wagga**  
**CONSTRUCTION CERTIFICATE**  
**ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979**  
**Section 6.3 (1)(a) & Clauses 142 & 147**  
**ENVIRONMENTAL PLANNING & ASSESSMENT REGULATION 2000**

**CERTIFICATE DETAILS**

**Application No:** CC20/0185

**Certifying Authority:** City of Wagga Wagga

**Applicant:** JM Corbett  
Po Box 6008  
WAGGA WAGGA NSW 2650

**Subject Site:** Lot 1 DP 318606, 7 Fox St WAGGA WAGGA NSW 2650

**Development Consent No:** DA20/0244

**Determination Date of Development Consent:** 14 Aug 2020

**Type of Work:** Building

**Description of Development:** Additions and Alterations to Existing Dwelling, including; conversion of Bedroom to Ensuite and Walk-in-robe, infill of Existing Doorway, and Alterations to Existing Bedroom and Bathroom

**Classification of the Building:** **Class1a**

**Decision:** **Approve**

**Plan Numbers & Specifications:**  
Plan No. 200206 BD01 to BD03 issue C dated 28/8/20, BD04 issue B dated 22/5/20 & S1 to S2 issue A dated 29/5/20, Basix Certificate A386466 & Specifications prepared by MJM Consulting submitted with Application for Construction Certificate received 1/6/20.

**Attachments:** Nil

**Certification:** I certify that work, if completed in accordance with these plans and specification, will comply with the requirements of the Environmental Planning and Assessment Regulation 2000 as referred to in S6.6(2)(f) of the Environmental Planning and Assessment Act, 1979.

Signature:

Date of Decision & Certificate: 01/09/2020

Andrew Mason  
Building Surveyor

BDC Registration Number (3352)

**Right of Appeal**

Under s8.16 where the certifying authority is a Council an applicant may appeal to the Land and Environment Court against, the refusal to issue a Construction Certificate, or to issue a Construction Certificate subject to conditions, within 6 months of the date of the decision.

**Principal Certifying Authority**

Prior to commencement of work you must appoint a Principal Certifying Authority and notify Council of the appointment. You may elect Council to be the Principal Certifying Authority.

# Notice of Commencement of Building or Subdivision Work, AND Appointment of a Principal Certifying Authority

Under Section 81A(2) (b) or (c) or (4) (b)(ii) or (c); Section 86(1) and (2) of the  
Environmental Planning and Assessment Act 1979  
& Section 73A of the Building Professionals Board Act 2005

DA No:		CC No: CC20/0185	
<b>ALL sections must be completed. Incomplete forms cannot be processed and will be returned.</b>			
<b>1. Type of Notification you are giving to Council</b>			
<i>Please tick the appropriate box(s) corresponding to the notification to Council</i>			
<input type="checkbox"/>	Commencement of Building Work	<b>Complete Sections 2, 3, 4, 6, and 8</b> <b>Complete Section 7 if applicable</b>	
<input type="checkbox"/>	Commencement of Subdivision Work	<b>Complete Sections 2, 3, 4, 6 and 8</b> <b>Complete Section 7 if applicable</b>	
<input type="checkbox"/>	Commencement of Building Work for Complying Development	<b>Complete Sections 2, 3, 4, 6 and 8</b> <b>Complete Section 7 if applicable</b>	
<input type="checkbox"/>	Commencement of Subdivision Work for Complying Development	<b>Complete Sections 2, 3, 4, 6 and 8</b> <b>Complete Section 7 if applicable</b>	
<input type="checkbox"/>	Appointment of a Principal Certifying Authority	<b>Complete Sections 2, 3 and 5</b>	
<b>2. Address of Property</b> <i>Please use CAPITALS</i>			
No	Street	Suburb	
Lot No	DP/SP No	<i>(Lot and DP numbers can be found on Council's Rates Notice or Development Consent)</i>	
Land Dimensions:	Width at Frontage	Depth/Length	
<b>3. Applicant's Details</b> <i>Please use CAPITALS</i>			
Name of Applicant		Telephone No	(Home)
Address			(Work)
Postcode			(Mobile)
<b>Name</b>	<b>Signature</b>	<b>Date</b>	
<b>4. Description of Development</b>			
<b>5. Prior Development Consents or Certificates (including plans and specifications)</b>			
A Development Consent or a Complying Development Certificate must have been issued for the proposed building work or subdivision work. Please provide details of the applicable consent or certificate below.			
Development Application No (eg. DA09/0542)			
Development Consent No		Date of Determination	
Complying Development Certificate No		Date of Determination	
Construction Certificate No		Date of Determination	

<b>5. a) Plan Details</b>		
Plan No. 200206 BD01 to BD03 issue C dated 28/8/20, BD04 issue B dated 22/5/20 & S1 to S2 issue A dated 29/5/20, Basix Certificate A386466 & Specifications prepared by MJM Consulting submitted with Application for Construction Certificate received 1/6/20.		
<b>6. Principal Certifying Authority (PCA)</b> <i>Please use CAPITALS</i>		
Name of Accredited Certifier		
Accreditation No		
Address		
		Postcode
Contact Phone No:	(Home)	(Work) (Mobile)
<b>By Appointing Wagga Wagga City Council as the PCA, you agree to the terms of this PCA agreement</b>		
<b>7. Compliance with Consent or Complying Development Certificate</b>		
All conditions contained within the Development Consent or Complying Development Certificate referred to in <b>Section 4</b> must be satisfied prior to the commencement of the work.		
Have these conditions been satisfied? <i>Please tick appropriate box</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>8. Builder/Owner Builder</b> <i>Please use CAPITALS</i>		
Does the proposal involve residential building work (within the meaning of the Home Building Act 1989)? <i>Please tick appropriate box</i>		
<input type="checkbox"/> Yes – complete either <b>Part A</b> , <b>Part B</b> or <b>Part C</b> below if these details are known		
<input type="checkbox"/> No – proceed to <b>Section 9</b>		
<b>Part A</b>		
If the work will be carried out by a licensed contractor, complete the following:		
Licensee's Name		Contractor Licence No
Documentary evidence must be attached to demonstrate that the licensee has complied with the applicable requirements of the Home Building Act 1989.		
<b>Part B</b>		
If the work will be carried out by an owner/builder, complete the following:		
Owner/Builder's Name		Owner/Builder Permit No
<b>Part C</b>		
The owner of the land must read and sign the following declaration		
<i>I....., the owner of the land, declare that the reasonable market cost of the labour and materials involved on the work is less than the amount prescribed for the purposes of the definition of "owner/builder work" in Section 29 of the Home Building Act 1989. The prescribed amount is \$10,000.</i>		
<b>9. Date of Commencement</b>		
Under the Environmental Planning and Assessment Act, the person having the benefit of either the Development Consent or Complying Development Certificate for building work or subdivision work must give Council at least two (2) days notice of the person's intention to commence that work.		
Date of Commencement		
<b>10. Signage</b>		
A sign must be placed on the development site that provides contact details for the PCA as well as the Principal Contractor and/or Owner/Builder.		
If Wagga Wagga City Council is appointed as the PCA, Council will erect the PCA sign on site.		
You <b>must</b> provide the following details:		
Name of the Principal Contractor		
Business House Contact No		After Hours Contact No

The applicant is to obtain a Compliance certificate pursuant to Section 109C of the *Environmental Planning & Assessment Act, 1979*, as amended, from Council or an accredited certifying authority, certifying compliance with the Building Code of Australia for the stages of construction listed in **Column 1**. For the purposes of obtaining the Compliance Certificate the works must be inspected by the accredited certifying authority at the times specified in **Column 2**.

A minimum of 48 hours notice is required to be given for each nominated critical stage inspection. The inspections required for your development are:

Column 1	Column 2
Frame	Prior to covering of the framework for any floor, wall, roof or other building element.
Wet areas	Prior to covering waterproofing in any wet areas.
Final	After the building work has been completed and prior to any occupation certificate being issued in relation to the building.

**NOTE 1:** A Final Occupation certificate in relation to the Building cannot be issued by Council or an accredited certifying authority until all Compliance Certificates required by this table have been issued by, or registered with the Council. The applicant shall ensure that prior to or at the time of the application for Occupation Certificate that the application for "Occupation Certificate" from attached to the Council issued Complying development Certificate must be completed and submitted to Council with all required attachments – failure to submit the completed Occupation Certificate application form will result in an inability for Council to book and subsequently undertake occupation certificate inspection.

**NOTE 2 :** The above Compliance certificates are required whether or not the work has been inspected by a Structural Engineer, a lending authority or any other person. If the Compliance Certificates are not issued Council may refuse to issue a Building Certificate under Section 149A of the *Environmental Planning & Assessment Act, 1979*, as amended.

## Service Agreement

### Responsibilities of the Principal Certifying Authority (PCA)

Wagga Wagga City Council (hereafter known as the "Council") will carry out the role of PCA and undertake the critical stage and other required inspection services in a professional manner and in accordance with the requirements of the Environmental Planning and Assessment Act 1979 & Regulation 2000.

Council will provide advice and guidance to assist in the efficient construction process and compliance with legislative requirements.

Council will undertake inspections of the work during construction and prior to issuing an Occupation Certificate (OC), to ascertain compliance with the Development Consent (DC), Construction Certificate (CC) or Complying Development Certificate (CDC) (as applicable), Building Code of Australia (BCA) and relevant standards of construction.

Council PCA fees include the issue of a final OC once the building has been completed in accordance with the DC and the BCA. However, should an applicant require an Interim OC prior to completion of the development, it will be necessary to lodge a separate application accompanied by the prescribed fee.

Inspections for development will be conducted by one of the following Council certifiers:

<b>Certifier</b>	<b>Registration No.</b>	<b>Contact</b>
Luka Stanic	2359	Civic Centre
Kira-Lee Foster	0974	Cnr Baylis & Morrow Streets
Paul O'Brien	1847	PO Box 20
Prasad Jayasekera	2982	WAGGA WAGGA NSW 2650
Josh Brockbank	3253	Ph 1300 292 442
Christopher Butt	3231	Fax 02 6926 9199
Andrew Mason	3352	council@wagga.nsw.gov.au

### Responsibilities of the Principal Contractor/Owner Builder

It is the applicant's responsibility to make arrangements with Council to carry out the relevant mandatory critical stage inspections/other inspections – as listed within the relevant development of complying development consent.

Under Clause 163 of the Environmental Planning and Assessment Regulation 2000, a minimum of **48 hours notice** (excluding weekends and public holidays), must be given to Council to enable the specified stages of construction to be inspected. Failure to provide 48 hours notice may result in an infringement being issued pursuant to the Environmental Planning and Assessment Regulation 2008.

Inspections must be booked in person or by telephoning Council on 1300 292 442 Monday to Friday between 9.00am and 5.00pm.

Building works must not proceed to the subsequent stages of construction prior to obtaining a satisfactory inspection from Council for each relevant stage of construction as specified in this Service Agreement.

Failure to notify Council of the mandatory critical stage inspections may prejudice the issuing of an OC in respect of the building.

All works must be carried out in accordance with the terms and conditions of the DC and CC or CDC (as applicable), the provisions of the BCA and relevant standards.

A new or modified DC and CC or CDC (as applicable) must be obtained for any modifications or variations to the development, prior to the commencement of any works relating to those changes.

Works not carried out in accordance with the DC or CDC (as applicable) or BCA may result in the refusal to issue an OC. A Notice of Proposed Order may also be served to ensure compliance with the DC.

Any structural or other specialist engineering details relating to the building shall be forwarded to Council at Construction Certificate or Complying Development application and thus prior to commencement of building works. Such details are to confirm compliance with the relevant provisions of the BCA and/or relevant standards to the satisfaction of Council.

To ensure compliance with the DC and CC or CDC (as applicable) and BCA, the Principal Contractor/Owner Builder may be required to submit third party certification from a suitably qualified person in a specific field (e.g., a structural engineer) to Council, demonstrating a specific matter complies with a relevant standard. Such certification is required to be prepared by an accredited certifier or other suitably qualified and experienced person and must reference the relevant provisions of the BCA, relevant standards and approved drawings. This certification is in addition to the mandatory critical stage inspections that are required to be carried out by Council.

### **Occupation Certificate (OC)**

An OC must be obtained from Council prior to the occupation or use of a new building (or part of a building) or following the change of an existing building use/classification.

The Environmental Planning and Assessment Act 1979 and Regulation 2000 provides for the imposition of penalties for using or occupying a building prior to the issuing of an OC.

Where an applicant wishes to use or occupy an incomplete development, an application may be made to Council for an Interim OC. Such application will be considered in accordance with the provisions of the Environmental Planning and Assessment Act 1979, the conditions of DC and BCA requirements.

An application for an interim or final OC must be accompanied by interim or final fire safety certificate (where applicable) as required by the Environmental Planning and Assessment Regulation 2000.

### **PCA Service Fees**

The fees for Council PCA inspection and certification services are payable upon lodgement of a Construction Certificate or Complying Development Certificate Application and thus appointment of Council as the PCA, and are GST inclusive.

The fees include payment for one (1) inspection for each of the mandatory critical stage inspections of the building. Council will provide written notice of the applicable mandatory critical stage inspections as part of the Development or Complying Development Determination.

Any additional mandatory critical stage inspections required due to staging of building works or variations in the construction sequence will attract an additional fee as set in Council Fees and Charges Policy.

Any re-inspections of works required as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory will attract an additional fee in accordance in the Council's Fees and Charges Policy.

Any additional on-site meetings requested by the applicant may attract an additional fee.

Fees do not include any services associated with the investigation, assessment, resolution and enforcement of any unauthorised or non-complying works and additional fees are applicable for these services.

### **Home Building Act 1989 Requirements**

The Principal Contractor/Owner Builder is required to satisfy the relevant insurance requirements under the Home Building Act 1989, in relation to residential building work. In the case of work carried out by a licensed contractor, details of the licensed contractor and documentary evidence of compliance with the Home Building Act 1989 (i.e. a copy of an insurance certificate issued under Part 6 of the Act) is to be provided to Council prior to works commencing.

In the case of work carried out by any other person, details of the person and owner-builder permit, or if the cost of labour and materials does not exceed \$5,000, a declaration signed by the owner of the land, is to be provided to Council.

### **Miscellaneous Requirements**

The owner must notify Council in writing of any change in the details or address of the Principal Contractor/Owner Builder.

## Your Signature

I accept the terms and conditions of this service agreement and appoint Council as Principal Certifying Authority for the subject development:

**Name**

.....

**Address**

.....

**Signature**

.....

**Date**

**Telephone**

**Note 1:** The appointment of a principal certifying authority may not be made by any contractor or other person who will carry out the building work or subdivision work unless the contractor or other person is the owner of the land on which the work is to be carried out (109E (1A) EPA Act 1979).

**Note 2:** As stated above, a builder/contractor cannot sign this form and appoint Wagga Wagga City Council as the principal certifying authority unless they are the owner of the land on which approved building works are being carried out.

## Privacy Statement

The personal details requested on this form are required under the Environmental Planning and Assessment act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



## Final Occupation Certificate

**Note:** 1. All details must be legibly printed in ink or typed  
2. Failure to complete the form and supply the required information will result in delays.

### MUST BE COMPLETED BY APPLICANT

DA No:

CC No:

CDC No:

### Type of Certificate Sought

- ☐ Interim Occupation Certificate
- ☐ Final Occupation Certificate. Kerb and Gutter Bond refund required Yes ☐ No ☐
- ☐ Change of Building Use of an Existing Building
- ☐ Occupation/use of a New Building

### Applicant's Details

Title	<input type="text"/>	Name	<input type="text"/>	Surname	<input type="text"/>
Company	<input type="text"/>			ABN	<input type="text"/>
Postal Address	<input type="text"/>				Post Code
Phone	<input type="text"/>	Mobile	<input type="text"/>	Work	<input type="text"/>
Email	<input type="text"/>			Fax	<input type="text"/>

By signing below, I advise that the application form is completed and the information required by Council is attached.

Signature  Date

**Note:** ALL correspondence will be forwarded to the address provided above

### Owner's Details

Owner's Name	<input type="text"/>	
Owner's Address	<input type="text"/>	
Phone	<input type="text"/>	Email <input type="text"/>

I/we consent to this application (Note: consent of all owners is required)

Signature	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	Date	<input type="text"/>

(Owner's signature to consent to lodgement of application)

### Site Details

Address	<input type="text"/>	City	<input type="text"/>
Legal Description (Lot & DP)	<input type="text"/>		
Site Area	<input type="text"/>	m <sup>2</sup>	

### Building Details

<input type="checkbox"/> Whole of Building	<input type="checkbox"/> Part of Building	<input type="checkbox"/> Use of Building
Use of building	<input type="text"/>	
Building Code of Australia Classification (this must be the same as that specified in the development consent or complying development certificate)	<input type="text"/>	
Boundary Adjustment	<input type="text"/>	
<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building	

### Required Attachments Where Relevant

*Required certificates for Class 2-9 Buildings(Industrial/Commercial)*

- Final Fire Safety Certificate or Interim Fire Safety Certificate (where relevant) to reflect the requirements of the Fire Safety Schedule.
- Energy Efficiency (Section J) Compliance Certificate/Letter.
- Structural engineers certification (where required).
- Glazing certificate(where required).

*Other Certificates relied on including Class 1&10 Buildings(Residential)*

- Waterproof Certificate for Wet Areas
- Frame & Truss Detail /Certification
- Termite Protection Certificate ( Copy to Council, sticker installed in power meter box)
- Basix Compliance Letter
- Smoke Detector Installation Certificate (Issued by Electrician)
- Survey report (where required)
- Bushfire letter of compliance
- Certificate of Impermeability (for all Lloyd Developments)

Council has created some of the above listed Compliance Forms for use located on the website under the following link;

<http://www.wagga.nsw.gov.au/city-of-wagga-wagga/planning-dev/application-forms,-attachments,-guides-and-checklists>

*Note: The Regulations require a copy of Development Consent, Construction Certificate or Complying Development Certificate, however it is noted that Council would have a copy of these documents on file, therefore additional copies are not required.*

### Refund Details (If Applicable)

Account Name	<input type="text"/>		
BSB	<input type="text"/>	Account Number	<input type="text"/>

### Date of Receipt

Date received	<input type="text"/>	(to be completed by Certifying Authority)
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# WAGGA WAGGA CITY COUNCIL ASSISTING YOU IN THE NEXT STEP OF THE PROCESS

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## ***REQUIRED PCA SITE SIGNAGE***

From the time work is first started on the site until completion, certain signage, including identification of the PCA, must be displayed in a position visible from the street (clauses 98A and 136B of the EP&A Reg 2000). There are fines for not having the correct signage displayed. These signs are forwarded as part of the Construction Certificate documentation. They may also be obtained from Council's Planning and Regulatory Directorate, or contact the Administration Team on 1300 292 442 and we will forward one to you.

## ***PRIOR TO BOOKING INSPECTIONS***

We require the following documentation **BEFORE** you book the relevant inspection. An inspection request may not be accepted, or the inspection carried out, if these details have not been received:-

- Wall bracing details - layout plan, including bracing unit types.
- Engineered floor joists - layout plan, member sizes, spacings and method of connection.
- Roof trusses - layout plan, identification sections, member sizes and spacings.

## ***BOOKING INSPECTIONS***

We carry out inspections every weekday (except public holidays). To make an inspection booking, or to confirm requirements, please contact Development Services on 1300 292 442.

Clause 163 of the EP&A Regulation requires that the principal contractor, or the owner builder, must give the PCA **at least 48 hours notice** before each required inspection. Whilst we always endeavour to meet your inspection needs, this may not be achievable with less than 48 hours notice, and is also subject to availability.

**Additional inspections** due to staging of building works, variations in the construction sequence and reinspections as a result of incomplete or unsatisfactory works, may attract an additional inspection fee. Where the number of inspections requested exceeds the number of inspections paid for, you will be required to make payment for future inspections at current rates.

***To avoid a potential reinspection and subsequent fees, it is strongly recommended that the principal contractor or owner builder ensures all works are completed and compliant prior to booking an inspection.***

Please note: Legislation requires that the PCA is to carry out **all** nominated and critical stage inspections (*as listed in the attached approval*). An Occupation Certificate might not be issued and the building may not be able to be used or occupied where this does not occur.

## ***OCCUPATION CERTIFICATE***

Legislation requires that an Occupation Certificate be issued on finalisation of work and prior to use. Only the PCA can issue the Occupation Certificate. The owner/person benefitting from the consent is required to complete and return to Council an application form for the Occupation Certificate. This can be downloaded from our website [www.wagga.nsw.gov.au](http://www.wagga.nsw.gov.au).