

# Complying Development Certificate

Environmental Planning and Assessment Act 1979 Section 4.28 (6)  
& Environmental Planning and Assessment Regulation 2021 Part 6

**Application Number:** CDC23/0072  
**Certifying Authority:** City of Wagga Wagga  
**Applicant:** RJ Adams  
23 Dalkeith Ave  
LAKE ALBERT NSW 2650  
**Land to be Developed:** 23 Dalkeith Ave LAKE ALBERT NSW 2650, Lot 16 DP 226646  
**Land Use Zone:** R1 General Residential  
**Proposed Development:** Additions to Existing Dwelling - Add two Bedrooms with a Mezzanine Storage Floor

**Classification under the Building Code of Australia:** Class 1a

**Code under the SEPP (CDC) 2008:** The Inland Code

**Relevant Plans:** Drawing No. 20-04 - A01, A02, A04, A05 Revision C dated 24/02/2023, 20-04 - A01, A03B Revision E dated 29/05/2023 & 20-04 - A03 Revision F Dated 13/06/2023 prepared by NAS Design & Associates Pty Ltd; Drawing No. 23S021 - S01, 23S021 - S02, 23S021 - S03, 23S021 - S04 & 23S021 - S05 all Revision A dated 04.05.2023 - prepared by Shutte & Kennard Consulting Engineers; BASIX Certificate No.A490952 dated 06/05/2023 prepared by Anh Nguyen; Site Classification report No. 9028 dated 05/12/2022 prepared by DM McMahon Pty Ltd; Architectural Specifications dated 06/05/2023 prepared by Applicant, submitted with Application for Complying Development Certificate received 18/05/2023.

## Certification:

I, the undersigned, certify that the development is complying development, and if carried out as specified in the certificate will comply with all the development standards applicable to the development and other requirements of the Environmental Planning and Assessment Regulation 2021 relating to the issue of the certificate.

**Decision:** Approved with conditions.

**Determination & Endorsement Date:** 23 June 2023

**Certificate to Lapse:** 23 June 2028

**Other Approvals:** Nil



Prasad Jayasekera  
Building Surveyor  
BDC Registration Number (2982)

## CONDITIONS OF CONSENT FOR APPLICATION NO. CDC23/0072

### Plans & Specifications

Drawing No. 20-04 - A01, A02, A04, A05 Revision C dated 24/02/2023, 20-04 - A01, A03B Revision E dated 29/05/2023 & 20-04 - A03 Revision F Dated 13/06/2023 prepared by NAS Design & Associates Pty Ltd; Drawing No. 23S021 - S01, 23S021 - S02, 23S021 - S03, 23S021 - S04 & 23S021 - S05 all Revision A dated 04.05.2023 - prepared by Shutte & Kennard Consulting Engineers; BASIX Certificate No.A490952 dated 06/05/2023 prepared by Anh Nguyen; Site Classification report No. 9028 dated 05/12/2022 prepared by DM McMahon Pty Ltd; Architectural Specifications dated 06/05/2023 prepared by Applicant, submitted with Application for Complying Development Certificate received 18/05/2023.

1. **At least two days prior to the commencement of works under this Complying Development Certificate, notification of the commencement of works shall be provided by the person having the benefit of the consent to each dwelling on a lot within 20 metres of the boundary of the development site.**
2. **The commitments listed in each relevant BASIX certificate for the development must be fulfilled.**

**Note 1.** Complying development under the Housing Code, the Rural Housing Code, the Greenfield Housing Code and the Inland Code must comply with the requirements of the Act, the *Environmental Planning and Assessment Regulation 2000* <https://www.legislation.nsw.gov.au/> and the conditions listed in this Schedule.

**Note 2.** Division 2A of Part 7 of the *Environmental Planning and Assessment Regulation 2000* <https://www.legislation.nsw.gov.au/> specifies conditions to which certain complying development certificates are subject.

**Note 3.** In addition to the requirements specified for development under this Policy, adjoining owners' property rights, applicable common law and other legislative requirements for approvals, licences, permits and authorities still apply.

**Note 4.** If the development is in the proximity of infrastructure (including water, stormwater or sewer mains, electricity power lines and telecommunications facilities), the relevant infrastructure authority should be contacted before commencing the development.

**Note 5.** Under section 4.29 of the *Environmental Planning and Assessment Act 1979* <https://www.legislation.nsw.gov.au/>, a complying development certificate lapses 5 years after the date endorsed on the certificate, unless the development has physically commenced on the land during that period.

## CONDITIONS APPLYING BEFORE WORKS COMMENCE

### Protection of adjoining areas

**A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place**

until after the completion of the works if the works:-

- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
- (b) could cause damage to adjoining lands by falling objects, or
- (c) involve the enclosure of a public place or part of a public place.

### **Toilet facilities**

- (1) Toilet facilities must be available or provided at the work site before works begin and must be maintained until the works are completed at a ratio of one toilet plus one additional toilet for every 20 persons employed at the site.
- (2) Each toilet must-
  - (a) be a standard flushing toilet connected to a public sewer, or
  - (b) have an on-site effluent disposal system approved under the *Local Government Act 1993* <https://www.legislation.nsw.gov.au/>, or
  - (c) be a temporary chemical closet approved under the *Local Government Act 1993* <https://www.legislation.nsw.gov.au/>.

### **Garbage receptacle**

- (1) A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed.
- (2) The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.

### **Adjoining wall dilapidation report**

- (1) If a wall on a lot is to be built to a boundary and there is a wall (the *adjoining wall*) on the lot adjoining that boundary that is less than 0.9m from that boundary, the person having the benefit of the complying development certificate must obtain a dilapidation report on the adjoining wall.
- (2) If the person preparing the report is denied access to the adjoining lot for the purpose of inspecting the adjoining wall, the report may be prepared from an external inspection of the adjoining wall.

### **Run-off and erosion controls**

Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by:-

- (a) diverting uncontaminated run-off around cleared or disturbed areas, and
- (b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and
- (c) preventing the tracking of sediment by vehicles onto roads, and

- (d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot.

**Tree protection measures**

- (1) This clause applies to each protected tree and any other tree that is to be retained on a lot.
- (2) The trunk of each of the following trees must be provided with a tree guard that is comprised of hardwood timber panels each having a minimum length of 2m, minimum width of 75mm and minimum thickness of 25mm and secured, but not permanently fixed or nailed, to the tree and spaced a maximum of 80mm apart-
  - (a) each tree that is within 6m of a dwelling house or any ancillary development that is to be constructed, and
  - (b) each protected tree that is within 10m of a dwelling house or any ancillary development that is to be constructed.
- (3) Each protected tree that is within 6m of a dwelling house, outbuilding or swimming pool must have a fence or barrier that is erected-
  - (a) around its tree protection zone as defined by section 3.2 of AS 4970-2009, *Protection of trees on development sites*, and
  - (b) in accordance with section 4 of that standard.
- (4) The person having the benefit of the complying development certificate must ensure that-
  - (a) the activities listed in section 4.2 of that standard do not occur within the tree protection zone of any tree on the lot or any tree on an adjoining lot, and
  - (b) any temporary access to, or location of scaffolding within the tree protection zone of a protected tree or any other tree to be retained on the lot during the construction, is undertaken using the protection measures specified in sections 4.5.3 and 4.5.6 of that standard.
- (5) The tree protection measures specified in this clause must-
  - (a) be in place before work commences on the lot, and
  - (b) be maintained in good condition during the construction period, and
  - (c) remain in place for the duration of the construction works.

**Note.** A separate permit or development consent may be required if the branches or roots of a protected tree on the lot or on an adjoining lot are required to be pruned or removed.

**CONDITIONS APPLYING DURING THE WORKS**

**Note.** The Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (Noise Control) Regulation 2008 contain provisions relating to noise.

### **Hours for construction**

Construction may only be carried out between 7.00 am and 5.00 pm on Monday to Saturday and no construction is to be carried out at any time on a Sunday or a public holiday.

### **Compliance with plans**

Works must be carried out in accordance with the plans and specifications to which the complying development certificate relates.

### **Maintenance of site**

- (1) All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.
- (2) Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.
- (3) Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
- (4) During construction-
  - (a) all vehicles entering or leaving the site must have their loads covered, and
  - (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.
- (5) At the completion of the works, the work site must be left clear of waste and debris.

### **Earthworks, retaining walls and structural support**

- (1) Any earthworks (including any structural support or other related structure for the purposes of the development)-
  - (a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
  - (b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
  - (c) that is fill brought to the site-must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the *Protection of the Environment Operations Act 1997*  
<https://www.legislation.nsw.gov.au/>, and

- (d) that is excavated soil to be removed from the site-must be disposed of in accordance with any requirements under the *Protection of the Environment Operations (Waste) Regulation 2005*  
<https://www.legislation.nsw.gov.au/>.
- (2) Any excavation must be carried out in accordance with *Excavation Work: Code of Practice* (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.

#### **Drainage connections**

- (1) If the work is the erection of, or an alteration or addition to, a dwelling house, the roof stormwater drainage system must be installed and connected to the drainage system before the roof is installed.
- (2) Any approval that is required for connection to the drainage system under the *Local Government Act 1993* <https://www.legislation.nsw.gov.au/> must be held before the connection is carried out.

#### **Swimming pool safety**

If the work involves the construction of a swimming pool, a child-resistant barrier that complies with the requirements of the *Building Code of Australia* and AS 1926.1-2012, *Swimming pool safety-Part 1: Safety barriers for swimming pools* must be erected around that work during the construction.

#### **Contamination discovered during works**

- (1) If during works on the land comprising the lot, the land is found to be contaminated, within the meaning of the Contaminated Land Management Act 1997-
  - (a) all works must stop immediately, and
  - (b) the Environment Protection Authority and the council must be notified of the contamination.
- (2) Land is found to be contaminated for the purposes of this clause if the person having the benefit of the complying development certificate or the principal certifying authority knows or should reasonably suspect the land is contaminated.

**Note.** Depending on the nature and level of the contamination, remediation of the land may be required before further work can continue.

#### **Archaeology discovered during excavation**

If any object having interest due to its age or association with the past is uncovered during the course of the work:-

- (a) all work must stop immediately in that area, and
- (b) the Office of Environment and Heritage must be advised of the discovery.

**Note.** Depending on the significance of the object uncovered, an archaeological assessment and excavation permit under the *Heritage Act 1997* may be required before further the work can continue.

## **Aboriginal objects discovered during excavation**

If an Aboriginal object (including evidence of habitation or remains) is discovered during the course of the work:-

- (a) all excavation or disturbance of the area must stop immediately, and
- (b) the person making the discovery must advise the Chief Executive (within the meaning of the *National Parks and Wildlife Act 1974* <<https://www.legislation.nsw.gov.au/>>) of the discovery in accordance with section 89A of that Act.

**Note.** If an Aboriginal object is discovered, an Aboriginal heritage impact permit may be required under the *National Parks and Wildlife Act 1974* <https://www.legislation.nsw.gov.au/>.

## **CONDITIONS APPLYING BEFORE THE ISSUE OF AN OCCUPATION CERTIFICATE**

### **Vehicular access**

If the work involves the construction of a vehicular access point, the access point must be completed before the occupation certificate for the work on the site is obtained.

### **Utility services**

If the work requires alteration to, or the relocation of, utility services on, or adjacent to, the lot on which the work is carried out, the work is not complete until all such works are carried out.

- 3.
  - a) Work must be carried out in accordance with the requirements of the Building Code of Australia,
  - b) in the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, a contract of insurance must be entered into and be in force before any building work authorised to be carried out by this certificate commences.
- 4. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
  - a) showing the name, address and telephone number of the principal certifying authority for the work, and
  - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
  - c) stating that unauthorised entry to the site is prohibited.
- 5. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.
- 6. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which

**the work relates (not being the council) has given the council written notice of the following information:**

- a) in the case of work for which a principal contractor is required to be appointed:**
  - i) the name and licence number of the principal contractor, and**
  - ii) the name of the insurer by which the work is insured under Part 6 of that Act,**
- b) in the case of work to be done by an owner-builder:**
  - i) the name of the owner-builder, and**
  - ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.**

**If arrangements for doing the residential building work are changed while the work is in progress so that the information notified above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.**

DA No:		CC No: CDC23/0072	
<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 Complete Section 7 if applicable</b>	
<input type="checkbox"/>	Commencement of Subdivision Work	<b>Complete Sections 2, 3, 4, 6 and 8 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 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 Complete Section 7 if applicable</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. Plan Details</b> Drawing No. 20-04 - A01, A02, A04, A05 Revision C dated 24/02/2023, 20-04 - A01, A03B Revision E dated 29/05/2023 & 20-04 - A03 Revision F Dated 13/06/2023 prepared by NAS Design & Associates Pty Ltd; Drawing No. 23S021 - S01, 23S021 - S02, 23S021 - S03, 23S021 - S04 & 23S021 - S05 all Revision A dated 04.05.2023 - prepared by Shutte & Kennard Consulting Engineers; BASIX Certificate No.A490952 dated 06/05/2023 prepared by Anh Nguyen; Site Classification report No. 9028 dated 05/12/2022 prepared by DM McMahon Pty Ltd; Architectural Specifications dated 06/05/2023 prepared by Applicant, submitted with Application for Complying Development Certificate received 18/05/2023.			

<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 the 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.			
I have read and understand all conditions of consent	<i>Please tick appropriate box</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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....., 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.			
<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.			
<b>Proposed Date of Commencement:</b>			
<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.			
You <b>must</b> provide the following details:			
Name of the Principal Contractor			
Business House Contact No		After Hours Contact No	
Where Wagga City Council is engaged as the PCA this signage will be supplied and installed by Council.			

# NOTICE TO NEIGHBOURS – WORKS TO COMMENCE

Dear Sir/Madam

I am writing to let you know that an application for a Additions to Existing Dwelling - Add two Bedrooms with a Mezzanine Storage Floor was approved by Wagga Wagga City Council on 23/06/2023, under a Complying Development Certificate.

Works on this development can commence any time from two (2) days after this notice has been issued. The expected start date for construction is \_\_\_\_/\_\_\_\_/\_\_\_\_.

A copy of the certificate, including related plans and specification will be available for inspection at Council's office, free of charge, during office hours.

The details are as follows:

Applicant: Raymond Joseph Adams

Local Government Area: Wagga Wagga

CDC reference number: CDC23/0072

Issued by certifying authority: Wagga Wagga City Council

Date the application was determined: 23/06/2023

Details of Principal Certifying Authority	Details of the builder on site
Name: Wagga Wagga City Council	Name:
Address: 23 Dalkeith Ave LAKE ALBERT NSW 2650 Lot 16 DP 226646	Address:
Contact Number: 1300 292 442	Contact Number:
Contact email: <a href="mailto:council@wagga.nsw.gov.au">council@wagga.nsw.gov.au</a>	Contact email:
ABN: 56044159537	ABN:

Yours sincerely

Date:

Raymond Joseph Adams

## *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 Development Assessment and Building Certification Team on 1300 292 442 and we will forward one to you.

Please apply in the NSW Planning Portal to Appointment Wagga Wagga City Council as your Principal Certifying Authority.

Please see below Applicants Guide to Lodging an Application for Appointment of Principal Certifying Authority

[https://shared-drupal-s3fs.s3.ap-southeast-2.amazonaws.com/master-test/fapub\\_pdf/QRGs/Submitting+an+Application+to+Appoint+a+Principal+Certifier.pdf](https://shared-drupal-s3fs.s3.ap-southeast-2.amazonaws.com/master-test/fapub_pdf/QRGs/Submitting+an+Application+to+Appoint+a+Principal+Certifier.pdf)

## *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 via the NSW Planning Portal 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).

To apply for an Occupation Certificate please complete in the NSW Planning Portal an *Application for Final Occupation Certificate*

Please see below Applicants Guide to Lodging an *Application for Final Occupation Certificate*

[https://shared-drupal-s3fs.s3.ap-southeast-2.amazonaws.com/master-test/fapub\\_pdf/QRGs/Submitting+an+Application+for+an+Occupation+Certificate.pdf](https://shared-drupal-s3fs.s3.ap-southeast-2.amazonaws.com/master-test/fapub_pdf/QRGs/Submitting+an+Application+for+an+Occupation+Certificate.pdf)

## *NSW Planning Portal Portal fees*

In accordance with the NSW Environmental Planning and Assessment Regulation 2000, applicants are required to pay a digital application processing fee for certain planning applications and certificates.

For more information please see below link:-

<https://www.planningportal.nsw.gov.au/nsw-planning-portal-service-fees>

## 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  Name  Surname   
Company  ABN   
Postal Address  Post Code   
Phone  Mobile  Work   
Email  Fax

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   
Owner's Address   
Phone  Email

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

Signature  Date   
 Date

(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

☐ Whole of Building ☐ Part of Building ☐ Use of Building

Use of building

Building Code of Australia Classification (this must be the same as that specified in the development consent or complying development certificate)

Boundary Adjustment

☐ New Building ☐ 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 Impermiability (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  (to be completed by Certifying Authority)