

Building and Development

Construction Certificate - Frequently Asked Questions

What do I need to include when lodging a construction certificate application?

A construction certificate application must include:

- a completed application form
- detailed building and construction plans with specifications (four copies)
- full payment of the application fees
- any documents requested to be submitted to the consent authority as a condition of development consent
- any other relevant documents

Is it possible to modify a Construction Certificate?

The Environmental Planning & Assessment Regulation (Clause 148) enables the person who has applied for a Construction Certificate (CC) or has the benefit of the CC to apply for it to be modified, or for a new CC to be issued. The application and assessment process is the same as that for the original application.

Council or an accredited certifier will be required to consider whether the proposed modification is consistent with the development consent. If the proposed changes are not consistent with the approval, a modification application or a new development application may be required before a modified CC could be issued.

Can conditions be applied to a Construction Certificate?

Generally, conditions associated with operational matters or the management of the site are included within the development consent. These could relate to limits on hours of operation, construction hours, provision of erosion/sediment control measures and the protection of public places. Conditions on CC's are only possible in specific circumstances relating to the Fire Brigades referrals and departures from the Building Code of Australia (BCA).

Can Construction Certificate approvals be staged?

CC's are not required to be issued for the entire approved development. It is possible to issue a CC's for certain stages of the development.

For example, a CC could be issued for works up to the ground floor slab and a subsequent certificate could be issued for another portion or for the remainder of the development.

Do I need to include a fire safety schedule?

A fire safety schedule is to be attached to some Class 1b and all Class 2 to 9 buildings identifying the fire safety measures that are subject to the maintenance and certification requirements in Part 9 of the Environmental Planning & Assessment Regulation. It is important to note that an occupation certificate cannot be issued until all the fire safety measures have been installed, inspected and certified through a fire safety certificate.

How long is a Construction Certificate valid?

It is important to note that a CC remains valid only whilst the Development Consent is still in date (being five years from the date on which the consent notice was issued). As such, physical work is required to be commenced on the land that benefits from the approval before the Development Consent lapses.

More information:

[Guide to the Building Approvals Process](#) - Building Professionals Board.

[Choosing a Certifying Authority](#) – Building Professionals Board/Department of Planning.

[Engaging a Certifier](#) - Building Professionals Board.

Contact Council's Duty Officer on (02) 4560 4444 or via email: council@hawkesbury.nsw.gov.au.



This document contains important information. If you do not understand it, contact the Telephone Interpreter Service on 131 450.



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