

Building and Development

Construction Certificate - Step by Step

1. Construction Certificate Application

- Completed application form.
- Detailed building and construction plans with specifications (four copies).
- Any documents requested to be submitted as a condition of development consent.
- Any other relevant documents.
- All fees and charges are to be paid as part of the application including contributions such as Long Service Levy, bonds and Development Contributions (under Section 64 of the Local Government Act 1993 and Section 94A of the Environmental Planning and Assessment Act, 1979).

2. Construction Certificate Approval

- Certificate demonstrating that the proposed development satisfies the requirements of the Development Consent applying to the land, National Construction Code, applicable Australian Standards and fire safety measures (where applicable).

3. Appoint Builder

- Sign a contract with a licensed builder and confirm that the builder has appropriate insurance.

4. Home Warranty Insurance

- Obtain a copy of the builder's home warranty insurance for your proposal (if residential work). This is required to be provided to the Principal Certifying Authority (PCA).

5. Appoint Principal Certifying Authority (PCA)

- Sign an agreement with Council or an Accredited Certifier to inspect building works.

6. Notice of Commencement

- Complete the Notice of Commencement form and lodge with Hawkesbury City Council at least two days before commencement of any work.

7. Install site safety and environmental controls

- Site protection fencing, soil and sediment control measures and worker's amenities to be provided on-site.

8. Construction

- Ensure that you comply with all conditions of Development Consent.

9. Critical Stage Inspections (Carried out by PCA)

- Provide notice to the PCA to allow for required stage inspections to be completed

10. Fire Safety Certificate

- Fire Safety Certificates are required for some Class 1b and all Class 2 - 9 buildings
- Complete a Fire Safety Certificate and attach certificates for all essential fire safety measures associated with the building

11. Occupation Certificate Application

- Apply for an Occupation or Interim Occupation Certificate before occupying part of or the whole building

12. Occupation and Use

- Ensure that you comply with conditions of consent that relate to use of the building

13. Annual Fire Safety Statement

- Annual Fire Safety Statements are required for some Class 1b and all Class 2 - 9 buildings
- It is the responsibility of the building owner to maintain essential fire safety measures and provide yearly certification to Hawkesbury City Council



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



Hawkesbury City Council

Address: 366 George Street
Windsor NSW 2756
Mailing Address: PO Box 146
WINDSOR NSW 2756
Phone: (02) 4560 4444
Fax: (02) 4587 7740
Email: council@hawkesbury.nsw.gov.au
Council Website: www.hawkesbury.nsw.gov.au
Office Hours: Monday to Friday 8:30am-5pm

September 2014