

Post Approval Information

I have my Development Consent; do I need any other approvals?

Your Development Consent will usually outline some other certificates or permits that are required in connection with the approved development. Commonly required certificates, permits and registrations are listed in the table below. Permits for skip bins are managed by the company supplying the bin.

Are there fees associated with required certificates, permits and registrations?

The majority of the certificates, permits and registrations do have fees associated with them. Details can be obtained from the relevant contact.

My DA is for a business. Do I need to register the business?

The [Australian Business Licence and Information Service](#) can help you find a comprehensive list of government licences, permits, approvals, registrations, codes of practices, standards and guidelines that may be relevant or required. Some of these requirements are included in the table below.

Type of Certificate, Permit or Registration	Purpose	For more information
Construction Certificate (CC) for building work	CC verifies that the design of a building complies with the Building Code of Australia (BCA) and meets the requirements of the Environmental Planning and Assessment Act and Regulations. Building work cannot commence until a CC has been issued. The CC is issued by a Certifying Authority, which can be either the City of Newcastle (CN) or a Private Certifier.	Phone: 4974 2036 8:30am - 4:00pm
Subdivision works Certificate	If a subdivision requires civil construction works (e.g. roads, footpaths, drainage works) a CC is required. The CC verifies that the detailed design of the works complies with the development consent. Work cannot commence until a CC has been issued. The CC is issued by a Certifying Authority, which can be either CN or a Private Certifier.	Phone: 4974 2036 8:30am - 4:00pm
Appointment of Principal Certifier (PCA) for building work	The role of the Principal Certifying Authority (PCA) is to oversee building work in accordance with the development consent and relevant building regulations. The PCA is the only person who can issue an Occupation Certificate. The role can be performed by either CN or a Private Certifier.	Phone: 4974 2036 8:30am - 4:00pm
Appointment of Principal Certifier Subdivision work	The role of the PCA is to oversee the subdivision work in accordance with the development consent and relevant legislation. The PCA is the only person who can issue a Subdivision Certificate. The PCA for subdivision works, in most cases, can only be CN.	Phone: 4974 2036 8:30am - 4:00pm
Occupation Certificate (OC)	An OC authorises occupation or use of a building, verifying that the necessary approvals and certificates are in place and the building is suitable for occupation or use in accordance with its BCA classification. The OC is issued by the PCA.	Phone: 4974 2036 8:30am - 4:00pm

Type of Certificate, Permit or Registration	Purpose	For more information
Subdivision Certificate (SC)	A SC is issued when the plan of subdivision and completed subdivision works are in accordance with the development consent and relevant legislation. The SC authorises the lodgement of the plan of subdivision with NSW Land & Property Information. The SC can only be issued by the PCA or, if there is no work, by CN.	Phone: 4974 2036 8:30am - 4:00pm
Strata Certificate	A strata certificate is issued when strata plans are in accordance with the development consent and relevant legislation. The strata certificate authorises the lodgement of the strata plan with NSW Land & Property Information. The strata certificate can be issued by either Council or a Private Certifier.	Phone: 4974 2036 8:30am - 4:00pm
Manufactured Home Application	The installation of a manufactured home or moveable dwelling (also known as a 'relocatable home') requires approval from Council prior to installation, as per Section 68 of the Local Government Act.	Phone: 4974 2036 8:30am - 4:00pm
Section 138 Roads Application	A S138 approval is required to carry out work on, over or under a public road or footway/verge area. A 138 application should be lodged as soon as practical, after the development consent has been obtained to avoid construction delays. There are two types of approvals that may be required, depending on the nature of the work.	Phone: 4974 2000 8:00am - 6:00pm
Section 138 Roads Application (cont.)	<p>1. Section 138 (Type 1) for a driveway and/or a Road Opening Permit. A Road Opening Permit is required for connections to public utilities and infrastructure, and/or the connection of stormwater pipes to CN easements or kerb and gutters. An invoice will be sent for any required restoration work.</p> <p>2. Section 138 (Type 2) for new infrastructure on a public road. Typical works include:</p> <ul style="list-style-type: none"> • proposed public roads and footways, including connections of roads to existing roads • works in, on or over foot paving or roads e.g. installation of private utilities, landscape works, ramps, or pipes (other than those issued under a road opening permit) • permanent awnings, overhead crossings, land dealings such as transfers and acquisitions, encroachments by car parking spaces. 	Phone: 4974 2000 8:30am - 5:00pm
Tree removal or planting on Council roadway	The removal and/or planting of trees on a public reserve/footway requires a request to be lodged with CN's City Greening Services. A quote will be provided and payment will be required before the works are initiated. That contact should be made a minimum of 14 days before any required works. Conditions of Development Consent will specify the need for tree removal and/or replacement. In any other situation a request must be submitted with City Greening for consideration.	Phone: 4974 6043 8:00am - 4:00pm
Temporary Road Closures for event	Temporary road closures for events such as festivals, fun runs and street parties.	Phone: 4974 2845 8:30am - 5:00pm

Type of Certificate, Permit or Registration	Purpose	For more information
Permit for Temporary Road Occupancy for Construction Purposes (TROCP)	Permits available include: <ul style="list-style-type: none"> • Crane permits • Shipping container permits for placement on a CN road reserve. • Permits to enable for the removal and delivery of materials at a construction site, the temporary use of parking spaces for construction purposes. They include: <ol style="list-style-type: none"> a) Temporary road occupancy (short term e.g.1-3 days) b) Work zone (parking permits) suitable for long term occupation 	Phone: 4974 2664 8:30am - 5:00pm
Hoarding Application	A hoarding application is required where it is proposed to close off a portion of a public footway for a nominated time period, usually when work on a site generates public safety risks in the public footway. It does not include permits for parking, see (TROCP) above.	Phone: 4974 2036 8:30am - 4:00pm
Outdoor Dining application	A permit is required to place and use outdoor dining tables and chairs on the footway.	Phone: 4974 2535 8:30am - 5:00pm
On Site Sewage Management application	The installation and operation of any on-site sewage management system requires approval from CN prior to installation and for its ongoing operation.	Phone: 4974 2525 8:30am - 5:00pm
Registration of Boarding Houses	The <i>Boarding Houses Act 2012</i> commenced on 1 January 2013. Proprietors of registrable boarding houses must register with the Department of Fair Trading. Visit www.fairtrading.nsw.gov.au for more information.	NSW Fair Trading Phone: 9895 0111
Registration of Food Premises	Unless the premises is already licensed by the Authorities, all food businesses must notify the following authorities of their food activity details: <ul style="list-style-type: none"> • the NSW Food Authority, visit www.foodnotify.nsw.gov.au for more information • CN's Food Services. 	Phone: 4974 2525 8:30am - 5:00pm
Registration of Water-Cooling Systems and Skin Penetration premises	CN is required to be notified on the approved form of premises that: <ol style="list-style-type: none"> a) contain the following cooling systems: <ul style="list-style-type: none"> • any water-cooling system • warm-water systems in hospitals and nursing homes b) conduct skin penetration such as acupuncture, tattooing, ear piercing or hair removal 	Phone: 4974 2526 8:30am - 5:00pm
Registration of Swimming Pools	Swimming pools are required to be registered on an online register to be provided by the NSW State Government. The details can be registered at www.swimmingpoolregister.nsw.gov.au	Phone: 4974 2000 8:30am - 4:00pm