

Application to Modify a Construction Certificate

Part 4A Environmental Planning and Assessment Act 1979,



Office Use – No 11

This form

Use this form to apply to Modify a Construction Certificate. You can only make this application if the development has previously been approved and any required modification to the Development Consent has been approved

Part 1: Applicant and site details

<p>1. Your name, address and details</p> <p>All correspondence will be sent to this address.</p> <p>If a company provide a contact person</p>	<p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other.....</p> <p>Family name (or company)</p> <p>Given names (or ACN).....</p> <p>Postal address.....</p> <p>Postcode.....</p> <p>Phone.....Alternative phone.....</p> <p>Fax (...).....E-mail</p> <p>Contact personReference no.....</p>
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<p>2. Location and title description of the property</p> <p>This information is available on rates notices, property deeds, or from Council property maps.</p>	<p>Unit NoHouse NoStreet.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s) Strata plan</p> <p>Other.....</p>
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<p>3. Who owns the land?</p> <p>Give the name of every owner and their postal address. (It is not to be marked 'Care Of' the company submitting the application') If insufficient space is available please attach a separate list.</p>	<p>Name 1.....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p> <p>Name 2.....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p>
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Part 2: Development details

4. Which Construction Certificate Application is to be modified?

Development Application No.
 Date Consent issued
 Construction Certificate No.
 Date issued
 Building Code of Australia Classification of building/s
 Description of approved development

5. Please describe the proposed modification

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6. Required documents

*All changes are to highlighted on all plans and elevations and discussed in the amended Statement of Environmental Impacts

You should liaise with Hunter Water as to their requirements for the amended plan to be restamped.

- 4 copies of amended plans, elevations and site plan
 - 6 copies of Notification plan* (A4) – where required
 - 2 copies of Amended Statement of Environmental Impacts*
 - A pdf copy of the application form, all documents and plans contained in the application are to be copied onto a non-returnable CD or USB stick. The pdf copies should be prepared in accordance with the specification detailed in the document titled '[Application and Plan Standards](#)' available on Council's website.
 - Other (please specify)
- Plan reference numbers

- Other document reference number.....

7. Cost of the development

- Does the Modification Application increase 'the cost of development'?
- Yes Revised cost of development \$.....
 Additional cost (as a result of the modification) \$.....
 - No

The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plant, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.

8. Have you discussed the plans with a Council Officer?

Yes. Whom did you speak to? (if known)

No

Part 3: Owner's consent and applicant's declaration

9. Owner's consent

Must be completed by the owner/s of the land. If more than one owner, every owner must sign.

If the owner is a company or owners' association, must be signed by a director, secretary or authorised delegate.

If the property is strata title, the form must be signed by the authorised delegate of the body corporate.

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Signature/s	Name/s Please Print	Capacity	Date
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.....
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**If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (eg, power of attorney, executor, trustee, company director).*

10. Probity

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of The City of Newcastle? or,

b) a State or Federal Member of Parliament?

Yes. If yes, state the relationship.....

No

11. Applicant's declaration

- I apply for consent to carry out the development described in this application.
- I declare that all the information given is true and correct.
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public for inspection both at Council and on Council's website, and will be available for copying at Council. I indemnify all persons using the development application and documents in accordance with the *Environmental Planning and Assessment Act, 1979* against any claim or action in respect of breach of copyright.

Signature.....Date.....

Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

Purpose of collection:	To enable Council as the consent authority to assess your proposal
Intended recipients:	Council staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	Newcastle City Council, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be accessed to check for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Mondays to Fridays. Payments are only accepted between **8.30am and 4.00pm**.

A duty officer is available to provide basic information in relation to development applications, **until 4:00pm daily** by phoning (02) 4974 2036 or visiting Council's Offices. By mail - Postal address, The General Manager, Newcastle City Council, PO Box 489 Newcastle 2300.

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee quotes can be obtained by contacting Council on (02)4974 2000.

Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to Newcastle City Council. Do not send cash in the mail.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to the Newcastle City Council for card payments.

Acknowledgement

Once your application has been received and accepted you will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

Fax: (02) 4974 2222

E-mail: mail@ncc.nsw.gov.au

Fee type	Amount	Receipt No	Date	Application Details
Construction Certificate Fee				<input type="checkbox"/> Plans <input type="checkbox"/> Specifications
Archiving Fee (CC)				<input type="checkbox"/> HWC <input type="checkbox"/> Mines
Inspection Fee				<input type="checkbox"/> O/B Permit <input type="checkbox"/> LSL Form
PCA Sign				
Occ. Cert Fee				<input type="checkbox"/> Home Warranty Insurance
Archiving Fee (OC)				<input type="checkbox"/> Application form completed
Long Service Levy				<input type="checkbox"/> Electronic Copies
Total				

Accepted byDate.....

Registered byDate.....