



FMBC Pty LTD  
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## CONSTRUCTION CERTIFICATE APPLICATION FORM

Construction Certificate: In accordance with Clause 139, Part 8, Division 2 of the Environmental Planning and Assessment Regulations 2000

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### PART A – Project Information

Street Number:		Street Name:	
Suburb:		State:	Post Code:
DP:	Lot:	Zone:	Your Reference number:

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### PART B - Owners Details Applicant 1

Title:	Given Name:	Surname:
Mobile Number:	Email Address:	
Street Number:	Street Name:	
Suburb:	State:	Post Code:

### Applicant 2

Title:	Given Name:	Surname:
Mobile Number:	Email Address:	
Street Number:	Street Name:	
Suburb:	State:	Post Code:

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### PART C – Applicant Details (Person having Benefit of Development Consent) within the meaning and under the EP&A ACT 1979

Title:	Given Name:	Surname:
Company/Organisation:		
Street Number:	Street Name:	
Suburb:	State:	Post Code:
Phone Number:	Mobile Number:	
Email Address:		

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**PART D – Billing Details**

Billing Name \_\_\_\_\_ ABN: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_

**PART E – Third Party Contact**

As the owner(s) of the above property, I/ we consent to information being provided to the following parties (who act on my/our behalf as an agent) during the course of my/our application:

Company/Organisation/Agent: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Owner(s)/Tenants Name: \_\_\_\_\_

Signature of all owners/tenants: \_\_\_\_\_  
Date: \_\_\_\_\_

**PART F – Owners Declaration**

I/we understand that this engagement shall be subject to the Terms and Conditions on page 4. I/we as owners/applicants of the land to which the application relates. I/we consent to the making of the application. I/we also give consent for officers/certifiers of FMBC Pty Ltd to enter the land to carry out inspections relating to this application. I/we declare that I/we will notify FMBC Pty Ltd to carry out any critical stage inspection or make arrangements with the Builder to carry out this function on my/our behalf as a condition of my/our Building contract.

.....  
Name of all owners/tenants                      Name of all applicants  
.....  
Signatures of all owners/tenants:                      Signatures of all applicants/tenants

Date: \_\_\_\_\_

**Part G –  Builders Details                       Owner Builder Details**

Name: \_\_\_\_\_ Licence No/Owner Builder Permit No: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PART H – Proposal Details

Building Classification/s:

Cost of development:

Development Description:

Local Government Area:

Has development consent been granted for the development?  Yes  No

Consent Number:

Date of Determination:

Has a Section 96 Modification been granted for the development?  Yes  No

Modification Number:

Date of Modification:

## SCHEDULE - Details of information being submitted to the Australian Bureau of Statistics

### *All New Buildings*

Area of subject site (m<sup>2</sup>):

Cost of development:

Does the site contain dual occupancy?  Yes  No

Current use of existing building/s on the subject site (if vacant, state "vacant"):

Floor area of existing building/s in m<sup>2</sup> except if being demolished:

Gross floor area in m<sup>2</sup> of proposed addition/s or new building/s. If multiple buildings, please itemise:

Proposed use of all parts of the addition/s or new building/s

### *Residential Dwellings Only*

Number of storeys of proposed dwelling:

Number of dwellings to be demolished:

Number of pre-existing dwellings:

Number of proposed new dwellings:

## Materials Used in Building

Tick the box alongside which best describes the material/s to be used in the construction of the proposed new work/s.

WALLS		ROOF		FRAME		FLOOR	
Brick Veneer		Aluminum		Timber		Concrete	
Full Brick		Concrete		Steel		Timber	
Single Brick		Concrete Tiles		Other (describe below)		Other (describe below)	
Concrete Block		Fibrous Cement					
Concrete/Masonry		Fibreglass					
Concrete		Masonry Shingle					
Steel		Terracotta Shingle					
Fibrous Cement		Tiles – other					
Hardiplank		Slate					
Timber		Steel					
Cladding/Aluminum		Terracotta Tiles					
Curtain Glass		Other (describe below)					
Weatherboard							
Other (describe below)							

### **Electronic Lodgement Guidelines**

FMBC Pty Ltd requires lodgement of the following application types in digital form.

- Quotation of proposal
- Construction Certificate Application
- Complying Development Application
- Occupation Certificate Application

Digital format of documents being provided in Portable Document Format (**PDF**) on a USB Stick, CD or similar device. The documents can be sent electronically via the submission of a "Dropbox" Link (**recommended**) [www.dropbox.com.au](http://www.dropbox.com.au), or via email (size of email capped at 50MB).

We request that the documentation is submitted in PDF format to preserve the integrity of the documentation across multiple platforms. All documents are to be an exact reproduction of the original (i.e. no photos unless otherwise specified below), and security settings must NOT be applied for access to these documents.

### **File Naming Guidelines**

FMBC Pty Ltd requests that the files are named in the following way, so they can be easily accessed in the processing of the application.

*(Please note not all documents may be relevant to your application. This is a guide to assist in naming the documents. Items not referenced below are to follow the same principles as the examples below when naming)*

### **Plan naming**

- Architectural Plans
- Structural Engineers Plans
- Hydraulic / Stormwater Plans
- Landscape Plan
- Survey Plan
- Sediment & Erosion Control Plan

### **Document naming**

- Application Form (Construction Certificate / Complying Development Certificate / Occupation Certificate, where applicable)
- PCA / Notice of Commencement Form
- BASIX Certificate
- BAL Certificate / Bushfire Report
- Colour / External Finishes Schedule
- Council Fees – Damage Deposit (*Photo accepted*)
- Council Fees – Section 94a Contribution (*Photo accepted*)
- Council Fees – Road Opening Permit (*Photo accepted*)
- Acoustic Report
- Geotechnical Report
- Section 149 Planning Certificate
- Fire Safety Schedule
- Disabled Access Report
- Traffic Report

When saving the document/s, we request the document/s are saved as a whole and not in multiple pages *i.e. do not send the BASIX Certificate as 10 individual pages*. If the document is too large to send (as per the above), the document is to be broken up into logical parts and supplied as separate files, named as followed

- Acoustic Report - Part 1
- Acoustic Report - Part 2

***Important Note:*** *Incomplete or piecemeal Applications will not be accepted. All information should be submitted together as one application package. A Maximum of two (2) bulk submissions will be accepted. FMBC Pty Ltd reserve the right to apply additional charges for extended/piecemeal submissions*

### ***WHY DO FMBC PTY LTD REQUIRE ELECTRONIC DOCUMENTS??***

The provision of electronic documents allows for a more efficient application lodgement process (therefore contributing to shorter assessment timeframes) and is more environmentally sustainable.

**If you have any enquiries about Electronic Lodgement or the above, please contact our office on 0439 214 590 and ask to speak to one of our friendly Administration Team.**