



# APPLICATION FOR CONSTRUCTION/ COMPLYING DEVELOPMENT CERTIFICATE & OCCUPATION CERTIFICATE New South Wales



**This application can be lodged in person, fax and email.**

**Wodonga Council,  
104 Hovell St,  
Wodonga, VIC 3690**

or

**Wodonga Council,  
PO BOX 923,  
Wodonga, VIC 3689**

**OFFICE HOURS: Monday to Friday, between 8.30am and 5pm.**

**Email: [info@wodonga.vic.gov.au](mailto:info@wodonga.vic.gov.au)**

**Phone: (02) 6022 9300**

**Fax: (02) 6022 9322**

**Website: [www.wodonga.vic.gov.au](http://www.wodonga.vic.gov.au)**

| BUILDING SURVEYOR   | BUILDING INSPECTORS   | BUILDING OFFICER  |
|---|---|---|
| <b>David Seal</b><br>M: 0419 035 917<br>E: <a href="mailto:dseal@wodonga.vic.gov.au">dseal@wodonga.vic.gov.au</a> | <b>Paul Nieuwerth</b><br>M: 0408 473 019<br>E: <a href="mailto:pnieuwerth@wodonga.vic.gov.au">pnieuwerth@wodonga.vic.gov.au</a>   | <b>Vicki Teschner</b><br>T: (02) 6022 9215<br>E: <a href="mailto:vteschner@wodonga.vic.gov.au">vteschner@wodonga.vic.gov.au</a> |
|   | <b>Steven Costoglou</b><br>M: 0439 360 597<br>E: <a href="mailto:scostoglou@wodonga.vic.gov.au">scostoglou@wodonga.vic.gov.au</a> |   |



## Information required to be submitted:

- **Application Form**  
Filled out correctly, signed and dated.
- **BASIX Certification**  
Required for all new dwellings.
- **Owner Builder Permit**  
Required where the landowner intends to carry out domestic building work valued at greater than \$12,000.
- **Site Plan/Allotment Plan**  
Three copies of your site plan, showing boundaries & dimensions of the allotment together with levels, site cut, retaining walls, easements and method of drainage.
- **Plans of Buildings**  
Three copies of drawings, including structural details, showing any alterations & additions.
- **Copy of Title/Plan of Subdivision**  
Including block dimensions, easements, ownership, covenants & development control plans (DCP's).
- **Applicant**  
Is the person applying for the certificate on behalf of the owner and is responsible for the settlement of all applicable fees incurred.
- **Certificate Fees**  
The fees are determined by the Cost of the works and what type of construction. A quote is available upon request and is valid for sixty (60) days from the application date.  
Wodonga Building Services reserves the right to review fees and make necessary adjustments during the assessment of the building application.  
Fees become due upon lodgement of the application.
- **Home Owners Warranty**  
Where the cost of any Domestic works by a Registered Practitioner has a value of more the \$12,000.00
- **Specifications**  
Three copies of the specifications of materials and other descriptive matter not shown on the plans.
- **Soil Tests**  
Foundation Soil Report in accordance with AS2870.
- **Computations**  
Required where engineered structural work is proposed.
- **Development Approvals**  
Contact your local Council Planning Department
- **Protection of Adjoining Property** (where the construction or site cut adjoins or affects the boundary).  
See the Building Department for more details.
- **Water Authority**  
Water main and Sewer connection applications must be lodged in person to the relevant water authority with the plumbers name provided.
- **Easements**  
Build over Easement applications must be lodged in person to the relevant authority/Council.


**CONSTRUCTION/COMPLYING DEVELOPMENT CERTIFICATE / OCCUPATION CERTIFICATE**
**Environmental Planning and Assessment Act 1979**
**Environmental Planning and Assessment Regulations 2000**
**Local Government Act 1993**
**APPLICATION FOR A BUILDING PERMIT**
**To** WODONGA BUILDING SERVICES  
PO Box 923, WODONGA VIC 3689

**APPLICATION NUMBER:**
**YOUR REFERENCE:**
**TYPE OF APPROVAL**

 Construction Certificate 

 Complying Development Certificate 

 Occupation Certificate 
**From (AGENT)**

Name:

Email:

Contact person:

Postal Address:

*(Address for serving  
or giving of documents)*

Phone:

Mobile:

Fax:

 Indicate if the applicant is a lessee or licensee of Crown Land to which this application applies:  *tick if applicable*
**OWNER DETAILS (full details)**

Name:

Postal address:

Phone:

Mobile:

Fax:

**PROPERTY DETAILS (full details must be supplied):**

NUMBER:

LOT NUMBER:

STREET NAME:

TOWN NAME:

MUNICIPAL DISTRICT:

CROWN ALLOTMENT:

SECTION:

LP/PS:

 AREA m<sup>2</sup> *(new dwellings only):*

 Land owned by the Crown or a public authority:  *tick if applicable*
**OWNER-BUILDER:** Intend to carry out the work as an owner-builder. YES  NO 
*(Not applicable for Demolition or Removal) OR*
**BUILDER** Name:

Postal address:

Phone:

Mobile:

Fax:

Contact Person:

Builders Registration No:

**PROPOSED USE OF BUILDING:**
*ie. Dwelling and Garage / Factory and Office / Retaining Wall*
**NATURE OF BUILDING WORK:**

 Alterations to existing building 

 Removal of a building 

 Construction of a new building 

 Re-erection of a building 

 Change Use of building 

 Extension of an existing building 

 Demolition of a building 

 OTHER 
**COST OF BUILDING WORK:** \$



|   |                 |
|---|-----------------|
| <b>DEVELOPMENT CONSENT ISSUED:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> |                 |
| Issue Date:   | Certificate No: |
| <b>CLASS OF BUILDING WORK As per BCA:</b>   |                 |
| <b>STAGE OF BUILDING WORKS:</b>   |                 |
| If Application is to permit a stage of the building work:                                   |                 |
| Extent of Stage:  | Value of stage: |
| Owners Consent Attached: <input type="checkbox"/>   |                 |

|                           |       |
|---------------------------|-------|
| Signature of owner/agent: | Date: |
|---------------------------|-------|

|                  |
|------------------|
| Receipt Details: |
|------------------|

**IMPORTANT NOTES**

**Appointment of building surveyor**  
 I/We appoint David Seal to act as Accredited Certifier & Principal Certifying Authority for the purpose of undertaking required inspections and issuing Compliance and Occupation Certificates. This application will be deemed to also be an application for Final Occupation Certificate.

**GENERAL INFORMATION**

**BASIX**  
 You will need a BASIX Certificate in NSW when BASIX applies to the type of development for which you require approval.  
 Applicants can generate the BASIX Certificate only on the NSW Department of Infrastructure, Planning and Natural Resources BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).  
 For commencement dates and details of the types of development for which BASIX applies, visit the BASIX website or phone DIPNR’s BASIX Help Line on 1300 650 908.  
 Plans and specifications must identify the BASIX commitments.

**PRIVACY STATEMENT**

The information you provide in this application will enable your application to be assessed by Council as the consent authority under the Environmental Planning and Assessment Act 1979. Members of the public can potentially view the application. Please contact Council if the information you have provided in your application is incorrect or changes.



# APPOINTMENT OF ACCREDITED CERTIFIER

With to the works detailed below, I

**Owners name:**

**Owners address:**

I hereby, appoint David Seal as Accredited Certifier and Principal Certifying Authority to issue the required Construction Certificate/Complying Development Certificate, carry out mandatory inspections and issue the Final Occupation Certificate when all works have been satisfactorily completed.

## Property and development details

Description of works:

At;

Lot number:

Street number:

Street name:

Suburb/town:

State:

Post code:

Signature of owner:

Date:

**Office use only:**

**Certificate number:**

**Certificate type:**

**Date issued:**