

# Engineering Works Construction Certificate application

## About this form

Complete this form to apply for Construction Certificates required prior to the commencement of work following the granting of a Development Consent. Use this form when Developer is constructing civil infrastructure, either on private property that will be dedicated to Council at a later date or on land already dedicated as public land.

## Note

One copy of engineering drawings and specifications are required with the application.

An **assessment fee is payable on lodgement of the application**. Once the application has been assessed, any additional assessment fees incurred will be invoiced to the applicant. A Construction Certificate will not be issued until all fees are paid in full. Refer to Council's fees and charges.

## Proposal

Description of development

It is compulsory to provide the Value of Work to allow for the calculation of the Long Service Levy. Long Service Levy = 0.35% of the total project cost if over \$25,000.

Value of work \$

Existing DA No

This engineering work is on:

Public land (road reserve)       Private land (to be dedicated to Council)       Both

## Applicant Details

Applicant(s) Surname/Company

Given Names

Postal Address

Suburb/Town

State

Postcode

Signature

Date

Telephone

Mobile

Email

## Property Details

Lot Number

Section Number

Deposited/Strata Plan Number

Address

Suburb/Town

State

Postcode

## Office Use Only

CCENG Application No

Total Fees Paid

Receipt No

Date

## Owner Consent

Owner(s) Surname

Given Names

I/we being the owner(s) of this property give consent to the application(s)

Signature(s) of all owners

Date

**Note:** Applications for Caravan Parks require the signature of the park owner.

**Note:** If a company owns the land, the signature of two directors of the company; a director and the company secretary; or for a company with a sole director who is also the sole secretary, that director.

Company Name

Signature of Directors

(Please indicate if sole director)

OR

Director

&

Company Secretary

Signed in accordance with the Corporations Act 2001 - Section 1.5.7

## How to lodge this form

Completed form can be:

- Emailed to [tareecouncil@gtcc.nsw.gov.au](mailto:tareecouncil@gtcc.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

**Checklist - The Construction Certificate Application can not be accepted until the following has been supplied.**

- Value of Work
- Applicant's full details
- Property details
- Owner(s) consent and signature(s)
- One (1) copy of Engineering Drawings and Specifications

**Privacy Notice:** Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

# Information for Applicants

## Construction Certificates for Public Engineering Works

A Construction Certificate is required before works conditioned in the Development Consent can proceed.

The application for a Construction Certificate is to be made to Council by the Applicant for the Development Consent or an Authorised Agent.

Complete detailed drawings showing engineering details are required with a Construction Certificate Application. It is not possible to issue a Certificate conditional upon such details being submitted later.

A minimum fee for assessment of the application is to be paid on lodgement. Any additional fees payable will be assessed by Council's Engineering Department after lodgement. The fees are reviewed each year and are noted in Council's Fees and Charges document.

Long Service Levy is payable at the rate of 0.35% where the value of the work is \$25,000 or more.

### Documents Required

#### 1. Application Form

#### 2. Plans

Initially one set of the preliminary plans is to be submitted. Following review, three copies of plans and specifications should be submitted. Two stamped copies will be returned to the applicant.

\* Design Plans shall be clearly set out so as to present the design concepts in such a way that the project can be understood, specified for construction and satisfactorily built.

#### Plans on A1 Sheets shall include:

- i Locality Sketch, Index Sheets and Development Consent Number.
- ii General Plan with contour details and a clear indication of the extent of the work, topographic information, existing vegetation, property boundaries and waterways. *Scale - 1:1000*
- iii Road Cross Sections showing road pavement widths, depths, batter slopes, kerb and gutter types, cycleways, footways, pavement design, surface treatment and edge treatment. *Scale - 1:100 Natural*
- iv Plan and longitudinal section. *Scale 1:500 or 1:100 showing services*
- v Drainage plan and profiles and schedule of drainage elements including subsoil drainage, easements and interlot drainage and catchment details/boundaries. *Scale 1:100, 1:500 or 1:4000 and calculations*
- vi Intersection layout details including line marking, pavement marking and signposting.
- vii Erosion and Sedimentation Control Plans (short term and long term treatment). A copy of Council's DCP2010 is available on Council's Website.
- viii Landscape plans to show any proposed street trees, garden plots or public reserves.
- ix Works as executed plans shall be submitted to Council signed by a Certified Registered Surveyor where the construction works vary from information shown on plans/specification at time of Subdivision Release Certificate.
- x Defects Liability/Maintenance Bond  
The bond is payable to Council for ensuring the due and proper performance and maintenance of public work as required in the conditions of the Development Consent, the Engineering Plans and Council's Codes and Specifications.  
The bond shall be paid by the Applicant or Contractor for the Construction Certificate prior to issue of the Subdivision Certificate or Occupation Certificate.  
The bond shall be in the form of cash or banker's guarantee, shall be equal to 5% of the value of the public works and shall be held for a minimum period of 12 months from satisfactory completion of the work in accordance with conditions of the Development Consent and Council's Codes and Specifications. At the end of the period, a site inspection shall be held involving the applicant, the contractor for the work and Council's Engineering Department Representative.  
If the work is agreed to be satisfactory, the bond shall be returned to the applicant.  
If the work is deemed not to comply with Council Codes and Specifications as notified in writing, the bond shall be retained in part or in full for a further period of twelve (12) months and the inspection process will then be repeated.
- xi Certificate of Practical Completion  
On practical completion of the public work and as notified by the applicant, an inspection of the work shall be carried out by the Development Applicant, the Contractor and the Council Engineering Department Representative. If the work is deemed to meet the requirements of Council's Development Consent, Codes and Specifications and Approved Plans, a Certificate of Practical Completion will be issued to the Applicant. The defects/maintenance period (12 months) shall commence from this date and the application for the Subdivision Certificate or the Certificate of Occupation can be made.