



**benchmark**  
BUILDING CERTIFIERS

# Application Form

I/we the undersigned hereby make application to Benchmark Building Certifiers for the following service(s):

**Office use only**

- Application No: **CC**
- Date received:

- Application for a construction certificate.
- To appoint the person nominated on this form as our Principal Certifying Authority for 'building work' only (no subdivision work) and for them to notify the local authority accordingly.
- To issue an occupation certificate (interim or final).

## DETAILS OF THE OWNER

- *All owners of the land must be included on the application form (or two directors/sole director for a company).*
- *In signing this form, I/we advise that I/we are person(s) eligible to appoint a Principal Certifying Authority for the relevant development and make application for the relevant above service(s).*
- *I/we acknowledge that the applicant for these services is as detailed below (under 'Details of the Applicant') and I/we consent for all approval documentation to be provided to them.*

Owner(s) name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Signature(s): \_\_\_\_\_

## DETAILS OF THE APPLICANT

- *All correspondence and documentation will be forwarded to the applicant.*
- *Please complete all parts.*

Applicant(s) name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Signature(s): \_\_\_\_\_

- *In completing this application form, the owner and applicant agree to the terms and conditions of this application form and the Service Agreement.*

## LAND TO BE DEVELOPED

Address: \_\_\_\_\_

Lot & DP No.: \_\_\_\_\_

## ESTIMATED COST OF THE DEVELOPMENT

Value of work: \$ \_\_\_\_\_  
(including GST)

## DEVELOPMENT DESCRIPTION

Approval No. & Date: \_\_\_\_\_

Consent authority: \_\_\_\_\_

Building work description: \_\_\_\_\_

BCA classification: \_\_\_\_\_

## OWNER-BUILDER OR PRINCIPAL CONTRACTOR DETAILS

(Required to be completed for "residential building work")

Name: \_\_\_\_\_

Address & Phone No. \_\_\_\_\_

Permit No./License No.: \_\_\_\_\_

Home Warranty Insurance details  
(if applicable for principal contractor)  Yes  No (required to be provided to the PCA before the commencement of works)

## LONG SERVICE LEVY PAYMENT (0.35% of value of work if \$25,000 in value or more)

Paid:  Yes  No (required to be paid prior to the issue of CDC)  
Receipt No.: \_\_\_\_\_  
Location where paid: \_\_\_\_\_

## CERTIFYING AUTHORITY DETAILS

Accredited certifier: Anthony Krilich / Robert Valades  
Accreditation number: BPB0216 / BPB0419

## APPOINTED PRINCIPAL CERTIFYING AUTHORITY

Accredited certifier: Anthony Krilich / Robert Valades  
Accreditation number: BPB0216 / BPB0419  
Address: Benchmark Building Certifiers  
5/498 High Street, Penrith NSW 2750  
Contact details: (02) 4732 6322 / [admin@benchmarkcertifiers.com.au](mailto:admin@benchmarkcertifiers.com.au) (email)  
[www.benchmarkbuildingcertifiers.com.au](http://www.benchmarkbuildingcertifiers.com.au)

Refer to Page 3-4 for Service Agreement details. The Particulars of the Proposal on Page 4 must also be completed for all work.

## **SERVICE AGREEMENT**

The following service agreement applies between the owner(s)/applicant for the development and the nominated Principal Certifying Authority (PCA). This service agreement outlines the owner(s)/applicant and the PCA's tasks and responsibilities in undertaking the certifying authority role for the development.

### **Role of the Principal Certifying Authority:**

- The nominated PCA for the development shall undertake all works in accordance with the provisions of the 'Code of Conduct' applying (BPB accreditation scheme).
- The nominated PCA shall ensure that the development or building complies with the *Environmental Planning and Assessment Act, 1979* and *Environmental Planning and Assessment Regulation 2000*, the applicable development consent, and the Building Code of Australia (as relevant to the development).

### **Responsibilities of the owner(s) and the applicant:**

- The owner(s) and/or applicant shall abide by all conditions in the development consent applying to the development and the requirements of the *Environmental Planning and Assessment Act, 1979* and *Environmental Planning and Assessment Regulation 2000*.
- The owner(s) and/or applicant shall abide by all directions made by the PCA, and shall comply with all approved documentation, including plans and specifications, applying for the development.
- The owner(s) and/or applicant shall notify the PCA within a reasonable time frame of any alterations or changes that may affect the proposed development and/or the service agreement.
- The owner(s) and/or applicant shall contact the PCA for all mandatory critical stage inspections, as notified by the PCA.

### **Critical stage inspections:**

Critical stage inspections, as defined under the *Environmental Planning and Assessment Act, 1979* and *Environmental Planning and Assessment Regulation 2000* must be undertaken for the development. The owner(s) and/or applicant must notify the PCA when a critical stage inspection is required (48 hours notice). Benchmark Building Certifiers will notify the applicant of all required inspections for the development.

The failure to inspect a mandatory critical stage inspection may result in an Occupation Certificate not being able to be issued.

### **Other inspections:**

Other inspections for the development may also be required. The owner(s) and/or applicant is to discuss other required inspections with Benchmark Building Certifiers.

### **Fees for service:**

Fees for service will be as per the quoted fee or contract for the development or as per the tax invoice where a fee is not quoted. The fees for service shall be paid prior to the issue of an approval, or within the time frame indicated on the tax invoice for the development. Alternate payment provisions may also specifically be agreed to between the owner(s) and/or applicant and the PCA for the development.

The fee for service does not include the following matters:

- Works or services not forming part of the application and service agreement.
- Complaint investigation for the development (such as when a complaint is lodged to the PCA about activities undertaken by the builder/developer/owner).
- Assessing and determining applications against the "alternative solution/performance" provisions of the Building Code of Australia (unless otherwise noted at the time of the lodgment of the application).

- Serving of a 'Notice' to carry out works or undertake works (in accordance with the legal obligations of the PCA), under the requirements of the *Environmental Planning and Assessment Act, 1979* and the *Environmental Planning and Assessment Regulation 2000*.
- Other required works will be charged at an hourly rate (nominally \$135.00/hour, or as recommended by the Australian Institute of Building Surveyors (NSW)).
- Payment of Council fees, service provider fees, contributions, Long Service Levy, or the like (unless otherwise indicated on the application form/service agreement).

## PARTICULARS OF THE PROPOSAL

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

### All new buildings:

- Number of storeys (including underground floors) \_\_\_\_\_
- Gross floor area of new building (m<sup>2</sup>) \_\_\_\_\_ m<sup>2</sup>
- Gross site area (m<sup>2</sup>) \_\_\_\_\_ m<sup>2</sup>

### Residential buildings only:

- Number of dwellings to be constructed \_\_\_\_\_
- Number of pre-existing dwellings on site \_\_\_\_\_
- Number of dwellings to be demolished \_\_\_\_\_
- Will the new dwelling(s) be attached to other new buildings? **Yes/No**
- Will the new building(s) be attached to existing buildings? **Yes/No**
- Does the site contain a dual occupancy? **Yes/No**

### Materials - residential buildings:

Please circle the appropriate number next to each material that best describes the materials for the new work:

WALLS		ROOF		FLOOR		FRAME	
11	Brick (double)	10	Tiles	20	Concrete or slate	40	Timber
12	Brick (vener)	20	Concrete or slate	40	Timber	60	Steel
20	Concrete or stone	30	Fibre cement	80	Other	70	Aluminium
30	Fibre cement	60	Steel	90	Not specified	80	Other
40	Timber	70	Aluminium			90	Not specified
50	Curtain glass	80	Other				
60	Steel	90	Not specified				
70	Aluminium						
80	Other						
90	Not specified						

End of Application  
(Web 2015)