

Construction Certificate Application Checklist

To issue a Construction Certificate for Building Works the documentation must provide enough detail for us to be satisfied that the building will fully comply with the requirements of the Building Code of Australia and will be consistent with the Development Consent.

- Completed Application form including owner's consent for the works**
The form must be signed by both owner and applicant and the original form returned by post or electronically (faxes cannot be accepted). The application is not considered to be lodged until the application form is received by this office.
- Payment of Vic Lilli & Partners fees as nominated in the fee proposal**
A tax invoice will be issued by our office for the payment of relevant fees at this stage
- Architectural plans relating to the works proposed (3 sets)**
- All relevant engineering documents (Plans, specifications and certification)**
 - Structural engineering plans (3 sets)
 - Hydraulic engineering plans (3 sets)
 - Electrical engineering plans (3 sets)
 - Fire service engineering plans (3 sets)
 - Mechanical engineering plans (3 sets)

Plans are to be full-sized and drawn to a suitable scale, they must also be "for construction" or "Construction Certificate" issue plans and include all details relevant to the construction of the building.

Where the building is being constructed under the Design & Construct procurement method we are able to issue Construction Certificates as required for the stages having completed documentation.

- Copy of the Development Consent including the stamped DA plans (1 copy)**
These plans are required for us to check the compatibility of the design with the plans approved under the Development Consent
- All details required by the conditions of the Development Consent**
A schedule of requirements provided following a thorough review of the Development Consent
- A receipt for the required Long Service Levy payment**
This levy is calculated at 0.35% of the construction costs and is payable to the Council or directly to the Long Service Payments Corporation.

If the levy is paid to the Long Service Payments Corporation you will need to sign a lodgement form. Copies of this form can be downloaded from;
- Schedule of existing Statutory Fire Safety Measures relating to the existing building (1 copy)**