



benchmark
BUILDING CERTIFIERS

General Application Form

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

Tick box to nominate the service sought

- Lodgment of a Development Application with the relevant Council.
- Lodgment of the Long Service Levy Application Form.
- Application for a Construction Certificate.
- Application for a Complying Development Certificate.
- To appoint the person nominated on this form as our “Principal Certifying Authority” and for them to notify the local authority accordingly (by owner).
- To issue the following Occupation Certificate:
 - Interim
 - Final
 - Change of building use of an existing building
 - Occupation/use of a new building

DETAILS OF THE APPLICANT

Applicant(s) name: _____

Address: _____

Contact numbers: _____

Signature(s): _____

DETAILS OF THE OWNER

All owners (or two directors/ sole director for a company) must be included on the application form.

Owner(s) name: _____

Address: _____

Contact numbers: _____

Signature(s): _____

In completing this application form, the applicant and owner agree to the terms and conditions of this application form and the Service Agreement (Pages 1 to 4).

LAND TO BE DEVELOPED

Address: _____

Lot & DP No.: _____

ESTIMATED COST OF THE DEVELOPMENT

Value of work: \$ _____
(including GST)

DEVELOPMENT DESCRIPTION

Building work description: _____

Building Code of Australia classification: _____

BUILDER DETAILS *(Required to be completed for "residential building work")*

Name: _____

Address & Phone No. _____

License No.: _____

Permit No. in case of owner builder : _____

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

LONG SERVICE LEVY PAYMENT *(For work of \$25,000 in value or more.)*

Paid: Yes No *(required to be paid prior to issue of CC/CDC)*

Receipt No.: _____

Location where paid: _____

CERTIFYING AUTHORITY DETAILS *(OFFICE USE ONLY)*

Accredited certifier: Anthony Krilich / Robert Valades / Darren Bugg

Accreditation number: BPB0216 / BPB0419 / BPB0051

Address: Benchmark Building Certifiers
5/496-498 High Street, Penrith NSW 2750

Contact number: (02) 4732 6322

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

SERVICE AGREEMENT

The following service agreement applies between the applicant/owner(s) for the development and the nominated Principal Certifying Authority (PCA). This service agreement outlines the applicants/owners 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 (BSAP NSW accreditation scheme).
- The nominated PCA shall ensure that the development or building complies with the *Environmental Planning and Assessment Act, 1979*, the applicable development consent, and the Building Code of Australia.

Responsibilities of the applicant and/or owner(s):

- The applicant and/or owners shall abide by all conditions in the development consent applying to the development.
- The applicant and/or owners shall abide by all directions made by the PCA, and all approved documentation, including plans and specifications, applying for the development.
- The applicant and/or owners 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 applicant and/or owners shall contact the PCA for all mandatory critical stage inspections, as notified by the PCA.

Mandatory critical stage inspections:

Mandatory critical stage inspections, as defined under the *Environmental Planning and Assessment Act, 1979 and Regulations* must be undertaken for the development. The 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.

Mandatory critical stage inspections may include (but are not limited to):

- At the commencement of building work, prior to any development being undertaken.
- Footing/pier inspection for the development.
- Reinforcing concrete inspection (concrete slab inspection).
- Stormwater drainage (prior to covering stormwater drainage connections).
- Framework inspection (prior to covering framework).
- Wet area waterproofing inspection (prior to covering of wet areas).
- Final inspection (at the completion of building work).

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 applicant is to discuss other required inspections with Benchmark Building Certifiers.

Fees for service:

Fees for service will be as per the quoted fee 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 applicant and 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 Regulations*.
- Other required works will be charged at an hourly rate (nominally \$120.00/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).

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| 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 (m²) _____
- Gross site area (m²) _____

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 (veneer) | 20 Concrete or slate | 10 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 (June 2007)