

## Construction Certificate Application

### 1. Applicant Details

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	Name:
Postal Address:	
Phone/Mobile:	Email:
I declare that all the information given on this form and in the accompanying documentation is true and correct. I understand that if incomplete the application may be returned to me, delayed, rejected or more information may be requested.	
Applicant(s) signature	

### 2. Site Details

Lot No.	Section No.	DP No.
Street/Rural Address No.	Street/Road Name:	
Town/Locality:		

### 3. Type of Development

<input type="checkbox"/> Construction	<input type="checkbox"/> New	<input type="checkbox"/> Alterations/Additions
<input type="checkbox"/> Subdivision		

### 4. Development Consent Details

Consent No:	Consent date:
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### 5. Description of Proposed Development

Floor area (m <sup>2</sup> ):

### 6. Estimated Cost of the Development

Estimated Cost \$	(The full cost of all materials and labour, including GST)
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### 7. Builder's details / Owner Builder Permit

Builder's name:	Address:
Phone:	Licence No.:
OR: Owner/Builder permit no.:	

### 8. Principal Certifying Authority (PCA)

Are you using Hilltops Council as your PCA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no:	Private PCA name and contact details:	

### 9. Owners' Consent

If there is more than one owner of the land, every owner must sign. If the property is within a strata plan, Consent of the Owners Corporation is required under seal. If owner is a company or corporation, a director or secretary (or authorised delegate) must sign.	
Owner(s) Name:	
Owner(s) Address:	
Phone:	email:
Owner(s) Signature:	
Date:        /        /	

## Construction Certificate Fees

*Office use only*

Construction Certificate	Fee Code	\$	Tick if fee charged
Construction Certificate Fee	CON	\$	<input type="checkbox"/>
Inspection fees (Based on number of inspections required @ \$110 per inspection)	COM	\$	<input type="checkbox"/>
Final Inspection	OC	\$	<input type="checkbox"/>
Plumbing and Drainage Fee	SC	\$	<input type="checkbox"/>
Septic Fee (If property is not connected to Council sewer infrastructure)	STI	\$	<input type="checkbox"/>
Extra Photocopying		\$	<input type="checkbox"/>
Security Deposit	SD	\$	<input type="checkbox"/>
Long Service Levy	LSL	\$	<input type="checkbox"/>
<b>TOTAL</b>		\$	

*Office use only*

Application No: CC      /	Date CC received at Council:
ID no.	Receipt Number:
Date fees paid:	Received by:

