

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 ²):

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		\$	
Inspection fees (Based on number of inspections required @ \$ per inspection)		\$	<input type="checkbox"/>
Final Inspection		\$	<input type="checkbox"/>
Plumbing and Drainage Fee		\$	<input type="checkbox"/>
Septic Fee (If property is not connected to Council sewer infrastructure)		\$	<input type="checkbox"/>
Extra Photocopying		\$	<input type="checkbox"/>
Security Deposit		\$	<input type="checkbox"/>
TOTAL		\$	

Office use only

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

