

**PART 1 - Applicant and Property Details**

**1. Applicant Details**

Full Name/Company and contact person

family name (or company):

full given names:

OR company contact person:

Postal Address

suburb:

postcode:

Contact details

phone B/H:

mobile:

email:

fax. no:

Signature of applicant

date:

**2. Property Details**

Address

unit no:

house no:

street:

suburb:

postcode:

Lot/DP/SP etc

lot:

DP/SP etc:

**3. Description of proposed development**

Is the proposal

Building work

Subdivision work

Detailed description

Existing use of the site

Location if within existing building

**4. Development Consent**

Development Consent No.

**DA/**

Date of determination

**5. Construction Certificate**

Construction Certificate No. **CC/**

Date of issue

Was the CC issued by Council? YES  NO

If no, name of accredited certifier

Accreditation No.

**6. Principal Certifying Authority**

Will Council be the Principal Certifying Authority? yes  no

If no, name of Accredited Certifier

Accreditation No.

Company

Address

Contact Numbers  
 phone B/H:  mobile:   
 email:  fax. no:

**7. Compliance with Development Consent**

Have all conditions required to be satisfied prior to the commencement of work been satisfied? yes  no

**If no, work must not commence**

**8. Home Building Act 1989 requirements**

The Principal Certifying Authority has been advised of the requirements of Clause 78C of the Regulation. yes  no

**9. Date work is to commence**

**10. Declaration**

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Applicant's Signature  date:

**OFFICE USE ONLY**

Date:  Receipt No:

Fee: