

Application for

Certificate of Construction Compliance Class 2 - 9

Building Act 2011
Building Regulations 2012

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Office use Only

Application Number

Application Form

Property Address

Lot Number:	House Number:	Street Name:
Suburb & Post Code:		

Please indicate the type of Structure

- Factory Office Public Building
- Shop Shop Fit-out Warehouse
- Other :
(Please state the Building/structure type)

Applicant Details

Applicant Name:

Applicant Address:

Applicant Preferred Numbers: (Mobile)

Applicant Email Address:

I wish to engage the services of the City of Swan to prepare a Certificate of Construction Compliance as per the attached Terms and Conditions.

The building subject to this certification, has been completed in accordance with the plans and specifications that were specified in the Certificate of Design Compliance that the City of Swan issued on the _____.

I hereby acknowledge that the Certificate of Construction Compliance does not give me approval to occupy the building and that a separate Occupancy Permit application must be submitted under the Building Act 2011.

Applicant's Signature:

Date:

Terms and Conditions

Application

1. An Applicant wishes to submit an application for an Occupancy Permit and seeks to engage a Building Surveyor of the City of Swan to prepare the Certificate of Construction Compliance.
2. The City has agreed to provide the services of a qualified Building Surveyor upon the terms and conditions contained in this Application.
3. The Applicant must complete the attached application form and submit it with the documents as listed below/where applicable:

Technical Documents

- Builders certification that the building complies with the approved building permit
 - Stormwater certification
 - Termite notifications for residential development
 - Structural certification
 - Electrical certification
 - Plumbing certification
 - Additional documents for specific requirements may be required e.g. hydraulic; fire protection; glass certification and ceiling certification.
4. Fees are payable at lodgement.
 5. The applicant should retain a copy of this document.

Fees

The rates quoted below are inclusive of GST

Minimum 2 hour Assessment Fee \$331.00

Additional Assessment Fee (per hour) \$166.00

Note:

- **Where extra information or amended documentation is required, an additional hourly fee will be payable.**
- **Fees are non-refundable**

Applicant's Initial _____

Provision of Certificate

1. The City undertakes to provide a suitably qualified Building Surveyor to examine the drawings and specifications and to address any specified requirements contained in Building Act 2011.
2. The Applicant acknowledges that this Application relates only to the provision by the City of a Certificate of Construction Compliance and that other documentation, assurances, certifications and fees are required to allow the City, as permit authority, to grant an Occupancy Permit
3. Additional costs will apply for:
 - a. Meetings that the City attends on behalf of the applicant
 - b. Extra site inspection
 - c. Additional expenses including photocopying, printing and courier charges
4. If the Applicant has not addressed the City's request for information within 21 days or there is an outstanding payment due, the City may decline to act.
5. The City will not approve or issue the Certificate of Construction Compliance until all fees are paid.
6. The Obligations of the City terminate on the provision of a Certificate of Construction Compliance to the Applicant unless otherwise agreed by the parties in writing.

How to lodge this application

By Email: eApplications@swan.wa.gov.au
By Mail: PO Box 196, Midland WA 6936
In Person: City of Swan Administration Centre, 2 Midland Square, Midland
By Fax: 08 9267 9444

Applicant's Initial _____