



FMBC Pty LTD
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COMPLYING DEVELOPMENT CERTIFICATE APPLICATION FORM

Complying Development Certificate: In accordance with Clause 1269, Part 7, Division 1 of the Environmental Planning and Assessment Regulations 2000

PART A – Project Information

Street Number:	Street Name:		
Suburb:	State:	Post Code:	
DP:	Lot:	Zone:	Your Reference number:

PART B - Owners Details Applicant 1

Title:	Given Name:	Surname:	
Mobile Number:	Email Address:		
Street Number:	Street Name:		
Suburb:	State:	Post Code:	

Applicant 2

Title:	Given Name:	Surname:	
Mobile Number:	Email Address:		
Street Number:	Street Name:		
Suburb:	State:	Post Code:	

PART C – Applicant Details (Person having Benefit of Development Consent) within the meaning and under the EP&A ACT 1979

Title:	Given Name:	Surname:	
Company/Organisation:			
Street Number:	Street Name:		
Suburb:	State:	Post Code:	
Phone Number:	Mobile Number:		
Email Address:			

PART D – Billing Details

Billing Name _____ ABN: _____
Billing Address: _____

PART E – Third Party Contact

As the owner(s) of the above property, I/ we consent to information being provided to the following parties (who act on my/our behalf as an agent) during the course of my/our application:

Company/Organisation/Agent: _____

Street Number: _____ Street Name: _____

Suburb: _____ State: _____ Post Code: _____

Phone Number: _____ Email Address: _____

Owner(s)/Tenants Name: _____

Signature of all owners/tenants: _____ Date: _____

PART F – Owners Declaration

I/we understand that this engagement shall be subject to the Terms and Conditions on page 5.
I/we as owners/applicants of the land to which the application relates. I/we consent to the making of the application. I/we also give consent for officers/certifiers of FMBC Pty Ltd to enter the land to carry out inspections relating to this application.
I/we declare that I/we will notify FMBC Pty Ltd to carry out any critical stage inspection or make arrangements with the Builder to carry out this function on my/our behalf as a condition of my/our Building contract.

Name of all owners/tenants Name of all applicants

Signatures of all owners/tenants: Signatures of all applicants/tenants

Date: _____

Part G – Builders Details Owner Builder Details

Name: _____ Licence No/Owner Builder Permit No: _____

Street Number: _____ Street Name: _____

Suburb: _____ State: _____ Post Code: _____

Mobile Number: _____ Email Address: _____

PART H – Proposal Details

Development Description:

Cost of development:

Number of Stories:

Building Classification:

Number of Structures:

PART I – Complying Development Certificate

If you are applying for a complying development certificate, please nominate which environmental planning instrument identifies the development proposed as complying development:

- SEPP [Exempt & Complying Development Codes] 2008
 - Commercial and Industrial Alterations Code
 - Commercial and Industrial New Buildings and Additions Code
 - Container Recycling Facilities Code
 - Demolition Code
 - Fire Safety Code
 - General Development Code
 - Greenfield Housing Code
 - Housing Alterations Code
 - Housing Code
 - Low Rise Medium Density Code
 - Transitional Housing Code
- SEPP [Affordable Rental Housing] 2009
- SEPP [Educational Establishments and Child Care Facilities] 2017
- SEPP [Infrastructure] 2007
- Council's LEP {please complete} _____
- Other _____



SCHEDULE - Details of information being submitted to the Australian Bureau of Statistics

All New Buildings

Area of subject site (m²): _____ Cost of development: _____

Does the site contain dual occupancy? Yes No

Current use of existing building/s on the subject site (if vacant, state "vacant"):

Floor area of existing building/s in m² except if being demolished:

Gross floor area in m² of proposed addition/s or new building/s. If multiple buildings, please itemise:

Proposed use of all parts of the addition/s or new building/s

Residential Dwellings Only

Number of storeys of proposed dwelling: _____ Number of dwellings to be demolished: _____

Number of pre-existing dwellings: _____ Number of proposed new dwellings: _____

Materials Used in Building

Tick the box alongside which best describes the material/s to be used in the construction of the proposed new work/s.

WALLS		ROOF		FRAME		FLOOR	
Brick Veneer	<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Concrete	<input type="checkbox"/>
Full Brick	<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Steel	<input type="checkbox"/>	Timber	<input type="checkbox"/>
Single Brick	<input type="checkbox"/>	Concrete Tiles	<input type="checkbox"/>	Other (describe below)	<input type="checkbox"/>	Other (describe below)	<input type="checkbox"/>
Concrete Block	<input type="checkbox"/>	Fibrous Cement	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Concrete/Masonry	<input type="checkbox"/>	Fibreglass	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Concrete	<input type="checkbox"/>	Masonry Shingle	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Steel	<input type="checkbox"/>	Terracotta Shingle	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Fibrous Cement	<input type="checkbox"/>	Tiles – other	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Hardiplank	<input type="checkbox"/>	Slate	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Timber	<input type="checkbox"/>	Steel	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Cladding/Aluminum	<input type="checkbox"/>	Terracotta Tiles	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Curtain Glass	<input type="checkbox"/>	Other (describe below)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Weatherboard	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (describe below)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Electronic Lodgement Guidelines

FMBC Pty Ltd requires lodgement of the following application types in digital form.

- Quotation of proposal
- Construction Certificate Application
- Complying Development Application
- Occupation Certificate Application

Digital format of documents being provided in Portable Document Format (**PDF**) on a USB Stick, CD or similar device. The documents can be sent electronically via the submission of a "Dropbox" Link (**recommended**) www.dropbox.com.au, or via email (size of email capped at 50MB).

We request that the documentation is submitted in PDF format to preserve the integrity of the documentation across multiple platforms. All documents are to be an exact reproduction of the original (i.e. no photos unless otherwise specified below), and security settings must NOT be applied for access to these documents.

File Naming Guidelines

FMBC Pty Ltd requests that the files are named in the following way, so they can be easily accessed in the processing of the application.

(Please note not all documents may be relevant to your application. This is a guide to assist in naming the documents. Items not referenced below are to follow the same principles as the examples below when naming)

Plan naming

- Architectural Plans
- Structural Engineers Plans
- Hydraulic / Stormwater Plans
- Landscape Plan
- Survey Plan
- Sediment & Erosion Control Plan

Document naming

- Application Form (Construction Certificate / Complying Development Certificate / Occupation Certificate, where applicable)
- PCA / Notice of Commencement Form
- BASIX Certificate
- BAL Certificate / Bushfire Report
- Colour / External Finishes Schedule
- Council Fees – Damage Deposit (*Photo accepted*)
- Council Fees – Section 94a Contribution (*Photo accepted*)
- Council Fees – Road Opening Permit (*Photo accepted*)
- Acoustic Report
- Geotechnical Report
- Section 149 Planning Certificate
- Fire Safety Schedule
- Disabled Access Report
- Traffic Report

When saving the document/s, we request the document/s are saved as a whole and not in multiple pages *i.e. do not send the BASIX Certificate as 10 individual pages*. If the document is too large to send (as per the above), the document is to be broken up into logical parts and supplied as separate files, named as followed

- Acoustic Report - Part 1
- Acoustic Report - Part 2

Important Note: Incomplete or piecemeal Applications will not be accepted. All information should be submitted together as one application package. A Maximum of two (2) bulk submissions will be accepted. FMBC Pty Ltd reserve the right to apply additional charges for extended/piecemeal submissions

WHY DO FMBC PTY LTD REQUIRE ELECTRONIC DOCUMENTS??

The provision of electronic documents allows for a more efficient application lodgement process (therefore contributing to shorter assessment timeframes) and is more environmentally sustainable.

If you have any enquiries about Electronic Lodgement or the above, please contact our office on 0439 214 590 and ask to speak to one of our friendly Administration Team.

