



## **Development Guide No. 4 – What is a Construction Certificate?**

### ***What is a Construction Certificate?***

A Construction Certificate (CC) is an approval for you to undertake physical works (building and/or civil) on a development. A CC may only be issued once development approval has been granted and you have complied with any conditions of consent nominated as “prior to the issue of the Construction Certificate”.

### ***Who can issue a Construction Certificate?***

A Construction Certificate for building works may be issued by either Council or an Accredited Private Certifier. Your chosen certifier (either Council or an accredited private certifier) is known as the Principal Certifying Authority, or PCA as commonly referred to.

### ***Why do I need to obtain a Construction Certificate?***

A Construction Certificate is required to ensure that the scope of works complies with the Building Code of Australia and relevant Australian Standards in relation to building works and Engineering standards in relation to civil works.

### ***How do I submit a Construction Certificate application to Council?***

In order to gain a CC approval, you are required to fill out an application form, pay a fee and submit any necessary information such as plans and specifications. Council will then assess your application and issue a Construction Certificate.

### ***After I gain my Construction Certificate, what do I do next?***

You must notify Council at least 2 days in advance of when you propose to start works, regardless of who is your PCA. Notification shall be via the prescribed form attached with the approved Construction Certificate. Where applicable you are also required to forward a copy of your Owner-Builder permit or the Home Building Compensation Fund insurance.

Should Council be your chosen PCA, you are required to have inspections at certain stages of the development.

### ***Owner-Builder Permit***

If you are the Owner-Builder for residential work exceeding \$10,000 in value, you need to provide Council with a copy of your Owner-Builder Permit. If you are the Owner-Builder for residential work exceeding \$20,000 in value, you must also complete an approved owner-builder education course available from certain providers (see list on [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)). You will need to provide Council with a copy of your Owner-Builder Permit prior to the commencement of work.

For further information contact the Department of Fair Trading, Wagga Wagga branch on 6921 5166.

### ***Home Building Compensation Fund Insurance***

Home Building Compensation Fund Insurance is required for any residential building work or supply of a kit home, where the work is carried out by a licensed contractor and is valued at more than \$20,000. The contractor must obtain the insurance and provide the certificate to the owner prior to taking any money on the contract, commencing work, or supplying the kit home. You need to provide Council with a copy of the Home Building Compensation Fund Insurance prior to the commencement of work.

For further information, contact the Department of Fair Trading, Wagga Wagga branch on 6921 5166

### ***Now that the works have been completed can I move into the building?***

A building cannot be legally occupied until an Occupation Certificate has been issued by the PCA.

An Occupation Certificate is issued when all the conditions of development consent have been complied with.