



PO BOX 954  
Fyshwick ACT 2609  
(02) 6280 7142

[www.capitalcertifiers.com.au](http://www.capitalcertifiers.com.au)  
[info@capitalcertifiers.com.au](mailto:info@capitalcertifiers.com.au)

## **Documentation required to be lodged with a Construction Certificate (CC) Application form;**

- Construction Certificate Application form completed and signed
- Notice of Determination from local council (Development Approval)
- Stamped DA Plans
- Full set of most recent architectural plans (if different from DA Plans)
- Structural engineering plans including site classification
- Proof of Ownership (Rates notice, Certificate of Title)
- Section 138 Approval to carry out any roadworks within the council reserve
- Basix Certificate if cost of works is over \$50,000
- Long Service Levy Receipt if cost of works is over \$25,000
- Any additional documents required by any DA condition
- Terms of Engagement signed by owners

## **Prior to the issue of any commencement notice we require the following;**

- Home Owners Warranty Insurance Certificate if cost of works is over \$20,000, or
- Owner Builders Permit
- Completed and signed 'Notice of Intention to Commence Work' form