

PRIVATE CERTIFICATION INFORMATION SHEET**On Engagement**

When your client or yourself make an application the following will be required to be supplied: (in many instances we will assist with most forms)

1. **Engagement Agreement Form (Fee Calculations Based on Area and Class of Building)**
2. **Development Application Form (Nominate Builder if Known or Owner Builder or Provide Copy Of Building Indemnity Insurance Certificate if Building Contract is in place)**
3. **Payment of the Certification Fee to Nikias Certification must accompany all applications**
BRC will not be issued unless the Fee has been paid
4. **Construction Industry Training Fund Levy Form**
(Generally this form should be paid before you lodge your application with us however we undertake to lodge this form with your payment as part of our service and your convenience. Please provide Separate Cheque made out to CITB) together with relevant details as required or alternatively add the CITF levy amount to the Certification Fee .
Building rules Consent cannot be issued until this has been paid and copy of receipt provided.
5. **We will notify the Relevant Council of our engagement**
6. **Res Code Application form and completed Compliance Checklist (Where applicable)**

The Certification Process

Your documents will be assessed against the relevant Building Regulations and Standards and you will be notified if some inconsistencies exist for your immediate attention.

1. **A BUILDING RULES CONSENT will be issued with CONDITIONS if applicable or VARIATIONS to Building Rules granted as allowed by the Regulations.**
2. **For Classes 2 -9 A SCHEDULE OF ESSENTIAL SAFETY PROVISIONS will also be issued where applicable.**
3. **The certified documents will be sent to the relevant council .**
The council is obliged under regulations to issue DEVELOPMENT APPROVAL within 5 business days on receipt of the certified documents. (Although a Certificate of Compliance is issued by us, the Council planning officer will still probably check that drawings are consistent with the Development Plan Consent)
4. **The Council will send 1 set of the approved documents to the applicant / owner with OFFICIAL DEVELOPMENT APPROVAL.**

Following Page Lists Document that are required to be provided so that assessment for Building Rules Compliance can be undertaken

PRIVATE CERTIFICATION INFORMATION

Documents you are required to provide

- 1 copy of your Development Plan Consent* together with all conditions of approval.
 - 1 copy of Council Stamped approved drawings (A3 or A4 (if still legible)) . (* Planning approval)
 - We will be checking Consistency between the Development Plan Consent Documents and the Documents provided for Building Rules Consent.
 - Please advise if you have made amendments and provide documentation from council approving any amendments/extension of time to the Development Plan Consent
- 2 copies of Architectural Drawings
Floor Plans, Site Plan, Stormwater Plan, Elevations, Sections, Min Scale 1:100
Details of Stairs and Balustrades Min Scale 1:50,
- Details of Swimming Pool Safety Fencing- Construction Details or Manufacturer's Technical Information
- 2 Sets Building Specifications and Schedules ,
- 2 Sets Energy Efficiency Report BCA Vol 2 2014 Compliant (6 Star) from an Accredited Energy Rater
- 2 Sets Class 2 -9 : Energy Efficiency Calculations or Certificate from an Accredited Energy Rater or Building services Engineer must be provided complying with Part J of the BCA Vol12014
- 2 Sets of Roof Truss Layout Plan
- 2 Sets Details and Calculations regarding Timber Roof/Floor Trusses
- 2 Sets Wall Bracing
- 2 Sets Wall Framing and Roof Framing
- 2 Sets Site Drainage/Stormwater Plan
- 2 copies of Engineer's Soil Report
- 2 Sets Structural Calculations and drawings for any specifically designed building framing
- 2 Sets Building Services Consultants drawings and specifications /reports (Class2-9)
- Copy of Builder's Indemnity Insurance for Residential Class 1a & Class 2 Developments if a Builder has been engaged. (Please Specify if Owner Builder or if Builder has not been appointed at time of application)
- Please note that all sets must fully collated and delivered as 2 separate sets of documents to assist in efficient processing of your application.

Application and Issue Of Variation Approval (Regulation 47a Variation)

- Where a Variation is required to be issued due to changes in construction or as a requirement following Council inspection after Development Approval or during construction the following information will be required;
 1. 2 sets of all documentation in hard copy related to Variation in construction (e.g. Changes made during Construction or New Roof Framing Truss Layouts and Calculations Changes to beams/ lintels etc.)
 2. A list describing the changes made (or copy of letter from Council related to identified changes)
 3. Payment must accompany the application for Variation Approval together with the documents
 4. Fees for Variation assessment are as follows:
 - a. Minor Variations (changes to openings, small items of structure new Roof Truss Details for single dwelling etc) \$198.00 incl GST
 - b. Larger Variations (New Roof Layout and Structure, New Footing System, Multiple Dwelling development Floor/Roof Truss max of 3 dwellings etc) \$275.00 incl GST