

CHECKLIST FOR THE LODGEMENT OF COMPLYING DEVELOPMENT CERTIFICATE

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Please refer to 'Plans' under 'Step 3' on Council's web page.

DEVELOPMENT TYPE		Applicant	Office
Subdivision work	Does the development involve subdivision work? If yes, provide appropriate subdivision work plans and specifications, which are to include: <ol style="list-style-type: none"> details of the existing and proposed subdivision pattern (including the number of lots and the location of roads), details as to which public authorities have been consulted with, as to the provision of utility services to the land concerned, detailed engineering plans. copies of any compliance certificates to be relied on. 	<input type="checkbox"/>	<input type="checkbox"/>
Change of use	Does the development involve a change of use of a building (other than a dwelling house or a building or structure that is ancillary to a dwelling house and other than a temporary structure or work that relates only to a fire link conversion)? If yes provide: <ol style="list-style-type: none"> a list of the category 1 fire safety provisions that currently apply to the existing building, a list of the category 1 fire safety provisions that are to apply to the building following its change of use. 	<input type="checkbox"/>	<input type="checkbox"/>

PLANS

Site plan	Provide site plan of the land indicating: <ol style="list-style-type: none"> the location, boundary dimensions, site area and north point of the land, existing vegetation and trees on the land, the location and uses of existing buildings on the land, existing levels of the land in relation to buildings and roads, the location and uses of buildings on sites adjoining the land. 	<input type="checkbox"/>	<input type="checkbox"/>
Plans of development	Please refer to 'Plans' under 'Step 3' on Council's web page.	<input type="checkbox"/>	<input type="checkbox"/>
Elevations	Inclusive FFL, NGL, overall height, ** Plans must indicate all levels relative to a nominated datum point.	<input type="checkbox"/>	<input type="checkbox"/>
Construction plans	Appropriate building work plans and specifications , which are to include: <ol style="list-style-type: none"> detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan. specifications for the development: a statement as to how the performance requirements of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used), description of any accredited building product or system sought to be relied on for the purposes of section 4.28(4) of the <i>Environmental Planning and Assessment Act 1979</i>**, copies of any compliance certificate to be relied on, if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building, in respect of BASIX affected development, such other matters as the BASIX certificate(s) requires to be included in the plans and specifications. (See – BASIX NOTES as the end of this section), in respect of BASIX optional development for which a BASIX Certificate(s) has been obtained, such other matters as the BASIX Certificate(s) requires to be included in the plans and specifications. (See – BASIX notes at the end of this checklist). 	<input type="checkbox"/>	<input type="checkbox"/>

Sections	Inclusive of proposed building materials, floor and ceiling heights. Section locations must be indicated on the floor plans.	<input type="checkbox"/>	<input type="checkbox"/>
Site management plan	Inclusive of location/specification of soil and water management facilities and location of storage space for building materials.	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the plans relate to alterations and/or additions to an existing building(s), the proposed changes are to be coloured to easily identify existing and proposed construction.

SPECIFICATIONS

BASIX	Copy of BASIX Certificate. All commitments are to be indicated on plans or in specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	Specifications must describe the construction and materials of which the building is to be built and the method of drainage, sewerage, and water supply. The specification must state if the materials are to be new or second-hand. Of any second-hand materials must be provided. If for swimming pool, pump specifications required.	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire commitments	Where your consent or application requires construction to comply with <i>AS3959 – construction of buildings in bushfire-prone areas</i> , your bushfire commitments shall be included in your application (you may use Council 's bushfire commitments form).	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety	Required for work other than work in relation to a dwelling house or structure that is ancillary to a dwelling house): a) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and b) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	a) Erection of a wall to a boundary that has a wall less than 0.9m from the boundary, a report by a professional engineer (within the meaning of the BCA) outlining the proposed method of supporting the adjoining wall. b) Demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary, a report by a professional engineer (within the meaning of the BCA) outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH THE BCA

BCA – class 1 and 10	Compliance with the Building Code of Australia (BCA) and the relevant Australian Standards is to be demonstrated on the plans and specifications. If an alternate solution is proposed, a separate report is to be provided setting out the proposal and the method of complying with the performance requirements.	<input type="checkbox"/>	<input type="checkbox"/>
BCA – class 2-9	Compliance with the Building Code of Australia (BCA) and the relevant Australian Standards is to be demonstrated on the plans and specifications. If an alternate solution is proposed, a separate report is to be provided setting out the proposal and the method of complying with the performance requirements. Where applicable, provision of a report demonstrating compliance with Section J of the BCA. Where the proposal is for alteration and additions to an existing building, both the existing and proposed fire safety measures are to be indicated on the plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACT FOR CERTIFICATION WORK

Contract for certification	Has the Contract for Certification work been completed and signed by all applicants?	<input type="checkbox"/>	<input type="checkbox"/>
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General requirements	Applicant	Office
1. You will need to lodge your CDC on the NSW Planning Portal .	<input type="checkbox"/>	<input type="checkbox"/>
2. You will need to prepare all of your supporting documents as separate PDFs and upload them as attachments with your CDC on the NSW Planning Portal .	<input type="checkbox"/>	<input type="checkbox"/>
3. If the plans relate to alterations and/or additions to an existing building(s) , are the proposed changes coloured to distinguish proposed changes from existing building(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the applicant, owner or any person with a financial interest in this application made a donation to a councillor or Council employee in the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all registered owners signed the ' owners consent ' form?	<input type="checkbox"/>	<input type="checkbox"/>
6. The application is fully completed .	<input type="checkbox"/>	<input type="checkbox"/>

Privacy Statement: The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit www.esc.nsw.gov.au/privacy for more information.