Complying Development Certificate (CDC) application process

Research whether your proposed development complies with criteria for complying development in the Codes SEPP, Building Code of Australia and the Environmental Planning & Assessment Act 1979.

If you're unsure whether your development complies, you can request a pre-lodgement meeting with one of our Development Help Desk staff by calling 02 4474 1231.

Check with Council whether you need any separate approvals or permits (ie, Section 68,138, BAL certificate, flood certificate) for certain parts of your development or activities.

You will need to appoint a Principal Certifier (PC). You can then prepare and lodge your CDC on the NSW Planning Portal.

Pre-approval notification (may be required).

PC carries out site inspection of development site. Your PC will assess your CDC application.

PC will issue your CDC (if compliant): you'll receive formal determination and stamped approved plans.

Before starting works you will need to appoint a PC, if you haven't done so.

The PC will advise you of what inspections are required at each stage of construction, and any information you'll need to submit before starting works.

Once you have satisfied these requirements, works can start.

PC must carry out all required critical stage inspections. This includes a final inspection. Council will need to carry out all plumbing and drainage inspections required.

Once the PC carries out a satisfactory final inspection, and you have addressed all conditions of consent that need to be completed before the Occupation Certificate (OC) is issued, eg, payment of contributions, the PC will issue the OC to allow you to occupy (or use) your building.

Use or occupation can start.

