

CONSTRUCTION CERTIFICATE AND COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST



This checklist will assist you with the preparation of your Construction Certificate (CC) and Complying Development Certificate (CDC). In providing the information outlined below, you will be assisting Council staff to process your application in a timely manner.

Please be aware that if the required information is not provided, your application will not be accepted at the Customer Service counter.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	YES	NO	N/A
1. APPLICATION FORM	a. Has the application form been fully completed?			
	b. Have you provided mobile phone numbers and email addresses within Part B of the Application for Approval form?			
	c. Has the owner and applicant completed the conflict of interest declaration?			
	d. Where a company owns the property, the company seal or company letterhead should be provided along with the names of all partners/directors. Has this been provided?			
	e. Have you requested Council to be the principal Certifying Authority?			
	f. Has the political donations/gifts section on page 2 of the Application for Approval form been completed prior to submission of this application to Council?			
	g. Have you completed the 'Contract agreement for the undertaking of Certification Work' form?			
	h. Is the site permissible to obtain a Complying Development Certificate?			
2. USB	a. Have you included a USB containing a PDF version of all documentation as submitted with this application?			
	b. Have you named all PDF documents in accordance with Council's File Naming Protocol for Applicants and Private Certifiers ? A copy of this document is available at Council's Administration Centre or alternatively, visit Council's website to access all forms and documents.			
3. PLANS/DETAILS	a. Have you provided 2 copies of architectural plans which are adequately dimensioned and include a site plan clearly identifying where the structure will be located and the distance it will be from the adjoining boundaries (Scale 1:200).			
	b. Have you provided elevations clearly showing what the structure will look like from the front, rear and side/s (Scale 1:100)?			
	c. Have you provided a floor plan clearly showing what the structure will look like from above (Scale 1:100)?			
	d. Have you provided (2) copies of building Specifications?			
	e. Have you provided (2) copies of the structural engineer's details/plans?			
	f. Have you submitted a copy of the Sydney Water Tap in approval?			
	g. Have you provided a copy of Home Owners Warranty Insurance or Owner Builders Permit ?			
	Note: To determine whether you require an owner-builder permit for your development refer to NSW Fair Trading website: www.fairtrading.nsw.gov.au			

4. WASTE PLAN	Has a Waste Management Plan been submitted meeting the requirements of Council's DCP ? Please refer to Council's website for further information.			
5. STORMWATER	<p>a. Have stormwater drainage details containing information meeting the requirements of 'Appendix A' of Council's <i>Stormwater Drainage Policy</i> been submitted with the application?</p> <p>b. Has a full calculation schedule producing hydrologic and hydraulic gradeline analysis been submitted with this application?</p>			
6. BASIX	<p>a. Has a Basix Certificate been provided?</p> <p>b. Have details of the commitments to Basix been included on the plans? (Including proposed vegetation , location of water tank, location and specifications of air conditioning unit).</p> <p><u>Note:</u> A Basix Certificate is required for all new dwellings (including secondary dwellings). Dwelling additions (where the value of works exceeds \$50,000.00) and swimming pools over 40,000 litres, and can be obtained from www.basix.nsw.gov.au</p>			
7. DEVELOPMENT CONTRIBUTIONS	<p>Are Development Contributions applicable to the proposal?</p> <p><u>Note 1:</u> Direct (Section 7.11) Development Contributions (formerly known as Section 94) apply to all developments that increase the number of dwellings or occupancies on a site. To see which developments would trigger a Direct (Section 7.11) Development Contribution, refer to Section 2.7 'Development to which this Plan applies' of Council's Direct (Section 94) Development Contributions Plan 2011. Section 7.11 Contributions are determined in accordance with Appendix 'D' Schedule of Contributions rates.</p> <p><u>Note 2:</u> Indirect (Section 7.12) Development Contributions (formerly known as Section 94A) apply to developments that are generally not covered by Section 7.11 Contributions and where development exceeds \$100,000. To determine which developments would trigger an Indirect (Section 7.12) Development Contribution, refer to Section 7 'Development to which this plan applies' of Council's Indirect (Section 94A) Development Contributions Plan 2011.</p> <p>Development Contributions shall be paid prior to the release of the Construction Certificate.</p>			

Declaration by Applicant

In submitting this checklist I acknowledge that:

- Conflict of interest declaration for the land owner and I as the applicant, has been completed.
- The work will be carried out in accordance with the Building Code of Australia, the Environmental Planning and Assessment Act, 1979 and Regulation under the Act.
- To the best of my knowledge and belief, the details on this checklist are correct in every aspect and the information required has been supplied.
- I understand that if I do not clearly demonstrate compliance with the relevant policies and the information requested above, this application may be rejected, returned and/or refused.

Applicants name (please print)

Signature

Date

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