

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 on the application form?			
	c. Has the owner and applicant completed the conflict of interest declaration?			
	d. Where a company is the owner or applicant, the company seal or company letterhead should be provided. In addition, a list of the names of all partners/directors and an Australian Business Number (ABN) must be submitted. Has this been provided?			
	e. Have you requested Council to be the certifier?			
	f. Has the political donations/gifts section 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. PLANS/DETAILS	a. Have architectural plans been provided 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 building specifications?			
	e. Have you provided 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				
3. 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.			

4. STORMWATER	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?			
	b. Has a full calculation schedule producing hydrologic and hydraulic gradeline analysis been submitted with this application?			
5. BASIX	a. Has a Basix Certificate been provided?			
	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). <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			
6. DEVELOPMENT CONTRIBUTIONS	<p>Are Local Infrastructure Contributions (previously referred to as development contributions) applicable to the proposal?</p> <p>The Local Infrastructure Contribution Plan 2023 (s.7.11 and s.7.12) applies to development in Fairfield City. The Plan identifies whether a s.7.11 contribution <u>or</u> a s.7.12 levy applies (<i>refer 1.10 Development to which this Plan applies</i>).</p> <p><u>Note:</u> s.7.11 contributions (previously known as s.94) generally applies where development increases the number of dwellings or occupancies on a site.</p> <p><u>Note:</u> s7.12 levies (previously known as s.94A) generally applies where development is not subject to s.7.11 contributions (and development in the Western area) and where the development cost is greater than \$100,000.</p> <p>Local infrastructure contributions (s.7.11 contribution or s.7.12 levy) shall be paid in accordance with the conditions of a complying development certificate, generally 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 / /