

## SUBMISSION CHECKLIST – Construction Certificate Applications

✓ *Please tick each box relevant to your application*

- ☐ **Application** (Completed and submitted on NSW Planning Portal)
- ☐ **A copy of the Development Consent** (including plans/documents approved)
- ☐ **HBCF Insurance Certificate** (Home Building Compensation Fund – if applicable)
- ☐ **Owner Builder Certificate** (if applicable)
- ☐ **Construction details**
  - ☐ Structural engineer's plans
  - ☐ Engineer's Compliance Certificate (Design)
  - ☐ Specifications
  - ☐ Truss details
  - ☐ Soil test report
  - ☐ Termite protection details (if applicable)
  - ☐ Fire safety details
  - ☐ Relevant Australian Standards to which the following building components are to be constructed: footings, framing, site drainage, termite, fire safety, wet areas, light and ventilation etc.
  - ☐ Evidence of certification for any accredited components, process, or designs

Note: Council recommends use of a comprehensive specification from a reputable source to supplement construction plans. Providers of such products include NatSpec, NBS or industry associations such as HIA or MBANSW)

- ☐ **Miscellaneous**
  - ☐ Long service levy receipt (if applicable)
  - ☐ Development contributions Receipt (if applicable)
  - ☐ Bushfire assessment report (if applicable)
  - ☐ Plumbing permit (at minimum, a site plan stamped and signed by Essential Water Plumbing Inspector)
  - ☐ Road opening permit (if applicable)
  - ☐ Builder's contract (If available)
  - ☐ Any documents requested to be submitted as a condition of development consent

☐ **Certification Work Agreement**

Note: these will be requested following initial submission on the NSW Planning Portal

- ☐ Certification fees paid
- ☐ Agreement signed

☐ **Site plan(s)**

- ☐ Scale (1:200 preferred)
- ☐ North point
- ☐ Site boundary dimensions
- ☐ Setback dimensions
- ☐ Location of easements (indicate type)
- ☐ Contours to AHD (existing and proposed)
- ☐ Location of structures (existing and proposed)
- ☐ Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
- ☐ Location of trees/vegetation (existing and proposed)
- ☐ Location of fences (existing and proposed)
- ☐ Location of drainage facilities/services (existing and proposed)
- ☐ Structures/trees to be removed identified
- ☐ Proposed cut/fill (area, type, level to AHD)
- ☐ Finished floor levels (AHD)
- ☐ Stormwater to Legal Point of Discharge

☐ **Floor Plan(s)**

- ☐ Scale (1:100), north point
- ☐ Building, room dimensions
- ☐ Room usage and layout
- ☐ Location of window/door openings
- ☐ Floor level to AHD
- ☐ Wall/floor materials

☐ **Elevation plan and** ☐ **Section plan**

- ☐ Scale (1:100)
- ☐ Floor, ceiling height dimensions to AHD
- ☐ Overall building height dimensions to AHD
- ☐ Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
- ☐ External building materials, finishes
- ☐ Internal building material, finishes

☐ **BASIX Certificate**

(may be omitted for additions/alterations with value under \$50,000 and swimming pools with capacity under 40,000 litres)

- ☐ Dated no earlier than 3 months before lodgement of DA application
- ☐ BASIX Property description (eg Street No. and Name) is correct
- ☐ BASIX Suburb and Postcode is correct
- ☐ Plan type and number and Lot number
- ☐ BASIX Project Type matches description of the development application
- ☐ BASIX commitments detailed on plans
- ☐ **NatHERS Certificate** (and stamped endorsed plans)

The above information provides Council with the basis for the assessment of a Construction Certificate application. Applicants are to ensure they provide all the above when they submit their application. Incomplete applications will not be accepted for lodgement.

Once an application is *lodged*, an assessment will be carried out and the assessing Building Surveyor may request further information to be provided before determining the application.