

Development Application & Construction Certificate Application Lodgement Checklist New and Existing Buildings

In order to minimise delays in the processing of your application, the following relevant documentation must be provided when lodging your applications.

DEVELOPMENT APPLICATIONS				
Environment Planning & Assessment Regulations 2000	No. of Copies	Applicant tick	Reason for not applicable	Counter Staff Tick
Completed Development Application Form NB: All owners of the land must sign the DA	1			
A3 Site Plan to scale indicating site features, existing structures, bores etc, with north point and distances from boundaries NB 4 copies of plans are necessary for Integrated Development	2			
A3 Architectural Plans – floor plan, elevations and sectional drawings to scale NB 4 copies of plans are necessary for Integrated Development	2			
Statement of Environmental Effects including a schedule of colours and materials	1			
BASIX Certificate (for new dwellings or additional works over \$50,000 or Swimming pool greater than 40,000 litres)	2			
Bushfire Risk Assessment Report or fill in the single dwelling House kit issues by NSW RFS (when in a bush fire prone area)	1			
Geotechnical Report identifying soil classification for footing design; and, on-site sewage management system design (where reticulated sewer is unavailable)	1			
Cost Summary Report for development > \$5,000 (ie building component floor areas x industry \$ rate per m ²)	1			
FEES – DA, CC, Septic / Sewer, Inspections, Planning NSW – Construction Work >\$50K (0.064%), Building Industry Long Service Levy - Construction Work >\$25K (0.35%)				
CONSTRUCTION CERTIFICATE APPLICATIONS				
Environment Planning & Assessment Regulations 2000	No. of Copies	Applicant tick	Reason for not applicable	Counter Staff Tick
Completed Construction Certificate Form NB: Building contractors associated with the project are not permitted to be the applicant for the CC. All owners of the land must sign the CC and the Schedule to CC Application is to be fully completed	1			
Engineering report identifying site soil classification for footing design, design wind loading (and snow load where elevation is >800m)	1			
A3 Detailed plans incorporating BASIX requirements (drawn to a suitable scale) including block plan, floor plans, elevations indicating floor and adjacent ground levels, sectional elevations	2			
A3 Structural Plans for Engineered footings, retaining walls >1m, reinforced concrete slabs, steelwork and framing (including bracing and tie down detail)	2			
Specifications for the development describing the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply	2			
Owner Builder Permit (for residential work over \$5,000) <u>or</u> Builders Home Owner Warranty Insurance Certificate (>\$20k)	1			
BASIX Certificate (for new dwellings or additional works over \$50,000 or Swimming pool greater than 40,000 litres)	2			
Appointment of Principle Certifying Authority –PCA form signed by owner (where applicant desires Council to be the PCA)	1			