

DEVELOPMENT APPLICATION AND CONSTRUCTION CERTIFICATE APPLICATION LODGEMENT CHECKLIST

**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 and Assessment Regulations 2000	No. of Copies	Applicant Tick	Reason for Not Applicable	Counter Staff Tick
Completed Development Application (DA) Form Note: ALL OWNERS of the land MUST sign the DA	1	<input type="checkbox"/>		<input type="checkbox"/>
A3 Site Plan to scale indicating site features, existing structures, bores etc., with north point and distances from boundaries	1	<input type="checkbox"/>		<input type="checkbox"/>
A3 Architectural Plans – floor plan, elevations and sectional drawings to scale	1	<input type="checkbox"/>		<input type="checkbox"/>
Statement of Environmental Effects (SEE) including a schedule of colours and materials	1	<input type="checkbox"/>		<input type="checkbox"/>
BASIX Certificate (for new dwellings or additional works over \$50,000 or swimming pool greater than 40,000 litres)	1	<input type="checkbox"/>		<input type="checkbox"/>
Bushfire Risk Assessment Report or fill in the single dwelling house kit issued by NSW RFS (when in a bushfire prone area https://www.rfs.nsw.gov.au/resources/publications/building-in-a-bush-fire-area/general	1	<input type="checkbox"/>		<input type="checkbox"/>
Geotechnical identifying soil classification for footing design; and, onsite sewage management system design (where reticulated sewer is unavailable)	1	<input type="checkbox"/>		<input type="checkbox"/>
Cost Summary Report for development >\$5,000 (ie building component floor areas x industry \$ rate per m2)	1	<input type="checkbox"/>		<input type="checkbox"/>
FEES DA, CC, Septic/Sewer, Inspections, Planning NSW – Construction Work >\$50K (0.064%) Building Industry Long Service Levy – Construction Work >\$25K (0.35%)		<input type="checkbox"/>		<input type="checkbox"/>
CONSTRUCTION CERTIFICATE APPLICATIONS Environment Planning and Assessment Regulations 2000	No. of Copies	Applicant Tick	Reason for Not Applicable	Counter Staff Tick
Completed Construction Certificate (CC) Form Note: Building contractors associated with the project are not permitted to be the applicant for the Construction Certificate. ALL OWNERS of the land MUST sign the CC and the Schedule to CC Application is to be fully completed.	1	<input type="checkbox"/>		<input type="checkbox"/>
Engineering report identifying site soil classification for footing design, design wind loading (and snow load where elevation is >600m)	1	<input type="checkbox"/>		<input type="checkbox"/>
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.	1	<input type="checkbox"/>		<input type="checkbox"/>
A3 Structural Plans for engineered footings, retaining walls >1m, reinforced concrete slabs, steelwork and framing (including bracing and tie down detail).	1	<input type="checkbox"/>		<input type="checkbox"/>
Specifications for the development describing the construction and materials of which the building is to be built and the method of drainage, sewage and water supply	1	<input type="checkbox"/>		<input type="checkbox"/>
Owner Builder Permit (for residential work over \$10,000) or	1	<input type="checkbox"/>		<input type="checkbox"/>
Home Building Compensation Cover Insurance Certificate (>\$20K)	1	<input type="checkbox"/>		<input type="checkbox"/>
BASIX Certificate (for new dwellings or additional works over \$50,000 or swimming pool greater than 40,000 litres)	1	<input type="checkbox"/>		<input type="checkbox"/>
Appointment of Principle Certifying Authority (PCA) – PCA form signed by owner (where applicant desires Council to be the PCA)	1	<input type="checkbox"/>		<input type="checkbox"/>