## **Complying Development Certificate Checklist**

Document Number: 20/157323 / TRIM SF20/3529

[In addition to Council's application form OR if submitting your application via the NSW Planning Portal, you must complete the relevant sections of this checklist and attach to your application.

It is recommended that applicants should obtain a planning certificate issued under s10.7 of the Environmental Planning and Assessment Act 1979 from Council.

All plans and documents must be provided in accordance with Council's Electronic Lodgement Guidelines.

Please note that an incomplete form and insufficient associated documents may result in rejection of your application, and require re-submission of the application.]

### Information for the Applicant

Once completed, this application form may be submitted to Council for determination. Please note:

- A single application for a CDC may be made for development comprising the concurrent construction of new single storey or two storey dwelling houses if each is to be erected on existing adjoining lots.
- If the certifying authority issues a CDC, the Applicant (or a subsequent owner of the land on which the development is proposed to be carried out) has permission to carry out the development without the need to obtain further development consent.

However, depending upon factors such as the type of development, the location of the development and whether there will be external work or activities involved (eg. road opening, use of footpath areas) there may still be a need to obtain other approvals in order for the work involved to be performed. A list of the possible additional approvals that may be required can be obtained from the Department of Planning & Environment at www.planning.nsw.gov.au. In order to avoid potential delays in commencing any work, Applicants should ascertain whether other approvals will be needed, and if so, the stage at which they will be required.

PROPOSAL DETAILS							
Property De	Property Details						
Unit/Shop/ Suite No.		Street No.		Street			
Suburb					Postcode		

Contract for works – to be provided on separate form to be attached		
A contract for works must be included with this application.	Yes	

The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Protection Act 1998 and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

Asbes	etos			
repaire	bonded asbestos material or friable asbestos material will be disturbed, ed or removed in carrying out the development, what is the estimated f the material?			_ m²
Fire Li	ink Conversion			
Does	the Application relate ONLY to a fire link conversion?		□ No	
	provide a document that describes the design and construction, and mode of c	peration	on of the	e new
	arm communication link			
	nments Relating to the Proposed Development ants must provide the documents listed below that are relevant to the type of de	velonn	nent tha	t ie
propos placing	sed. Please confirm that documents relating to the requirements below have be g a cross in the appropriate box(s). All plans and documents must be provided in it's Electronic Lodgement Guidelines.	en atta	ached by	y
	ments	Yes	N/A	Office Use
1	The Site Plan is to show:			
	Scale & North point			
	Street name & number			
	Site dimensions			
	<ul> <li>Location and uses of existing buildings on the land</li> </ul>			
	<ul> <li>Location and uses of buildings on sites adjoining the land</li> </ul>			
	Existing levels of the land in relation to buildings and roads			
	<ul> <li>Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property.</li> </ul>			
2	Plans are to be submitted addressing the following:			
	<ul> <li>the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development</li> </ul>			
	<ul> <li>floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building</li> </ul>			
	<ul> <li>elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures)</li> </ul>			
	<ul> <li>elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made</li> </ul>			
	<ul> <li>proposed finished levels of the land in relation to existing and proposed buildings and roads</li> </ul>			
	<ul> <li>proposed landscaping and treatment of the land (indicating plant types and their height and maturity)</li> </ul>			
	<ul> <li>proposed methods of draining the land including Stormwater Drainage</li> <li>Plan, Certification and Checklist by an Accredited Designer</li> </ul>			
	<ul> <li>in respect of BASIX affected development, such other matters as the BASIX certificate(s) requires to be included on the sketch. (See-BASIX NOTES at the end of this Section)</li> </ul>			
	<ul> <li>in respect of BASIX optional development for which a BASIX certificate(s) has been obtained, such other matters as the BASIX certificate(s) requires to be included on the sketch. (See-BASIX NOTES at the end of this Section)</li> </ul>			
3	Assessment Report is to be submitted identifying how the proposal satisfies the numerical provisions for the particular type of complying development			

Attach	nments	Yes	N/A	Office Use
4	Has a permit been issued by Council for the removal or pruning of a tree or other vegetation on the site?			
	If 'Yes' provide details of the permit:			
5	Is the site a flood control lot?  If 'Yes' provide an engineer's certification			
	<b>Note:</b> please call Council to determine if your site is defined as a flood control lot			
6	Is the site within a 20-25ANEF contour?  If 'Yes' and the proposal is for a new or addition to a dwelling house			
	provide an Acoustic Report confirming compliance with AS2021 Acoustics-Aircraft noise intrusion-Building siting and construction?			
7a	Does the development involve subdivision work?  If 'Yes' provide appropriate subdivision work plans and specifications, which are to include:			
	(a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),			
	(b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,			
	(c) detailed engineering plans as to the following matters:     (i) earthworks,     (ii) road works,     (iii) road pavement,     (iv) road furnishings,     (v) stormwater drainage,     (vi) water supply works,     (vii) sewerage works,     (viii) landscaping works,     (ix) erosion control works,			
	(d) copies of any compliance certificates to be relied on.			
8	Does the development involve a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure or work that relates only to fire link conversion)?  If 'Yes' provide:			
	(a) a list of the Category 1 fire safety provisions that currently apply to the			
	existing building, (b) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use.			
9	Does the development involve building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)? If 'Yes' provide:			
	1. A detailed description of the development by completing Section I.			
	2. Appropriate building work plans and specifications, which are to include:			
	<ul> <li>(a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show: <ul> <li>(i) a plan of each floor section, and</li> <li>(ii) a plan of each elevation of the building, and</li> <li>(iii) the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground, and</li> </ul> </li> </ul>			

Attach	hments	Yes	N/A	Office Use
	<ul> <li>(iv) the height, design, construction and provision for fire site fire resistance (if any),</li> <li>(b) specifications for the development:</li> <li>(i) that describe the construction and materials of which building is to be built and the method of drainage, several and the method of drainage, several and the method of drainage.</li> </ul>	the		
	water supply, and  (ii) that state whether the materials to be used are new o hand and (in the case of second-hand materials) give			
	particulars of the materials to be used, (c) a statement as to how the performance requirements of the Code of Australia are to be complied with (if an alternative s	Building		
	meet the performance requirements, is to be used),			
	(d) a description of any accredited building product or system so be relied on for the purposes of section 4.27 of the Environn			
	Planning and Assessment Act 1979**,			
	<ul><li>(e) copies of any compliance certificate to be relied on,</li><li>(f) if the development involves building work to alter, expand or</li></ul>	rebuild an		
	existing building, a scaled plan of the existing building,			_
	<ul> <li>(g) in respect of BASIX affected development, such other matte BASIX certificate(s) requires to be included in the plans and</li> </ul>			
	specifications. (See-BASIX NOTES at Section L)			
	<ul> <li>(h) in respect of BASIX optional development for which a BASIX certificate(s) has been obtained, such other matters as the E certificate(s) requires to be included in the plans and specific (See-BASIX NOTES at Section L)</li> <li>(i) Soil &amp; Water Management Plan for all new buildings and sig earthworks, inground pool and any work over \$25,000</li> </ul>	BASIX cations.		
	<ul> <li>(j) Waste Management Plan for all works involving construction excavation, demolition and swimming pool applications with estimated cost over \$20,000</li> <li>(k) Structural engineering plans and certification (where applications)</li> </ul>	а		
	(k) Structural engineering plans and certification (where applica	ible)		
10	Does the development involve building work (other than work in reladwelling-house or a building or structure that is ancillary to a dwelling if 'Yes' provide:			
	(a) a list of any existing fire safety measures provided in relation	n to the		
	land or any existing building on the land, and (b) a list of the proposed fire safety measures to be provided in			
	the land or any building on the land as a consequence of the work.			
11	Does the development involve the demolition or removal of a wall to boundary that has a wall less than 0.9m from the boundary?  If 'Yes' provide:	o a 🔲		
	A report by a professional engineer (within the meaning of the BCA the proposed method of maintaining support for the adjoining wall a demolition or removal.	,		

Attach	nments	Yes	N/A	Office Use
12	Does the development involve the erection of a temporary structure?			
	If 'Yes' provide:			
	(a) documentation that specifies the live and dead loads the temporary structure is designed to meet,			
	(b) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure,			
	(c) in the case of a temporary structure proposed to be used as a place of public entertainmenta statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),			
	(d) documentation describing any accredited building product or system			
	sought to be relied on for the purposes of section 85A (4) of the Act, copies of any compliance certificates to be relied on.			
13	Does the development involve the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant?  If 'Yes' complete the relevant portion(s) of the following statement:  The maximum number of persons proposed to occupy, at any one time, that			
	part of the building used as:		ļ	
	an entertainment venue is persons.			
	a function centre ispersons.			
	a pub is persons.			
	a registered club is persons.			
	a restaurant is persons.			
14	Does the development involve building work (see - note below) in respect of which a performance based solution under the National Construction Code (NCC) in respect of a fire safety requirement is proposed?  If 'Yes' provide:			
	Either or both of the following from a "fire safety engineer" (i.e. a private accredited certifier holding Category C10 accreditation):			
	(a) a compliance certificate that certifies that the alternative solution complies with the relevant performance requirements of the BCA.			
15	(b) a written report that includes a statement that the alternative solution complies with the relevant performance requirements of the BCA.  Note: The above requirement only applies to building work in respect of:			
	(a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more, and			
	(b) any building (other than a class 9a building) that is proposed to have:  (i) a fire compartment with a total floor area of more than 2000 square meters, or			
	(ii) a total floor area of more than 6000 square meters, that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.			
16	Does the development comprise internal alternations to, or changes of use of, an existing building that is subject to an alternative solution relating to a fire safety requirement under the BCA?			
	If 'Yes' provide:			
	A written report by another accredited certifier who is accredited for the purpose of issuing a CDC for a building of that kind, which includes a statement that the proposed development is consistent with that alternative solution.			

Attachments	Yes	N/A	Office Use		
Does the Application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?  If 'Yes' provide:					
(a) the BASIX certificate(s) for the development (being a certificate(s) the has been issued no earlier than 3 months before the date of the	at □				
Application being made, and (b) such other documents as the BASIX certificate(s) for the developme requires to accompany the Application. (See-BASIX NOTES at Section L)	nt 🗆				
(OCC-DAGIA NOTES at Section L)					
Environmental Planning Instrument					
Provide the name of the "environmental planning instrument" (*see - definition belo development is complying development and is to be assessed under as the criteria instruments.					
*Faving a grant of a least of a section of the Control of the Cont	aliaina an	d   000			
*Environmental planning instruments (EPI) are State Environmental Planning Penvironmental Plans. Complying development is commonly, but not always, author			the		
State Environmental Planning Policy (Exempt and Complying Development Codes					
Local Environmental Plan.					
<ul> <li>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</li> <li>Other environmental planning instrument (EPI)</li> </ul>					
To the contract of the contrac					
Name of EPI					
Access Details					
Name Phone No.					
Access Instructions (if any)					
Building Details					
What type of Building is it?					
□ Dwelling □ Outbuilding □ Factory □ Shop	□ Offic	ce			
□ Institution □ Warehouse □ Residential Flat	□ Oth	er			
Please note: a Fire Safety Certificate must be applied for all applications except fo	r Dwelling	s and			
Outbuildings					

# Schedule - Complying Development Certificate Application

This information will be compiled and sent to the Australian Bureau of Statistics

Number of dwellings proposed as part of this certificate

Number of storeys proposed in the new building(s)

Number of proposed lots

All New Buildings – please complete the following	
Number of storeys (including underground floors)	
Current Gross Floor area of the development (m²)	
Gross Floor area of new building (m²)	
Gross site / land area (m²)	
Current uses of all parts of the building(s) / land (if vacant please state)	
Proposed use of all parts of the building(s) / land	
Desidential Buildings Only Indeed complete the following details	an regidential structures
Residential Buildings Only – please complete the following details	on residential structures
Is the proposed building attached, detached or semi-detached	
Number of one bedroom dwellings in the proposed development	
Number of two bedroom dwellings in the proposed development	
Number of three bedroom dwellings in the proposed development	
Number of four bedroom dwellings in the proposed development	
Ultimate height of the development (m)	_
Number of pre-existing dwellings on site	
Number of dwellings to be demolished	

**Materials - Residential Buildings**Please indicate the materials to be used in the construction of the new building(s).

Walls	Code	Roof	Code	Floor	Code	Frame	Code
☐ Full brick	П	☐ Concrete tile	10	☐ Concrete	20	☐ Timber	40
☐ Single brick	П	☐ Terracotta tile	10	□ Timber	40	□ Steel	60
☐ Brick (veneer)	12	☐ Masonry / Terracotta shingle tile	10	□ Other	80	☐ Aluminium	70
☐ Concrete	20	☐ Concrete	20	☐ Unknown	90	□ Other	80
☐ Concrete block	20	☐ Slate	20			☐ Unknown	90
☐ Concrete masonry	20	☐ Fibrous cement	30				
☐ Fibrous cement	30	☐ Steel	60				
☐ Hardiplank	30	☐ Aluminium	70				
☐ Timber /weatherboard	40	☐ Fibreglass	80				
☐ Curtain glass	50	☐ Other	80				
□ Steel	60	☐ Unknown	90				
☐ Cladding- Aluminium	70						
□ Other	80						
☐ Unknown	90						