

# 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](http://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 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	<input type="checkbox"/>
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### Privacy Statement

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.

**Postal address**  
PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

**Bayside Customer Service Centres**  
Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)  
W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T **1300 581 299 | 02 9562 1666**

**Telephone Interpreter Services: 131 450** Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

Asbestos				
If any bonded asbestos material or friable asbestos material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of the material?			_____ m <sup>2</sup>	
Fire Link Conversion				
Does the Application relate ONLY to a fire link conversion?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, provide a document that describes the design and construction, and mode of operation of the new fire alarm communication link				
Attachments Relating to the Proposed Development				
Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s). All plans and documents must be provided in accordance with Council's Electronic Lodgement Guidelines.				
Attachments		Yes	N/A	Office Use
1	A s10.7 certificate must be obtained prior to requesting a complying development certificate, and a copy attached	<input type="checkbox"/>		<input type="checkbox"/>
2	The Site Plan is to show:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Scale & North point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Street name & number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Site dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Location and uses of existing buildings on the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Location and uses of buildings on sites adjoining the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Existing levels of the land in relation to buildings and roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Plans are to be submitted addressing the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ proposed finished levels of the land in relation to existing and proposed buildings and roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ proposed landscaping and treatment of the land (indicating plant types and their height and maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ proposed methods of draining the land including Stormwater Drainage Plan, Certification and Checklist by an Accredited Designer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Assessment Report is to be submitted identifying how the proposal satisfies the numerical provisions for the particular type of complying development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachments		Yes	N/A	Office Use
5	<p>Has a permit been issued by Council for the removal or pruning of a tree or other vegetation on the site?</p> <p><b>If 'Yes' provide details of the permit: _____</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Is the site a flood control lot?</p> <p><b>If 'Yes' provide an engineer's certification</b></p> <p><b>Note:</b> please call Council to determine if your site is defined as a flood control lot</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Is the site within a 20-25ANEF contour?</p> <p><b>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?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Does the development involve subdivision work?</p> <p><b>If 'Yes' provide appropriate subdivision work plans and specifications, which are to include:</b></p> <p>(a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),</p> <p>(b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,</p> <p>(c) detailed engineering plans as to the following matters:</p> <p>(i) earthworks,</p> <p>(ii) road works,</p> <p>(iii) road pavement,</p> <p>(iv) road furnishings,</p> <p>(v) stormwater drainage,</p> <p>(vi) water supply works,</p> <p>(vii) sewerage works,</p> <p>(viii) landscaping works,</p> <p>(ix) erosion control works,</p> <p>(d) copies of any compliance certificates to be relied on.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>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)?</p> <p><b>If 'Yes' provide:</b></p> <p>(a) a list of the Category 1 fire safety provisions that currently apply to the existing building,</p> <p>(b) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>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)?</p> <p><b>If 'Yes' provide:</b></p> <p><b>1. A detailed description of the development by completing Section I.</b></p> <p><b>2. Appropriate building work plans and specifications, which are to include:</b></p> <p>(a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:</p> <p>(i) a plan of each floor section, and</p> <p>(ii) a plan of each elevation of the building, and</p> <p>(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</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



13	<p>Does the development involve the erection of a temporary structure?  <b>If 'Yes' provide:</b></p> <p>(a) documentation that specifies the live and dead loads the temporary structure is designed to meet,</p> <p>(b) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure,</p> <p>(c) in the case of a temporary structure proposed to be used as a place of public entertainment--a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the <i>Building Code of Australia</i> are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),</p> <p>(d) documentation describing any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Act,</p> <p>(e) copies of any compliance certificates to be relied on.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p>Does the development involve the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant?  <b>If 'Yes' complete the relevant portion(s) of the following statement:</b></p> <p>The maximum number of persons proposed to occupy, at any one time, that part of the building used as:</p> <ul style="list-style-type: none"> <li>• an entertainment venue is _____ persons.</li> <li>• a function centre is _____ persons.</li> <li>• a pub is _____ persons.</li> <li>• a registered club is _____ persons.</li> <li>• a restaurant is _____ persons.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p>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?  <b>If 'Yes' provide:</b></p> <p>Either or both of the following from a <b>"fire safety engineer"</b> (i.e. a private accredited certifier holding Category C10 accreditation):</p> <p>(a) a compliance certificate that certifies that the alternative solution complies with the relevant performance requirements of the BCA.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<p>(b) a written report that includes a statement that the alternative solution complies with the relevant performance requirements of the BCA.  <b>Note:</b> The above requirement only applies to building work in respect of:</p> <p>(a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more, and</p> <p>(b) any building (other than a class 9a building) that is proposed to have:</p> <p>(i) a fire compartment with a total floor area of more than 2000 square meters, or</p> <p>(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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<p>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?  <b>If 'Yes' provide:</b></p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<p>Does the Application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>If 'Yes' provide:</b>			
	(a) the BASIX certificate(s) for the development (being a certificate(s) that has been issued no earlier than 3 months before the date of the Application being made, and	<input type="checkbox"/>		<input type="checkbox"/>
	(b) such other documents as the BASIX certificate(s) for the development requires to accompany the Application. (See-BASIX NOTES at Section L)	<input type="checkbox"/>		<input type="checkbox"/>

Environmental Planning Instrument	
Provide the name of the "environmental planning instrument" (*see - definition below) under which the development is complying development and is to be assessed under as the criteria may vary between instruments.	
*Environmental planning instruments (EPI) are State Environmental Planning Policies and Local Environmental Plans. Complying development is commonly, but not always, authorised under either the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, or Council's Local Environmental Plan.	
<input type="checkbox"/>	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
<input type="checkbox"/>	Other environmental planning instrument (EPI)
Name of EPI	

Access Details			
Name		Phone No.	
Access Instructions (if any)			

Building Details									
What type of Building is it?									
<input type="checkbox"/>	Dwelling	<input type="checkbox"/>	Outbuilding	<input type="checkbox"/>	Factory	<input type="checkbox"/>	Shop	<input type="checkbox"/>	Office
<input type="checkbox"/>	Institution	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Residential Flat	<input type="checkbox"/>	Other		
<b>Please note:</b> a Fire Safety Certificate must be applied for all applications except for Dwellings and Outbuildings									

# Schedule - Complying Development Certificate Application

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

All New Buildings – please complete the following	
Number of storeys (including underground floors)	
Current Gross Floor area of the development (m <sup>2</sup> )	
Gross Floor area of new building (m <sup>2</sup> )	
Gross site / land area (m <sup>2</sup> )	
Current uses of all parts of the building(s) / land (if vacant please state)	
Proposed use of all parts of the building(s) / land	

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	
Number of dwellings proposed as part of this certificate	
Number of storeys proposed in the new building(s)	
Number of proposed lots	

## Materials - Residential Buildings

Please indicate the materials to be used in the construction of the new building(s).

<b>Walls</b>	Code	<b>Roof</b>	Code	<b>Floor</b>	Code	<b>Frame</b>	Code
<input type="checkbox"/> Full brick	11	<input type="checkbox"/> Concrete tile	10	<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Single brick	11	<input type="checkbox"/> Terracotta tile	10	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Brick (veneer)	12	<input type="checkbox"/> Masonry / Terracotta shingle tile	10	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Concrete block	20	<input type="checkbox"/> Slate	20			<input type="checkbox"/> Unknown	90
<input type="checkbox"/> Concrete masonry	20	<input type="checkbox"/> Fibrous cement	30				
<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Steel	60				
<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Aluminium	70				
<input type="checkbox"/> Timber /weatherboard	40	<input type="checkbox"/> Fibreglass	80				
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80				
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Unknown	90				
<input type="checkbox"/> Cladding- Aluminium	70						
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Unknown	90						