

South Coast Building

Approvals and Inspections

Complying Development Certificate Application Checklist

- 1 copy of signed CDC application form and PCA service agreement.
- At least 3 copies of all architectural and construction plans. 4 Copies if application relates to Bushfire Prone Land**

Site Plans:

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| <input type="checkbox"/> Suitable scale (1:200, 1:500, 1:1000) | <input type="checkbox"/> Contours (1m intervals—RL or AHD) |
| <input type="checkbox"/> Setbacks (front, side, rear boundaries) | <input type="checkbox"/> Benchmark levels & spot levels (RL or AHD) |
| <input type="checkbox"/> Existing buildings, proposed buildings & buildings to be demolished | <input type="checkbox"/> North point |
| <input type="checkbox"/> Trees & Vegetation (to be removed and retained) | <input type="checkbox"/> Access driveway (RL or AHD at kerb, gutter & garage) |
| <input type="checkbox"/> Outbuildings (Detached Sheds, garages etc) | <input type="checkbox"/> Extent of clearing proposed |
| <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Extent of cut and fill including levels (RL or AHD) |
| <input type="checkbox"/> Distinguishing features (rock outcrops etc) | <input type="checkbox"/> Stormwater Management (location of downpipes, rainwater tanks, first flush device, stormwater discharge point) |
| <input type="checkbox"/> Sedimentation and erosion controls | |

- Floor plans** to a suitable scale (1:100) with finished floor levels and room names
- Window** schedule
- BASIX** commitments (must be shown on plans, not just as an attachment).
- Elevations** to a suitable scale (1:100) (include building height envelopes, privacy screens, RLs or AHD)
- Sections** to a suitable scale (1:100, 1:50) (through all floors/types of construction)
- 1 copy of current section 149 certificate (Planning Certificate) for the subject land.
- 1 copy of the deposited plan (DP) for the subject property, including any easements and restrictions to user.
- 1 copy of a recent survey of the land.
- 1 copy of a certification from a suitably qualified consultant recognised by the Rural Fire Service. The certification should certify the development is BAL-29 or less. (Applies to bushfire prone land only).
- 3 copies of detailed specifications that describe the construction (Standard specifications are generally ok)
- 3 copies of structural engineering details (footings, frame, slabs, bracing, tie-downs, trusses, retaining walls, structural steel, etc) **If not available can be provided prior to commencement.**
- 3 copies of the **BASIX and ABSA Certificate** where relevant.
- 1 copy of proof of payment of Long Service Levy (where buildings works is \$25,000 or more). You can pay online at <https://levy.lspc.nsw.gov.au/>
- 1 copy of Owner Builders Permit. **This can be provided prior to commencement if necessary.**

Owner builder permits are required where the value of works is over \$5,000 and a licenced builder is not carrying out the work.

OR

- 1 copy of Home Warranty Insurance. **This can be provided prior to commencement if necessary.**

HWI is required where a licenced builder is carrying out the work and the value of the works is over \$12,000 (if the building contract was signed prior to 1/2/2012) or \$20,000 (if the building contract was signed on or after 1/2/2012).

- 1 copy of Council approval for an on-site effluent disposal system if on unsewered land.
- 1 copy of Council approval for an on-site stormwater drainage system.
- 1 copy of Council approval for your driveway construction (Road opening permit).
- 1 copy of Council approval or permit for the removal of any trees or vegetation.
- 1 copy of current Council approved plans and consents for existing buildings. (Alterations and additions only).