

- Complete & sign the Application & PCA/Notice of Commencement Forms
- 3x Copies (OR ELECTRONIC) of architectural plans  
Plans are to be to scale and include:
  - a) Endorsement by the Local Water Authority & Mines Subsidence Board (if applicable)
  - b) All BASIX requirements are to be nominated on the plans (if applicable)
  - c) A stormwater drainage plan (if applicable)
  - d) A driveway longitudinal section drawing compliant with AS2890.1-1993 & nominate the driveway width at footpath crossing (if applicable)
- 4 x copies (OR ELECTRONIC) of the Engineer endorsed structural details
- 3 x copies (OR ELECTRONIC) of building specifications
- 1 x copy (OR ELECTRONIC) of section 149(2) Basic Planning Certificate  
(From local Council, not more than 6 months old)
- If the development involves a change of use of a building:  
Provide a list of the Category 1 fire safety provisions that currently apply to the existing building and that are to proposed as part of the building's change of use.
- For an existing building:
  - (a) any existing fire safety measures provided in relation to the land or any existing building on the land, and
  - (b) the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.
- Copy of Section 138 approval from Council  
For any proposed driveway crossings or works on public road.
- Proof of payment of any Council S94 Contribution Fees (Prior to commencement of works)
- Building Code of Australia Part J Report (if applicable)
- Provide engineers certified design of the infiltration system in accordance with Council's Development Control Plan or Stormwater Technical Manual. (If an onsite stormwater disposal system is required)
- If the proposed development comprises of internal alterations to, or changes of use of, an existing building that is subject to a BCA alternative solution relating to a fire safety requirement:  
Provide a written report by another accredited certifier who is appropriately accredited to confirm that the proposed development is consistent with that alternative solution.
- Proof of payment of Long Service Levy (if work is valued >\$25,000)  
Payable at <https://online.longservice.nsw.gov.au/bci/levy/>
- Payment of BuildCert Consultants fee  
(Eftpos Sav, Chq or Credit Card (1% fee) OR a cheque made out to BuildCert Consultants, OR direct debit payment as per fee proposal - BSB 06 2820 ACCOUNT 1018 9909. Payable on Application of the Complying Development Certificate)
- Complete and sign the Pre-Commencement form (prior to commencing construction)
- Complete and sign the Application form for Occupation Certificate (prior to Occupation Certificate only)