

Complying Development Certificate Application

Class 1a buildings (New Dwellings, Renovations & Granny Flats)

Required prior to issue of Complying Development Certificate

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 be 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 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)