

Dwellings, Secondary Dwellings, Alterations & Additions to a Dwelling

The following documents are required prior to the issue of a Complying Development Certificate.

Document Name	Description
Application Form	Buildcert's application form must be completed prior to lodgement of the Complying Development Certificate application. All property owners must sign the application form.
Architectural Plans	Architectural plans completed by an Architect or Draftsman. The plans are to include: a site plan, floor plan, external elevations, sections plan, construction details and CDC building envelope. Plans are to an accurate assessment to be undertaken.
Title Search, DP, 88B	A Title Search is required to confirm ownership. A Deposited Plan and 88B instrument are required to confirm any restriction or easements that may apply to the lot. These may be sourced from Infocert
Section 10.7 Planning Certificate	A Planning Certificate determines the zoning, permissibility of Complying Development and any other sensitivities on the lot. This certificate may be sourced from Infocert
Structural Engineering Plans	Structural Engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components i.e. footings, slab, steel frame, bracing.
Stormwater Plans	Stormwater plans indicating downpipe locations, rainwater tank and discharge point i.e. kerb, easement.
Local Water Authority Endorsement	Evidence from the local water authority to confirm compliance with the authority's requirements, and to ensure the development does not impact existing underground infrastructure.
Building Specifications	Document that provides a quality statement which defines the minimum level of acceptable materials and workmanship for the building works – can be sourced on your behalf on request (\$30 + GST)
Section 138 Driveway Crossing Approval	A Section 138 approval from Council for any proposed driveway crossing/s across the public roadway/nature strip.
BASIX Certificate (Building Sustainability Index)	Building Sustainability Index (BASIX) – In NSW, a BASIX certificate is required for a new dwelling or for any alteration and addition of \$50,000 or more to an existing dwelling. A BASIX is also required for swimming pools above 40,000L capacity. The certificate determines the energy efficiency requirements to be incorporated into the design and can be obtained from a BASIX consultant.
Long Service Levy Receipt	<p>Receipt confirming payment of a mandatory NSW Government fee for construction works, which is 0.25% of the total cost of works. This is required where the total cost of works is valued at \$250,000 or greater (materials and labour).</p> <p>Note that we will provide you with an application number and online link to pay this after the CDC has been formally lodged.</p>

COMPLYING DEVELOPMENT CHECKLIST



Additional documentation may be required in addition to the above and may be requested by the Certifier after the CDC is lodged and assessed. Below are common items that may be requested.

Document Name	Description
BAL Certificate (Bushfire Attack Level)	Applicable if the subject lot is located within a 'Bushfire Prone Area' as identified by the 10.7 Planning Certificate. A BAL Certificate is issued by an Accredited Bushfire Consultant, or the local Council, and determines the level of construction required by AS3959. The certificate must state the development is BAL29 or lower for CDC to proceed. Note that pools and non-habitable structures >6m away from the dwelling are exempt from this requirement.
Flood Certificate	Applicable if the subject lot is located within a 'Flood Prone Area' as identified by the 10.7 Planning Certificate. The certificate is to be issued by Council or an Engineer and must confirm full compliance with Complying Development requirements.
Geotech Report (Landslip)	Applicable if the subject lot is located with a 'Landslip Prone Area' as identified by the 10.7 Planning Certificate. This report will detail any additional construction or engineering requirements that are required to be incorporated into the project.

