

# CONSTRUCTION CERTIFICATE CHECKLIST



## Retaining Walls

The following documents are required prior to being able to issue a Construction Certificate.

Document Name	Description
Application Form	Buildcert's application form must be completed prior to lodgement of the Construction Certificate application. All property owners must sign the application form.
Plans for Construction Approval	Plans are to include: <ul style="list-style-type: none"><li>– Site Plan, including location of retaining walls and distances/setbacks to boundaries</li><li>– Elevations, including heights of retaining wall</li><li>– Type of retaining wall (Block wall, Timber/concrete sleeper etc.).</li></ul>
DA Endorsed Plans	Plans and documentation stamped by Council, and all documents/reports referenced in the DA (including endorsement from the Water Authority & Mines Subsidence) (if applicable).
Development Consent	Development Consent is the formal notice of approval from Council (DA) with conditions of consent which apply to the development. Your development consent may note certain documentation to be provided "Prior to Construction Certificate" and/or "Prior to commencement of works". These documents will be requested by our Certifiers after lodgement, if not already provided.
Structural Engineering Plans	Structural engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components of the retaining wall. Alternatively, if a pre-manufactured retaining system is selected, provide a copy of the specifications that include footing depths/spacings etc.
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.
Long Service Levy Receipt	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).  Note that we will provide you with an application number and online link to pay this after the CC has been formally lodged.