

Complying Development Checklist – Sheds

The following documents are required prior to being able to issue 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 be fully dimensioned and include all heights and setbacks, to allow 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
Shed Specifications	Required for pre-manufactured (kit style) sheds. These specifications are generally provided by the manufacturer and include the construction layout, wall/roof framing and beam details.
Slab Engineering	Structural engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components i.e. footing and slab construction. This may be included in the pre-manufactured specifications above.
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.
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>

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 only if Sheds are within 6m of a dwelling and if 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.
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 must confirm full compliance with Complying Development requirements.
Section 138 Driveway Crossing Approval	A Section 138 approval from Council for any proposed driveway crossing/s across the public roadway/nature strip.
Arborist Advice	Applicable if works (including earthworks) are within 3m of a Tree. Arborist advice may be required to determine if the Tree is a Protected or Significant Species – this varies by Council Area.