



Construction Certificate Application

Checklist

How to use this checklist: Please use this checklist and associated Development Application (DA) Glossary to assist in the preparation of your application. Council's Officers will review your application prior to lodging to ensure that the required information is provided.

Please confirm that your application contains the required information listed below, complete the column titled "Applicant" and include this checklist with your application to Council.

Plan requirements: Plans should be drawn to A3 size at a scale of 1:100 (preferred) or 1:200, in ink, on unlined paper and highlighted where appropriate to assist in distinguishing proposed works from existing structures. Illegible drawings **will not** be accepted. Previously approved plans bearing Council's stamp should not be submitted for further approval.

All plans are to be sorted into complete sets. Each set of plans is to contain one copy of every sheet.

Digital copy of application: It is requested that you provide one digital copy of all plans and documents associated with your application. Details on file format and naming may be found in Council's File Format and File Naming Requirements Factsheet. Alternatively, a file scanning or conversion fee will apply.

Note: Upon a more detailed assessment of the submitted documents Council may request additional information of a technical nature or require clarification of the submitted information.

Address of Proposed Development

No. Street
 Suburb Lot DP/SP

Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)			
					Yes	No	N/A	
Always Required	1	Application Form and Completed Checklist (only the owner of the property can make the application)	1	A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Owner's Consent (from all registered owners of the land)		A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	ABS Information (floor area and development details)		A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	Payment of Fees (obtain quote from Council's Customer Service Centre prior to lodgement)		A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	Long Service Levy Paid (for development with cost of \$25,000 or more)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	Contract for Undertaking Certification Work Form Completed (where council is the certifying authority)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	Site Plan (to scale)	1	C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	Floor Plans (to scale)	1	C2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	Elevations (to scale) (for internal or external building alterations)	1	C3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	Sections (to scale) (for internal or external building alterations)	1	C4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	Cross Section/s (to scale) (where earthworks are proposed, identifying the nature, extent and depth of excavation and/or land filling and associated works, batter slopes and retaining structures)	1	C6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12	Colours and Materials Schedule (external materials to be detailed)	1	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	Building Specifications (construction materials, drainage, sewerage and water supply, particulars of any second hand materials)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	Conditions of Development Consent Addressed (information provided to certifying authority, e.g., submission of colour schemes, payments of money, development amendments)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
						Yes	No	N/A
Maybe Required	15	Landscape Plan (to scale)	1	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	Erosion and Sediment Control Plan (to scale)	1	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	Waste Management Plan (completed on Council's form or equivalent)	1	J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	Soil and Water Management Plan	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19	Stormwater Drainage Plan (to scale)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20	Structural Engineers' Plans (where reinforced concrete and/or structural steel components are proposed, certified by a qualified structural engineer)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21	Compliance with Building Code of Australia (details indicated on plans where alternative solutions to meet BCA requirements are proposed)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22	BASIX Certificate (works exceeding \$50 000 – BASIX commitments to be clearly shown on plan and certificate is to be lodged within three months of date of issue)	1	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23	Acid Sulfate Soils Assessment (for works identified in Hawkesbury LEP)	1	Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24	Disability Access Report (compliance with Disability Access to Premises – Buildings Standards)	1	W	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25	Bushfire Construction Specification	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	26	Essential Fire Safety Measures (plan showing all existing and proposed essential fire safety measures)	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27	Details of Termite Protection	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	28	Footpath Damage Report	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Always Required	Construction Certificate - Subdivision							
	32	Cross Section/s (to scale) (identifying the nature, extent and depth of excavation and/or land filling and associated works, batter slopes and retaining structures)	1	C6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	33	Engineering Plans (plans to include earthworks, road works, pavement, road furnishings, stormwater drainage, sewerage works, water supply works, landscaping works and erosion control works)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May Be Required	34	Dilapidation Report	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	35	Erosion and Sediment Control Plan (to scale)	1	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	36	Footpath Damage Report	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	37	Geotechnical Report	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	38	Stormwater Drainage Plan (to scale)	1	G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	39	Subdivision Specification	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	40	Traffic Management Plan	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	41	Traffic Control Plan	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Plans Stamped by Sydney Water Corporation OR Compliance Certificate – Water Supply and Sewerage (not required for Internal alterations and demolition)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Applicant's Declaration

I have read the **Construction Certificate Checklist** and understand that my application may be rejected or refused if:

- the application does not contain the information specified in Part 3 of Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*

Applicant's Name Signature Date

Council Officer Review

Yes - Application is Suitable for Lodgement

I confirm that the checklist is complete and the application is suitable to be lodged.

OR

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name Signature Date

Secondary Review

Yes - Application is Suitable for Lodgement

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name Signature Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.