

CONSTRUCTION CERTIFICATE APPLICATION LODGEMENT CHECKLIST (BUILDING)

✓ = Required * = May be required ✗ = Not required

Note: All applications must be lodged via the NSW Planning Portal. No handwritten or scanned plans will be accepted. All plans must be professionally drafted, to scale, and lodged in PDF format. Survey plans must be boundary-to-boundary and prepared by a Registered Surveyor. For more information, refer to **Council's Document & Plan Requirements Fact Sheet**.

Document / Report Requirement	Class 1 and 10	Class 2 to 9 Development
Elevation & Sections	✓	✓
Erosion & Sediment Control Plan	✓	✓
Cross Sections/Cut/Fill Plan	✓	✓
Floor Plans	✓	✓
Landscape Plans	*	✓
Site Plan	✓	✓
Site Analysis Plan	✓	✓
Contract for undertaking Certificate work (found on Council's website)	✓	✓
Complete the Appoint Principal Certifier on the NSW Planning Portal.	✓	✓
Building Specifications (construction materials, drainage, sewerage and water supply, particular of any second hand materials)	✓	✓
Structural Engineers' Plans (where reinforced concrete and/or structural steel components are proposed, certified by a qualified structural engineer)	*	*
Conditions of Development Consent to be addressed	✓	✓
Payment Receipt of Long Service Levy (for development with a cost of \$250,000 or more)	*	*
Waste Management Plan	*	*
Schedule of Colours & External Finishes	*	*
Stormwater Drainage Plan	*	*
OSD Details	*	*
Performance Solution Reports (details to support a performance solution proposed as per the requirements of the National Construction Code)	*	*
Disability Report	*	*
BASIX Certificate	*	*
Part J Report – Energy Efficiency	✗	*
Bushfire Construction Specifications	*	*

Document / Report Requirement	Class 1 and 10	Class 2 to 9 Development
Essential Fire Safety Measures	*	✓
(Plan showing all existing and proposed essential fire safety Measures)	*	*
Acid Sulfate Soils Assessment (for works identified in Hawkesbury LEP)	*	*
Details of Termite Protection	*	*
Footpath Damage Report	*	*
Plans Stamped by Sydney Water Corporation or Compliance Certificate – Water Supply and Sewerage	*	*



Interpreter Service available, call 131 450 خدمة الترجمة الشفوية متاحة، اتصل على رقم 131 450 可提供傳譯服務，請致電 131 450 Hemm servizz tal-interpretu, cempel 131 450

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 **Hawkesbury
City Council**