



CC APPLICATION CHECKLIST FOR RESIDENTIAL DEVELOPMENTS

The following is a preliminary list of the information necessary for a Construction Certificate (CC) application for Class 1 & 10 buildings / developments (Dwellings, Dual Occupancies, Affordable Housing, Sheds, Carports, Patios, Pools and the like).

Please note that additional information, not listed below may be required to be submitted on the completion of the assessment process.

<u>Document Type Required</u>	<u>Dwellings</u> <u>Dual Occupancies</u> <u>Affordable Housing</u>	<u>Swimming Pools</u>	<u>Sheds</u> <u>Patios</u> <u>Carports</u>
Signed and completed Contract for Certification form (See NOTE 1).			
Detailed Architectural Plans (Site Plan, Floor Plan, Elevations, Section Detail, etc with BASIX / ABSA Commitments Shown)			
Basic Architectural Plans (Site Plan, Floor Plan & Elevations)			
Site Plan with BASIX Commitments Shown (if applicable)			
Engineering Details			
Building Specifications			
Soil Classification Test Report			
BASIX and ABSA Certificate as applicable			
Signed Development Approval (See NOTE 2)			
Stamped Development Approval Plans & Documents (See NOTE 2)			
Long Service Levy payment receipt (Refer NOTE 3 below).			
Information required to address any "Prior to CC" Conditions of the Development Approval (See NOTE 4).			
Home Building Compensation Fund Insurance from Builder (See NOTE 5)			

NOTES

- Once certification fees for the Construction Certificate Application, Inspections and Occupation Certificate processes have been provided and agreed to it is a requirement that a Contract for Certification work be entered into. A copy of this contract will be provided to you by your certifier.
- The CC Application can be lodged before Council has approved the Development Approval however we won't be able to issue our approval until we have a copy of their approval and the stamped plans on our file.
- If the value of works exceed \$25,000.00, Long Service Levy will be applicable: To determine the amount payable go to <http://www.longservice.nsw.gov.au/bci/levy/other-information/levy-calculator> enter the value of works into the top field and choose calculate levy, the amount payable will appear in the bottom field. Payment can be made online at <https://portal.longservice.nsw.gov.au/bci/levy/> with the job allocated (once we receive your application and above details we will issue this to you) as reference, when you receive your invoice from the Long Service Levy Corporation please forward through to our office.
- In relation to the information required to address any Prior to CC conditions of the development consent please consult with your Pro Cert certifier who will confirm these requirements if you are unsure.
- HBCF Insurance (required for works exceeding \$20,000 in value) can be provided at a later date however is required to be provided prior to commencement of works unless an Owner Builder Permit is applicable which is also required prior to commencement of works.