



CDC APPLICATION CHECKLIST FOR RESIDENTIAL DEVELOPMENTS

The following list is a preliminary list of the information necessary for a Complying Development Certificate (CDC) 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			
Bushfire Hazard Assessment (if applicable)			
Deposited Plan & Section 88B Instrument (Refer NOTE 2 below)			
Certificate of Title for the property (Refer NOTE 2 below)			
Copy of Road Opening Permit Approval (Refer NOTE 3 below)			
Current Section 10.7 Certificate (issued within the previous 3 months) (Refer NOTE 4)			
Long Service Levy payment receipt (Refer NOTE 5 below).			
Home Building Compensation Fund Insurance from Builder (See NOTE 6 below)			
Copy of On-Site Sewage Management Approval (See NOTE 7 below)			

NOTES

- Once certification fees for the Complying Development 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 which is to be completed, signed and returned prior to assessment of your application commencing.
- If you are unable to provide a copy of the Deposited Plan, Section 88B instrument and Certificate of Title we can undertake the necessary searches to obtain this documentation for a fee that will be confirmed with you by your certifier.
- Subject to Council requirements a road / driveway permit approval (Section 138) may need to be obtained from Council. This may be provided during the assessment process if not available upfront however a CDC cannot be issued without this approval if applicable.
- If during assessment we require further information regarding the planning information of the property as set out by Local Government Authority (LGA) a 10.7 Certificate (previously known as (149(2)) will be required.

(NOTES CONTINUED ON NEXT PAGE)

5. 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.
6. 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 you have an Owner Builder Permit which is also required to be provided prior to commencement of works.
7. If the property is rural and either a new on-site sewage management system is proposed or alterations are proposed to an existing system, prior to the release of the CDC a copy of the on-site sewage management (septic) approval is to be provided.