



CC APPLICATION CHECKLIST COMMERCIAL / INDUSTRIAL DEVELOPMENTS

The following is a preliminary list of the information necessary for a Construction Certificate (CC) application for Class 2 – 9 buildings / developments.

Please note that assessment of the CC application submission may reveal additional information that is required and this will be notified to you once that assessment process has been completed.

- Construction Stage detailed architectural plans for the development.
- Construction Stage detailed architectural specifications for the development.
- Construction Stage Structural Engineering Details & Design Certificate.
- Service Plans, Specifications & Design Certification As Applicable (i.e. Electrical, Hydraulic, Mechanical, Fire Services).
- Supporting reports (as applicable), such as:
 - Accessibility Compliance Report.
 - Section J Compliance Report / JV3 Performance Solution Report.
 - External Wall Weatherproofing Performance Solution.
 - Soil Test Report.
- Signed Development Approval (See NOTE 2).
- Stamped Development Approval Plans & Documents (See NOTE 2).
- Long Service Levy payment receipt (Refer NOTE 3 below).
- Any information required to address any “Prior to CC” Conditions of the Development Approval (See NOTE 4).
- If application relates to an existing building a copy of the most recent Annual Fire Safety Statement that applies to the existing building.

NOTES

1. 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 which is required to be completed, signed and returned prior to assessment of your application commencing.
2. 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.
3. 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.
4. 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.