



CDC APPLICATION CHECKLIST COMMERCIAL / INDUSTRIAL DEVELOPMENTS

The following is a general preliminary list as to what information is necessary for a Complying Development Certificate (CDC) application for Class 2 – 9 Buildings / Developments.

Please note that assessment of the CDC 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 and Fire Services).
- Supporting reports (as applicable), such as:
 - Town Planning Report.
 - Accessibility Compliance Report.
 - Section J Compliance Report / JV3 Performance Solution Report.
 - External Wall Weatherproofing Performance Solution.
 - Soil Test Report.
- Codes SEPP Assessment prepared by a practising Town and Environment Planner.
- Current Section 10.7 Certificate (issued within the previous 3 months).
- Long Service Levy payment receipt (Refer NOTE 2 Below).
- If the application relates to an existing building a copy of the most recent Annual Fire Safety Statement that applies to the existing building.
- If the application relates to an existing building a copy of the most recent Development Approval for the building demonstrating that the current use is a lawful use.

NOTE

1. 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 required to be completed, signed and returned prior to assessment of your application commencing.
2. 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.
3. Note that there are other approval requirements that may apply to your development, such as water and sewer approvals from the Water & Sewer Authority and Driveway Permit approvals from Council. Where these are applicable they will be required to be provided prior to issue of the CDC and you will be informed of this upon completion of the assessment of your application where this has not been provided upfront.