

## Complying Development Certificate Lodgement Checklist

Residential Buildings under Part 3D & Part 4 of the SEPP (Exempt & Complying Development Codes) 2008.

LAST UPDATED JANUARY 2021

### INTRODUCTION

Plans and specifications of your proposal need to be provided to help the certifying authority determine whether it complies with set standards and requirements.

### DOCUMENTS REQUIRED

- Complying Development Certificate Application Form**  
*(Land Owner's Declaration where land owned by Corporate entity requires signature from two (2) clearly identified Directors or one (1) clearly identified Sole Director)*
- Development Plans**
  - Site Plan**  
*(Must include location and measurements of the boundaries of the land, distances of development from all lot boundaries, location and use of existing buildings and existing vegetation, location of buildings on adjoining allotments, North arrow, existing ground levels and must be drawn to a scale)*  
*Where relevant:*
    - *Parking arrangements, how vehicles will move about the site, including entry/exit points,*
    - *Proposed landscaping, types of vegetation to be used (including their height and maturity), how you intend to drain the land.*
  - Floor Plan**  
*(Must include existing building layout and building dimensions for additions and alterations to be conducted)*
  - Elevations**  
*(Must include height of the building, all external finishes and finished ground level and should include the existing building for any additions and alterations)*
  - Section Plans**  
*(Showing a through image of the development from the footings to the top of the proposed works and details of fire safety and resistance measures for their full extent)*
- Category 1 Fire Safety Provisions**  
*(Change of use only, must include provision for existing and proposed building use)*
- List of existing fire safety measures**  
*(If there are existing buildings onsite)*
- Specifications**  
*(To include construction materials and description, and their compliance with relevant standards, includes the method of draining sewerage and water, and also includes if any materials are second hand or recycled and their use)*
- Documentation demonstrating compliance with the Building Code of Australia**
- Description of any accredited building products or systems**
- A Compliance Certificate**
- BASIX Certificate**  
*(For dwellings/additions \$50,000 and over and swimming pools 40,000L and over, include assessors certificate if provided)*

\*\*Applicant is to provide Council with an electronic copy of all documentation and a minimum of 1 copy of all development plans documentation.