



## COMPLYING DEVELOPMENT CERTIFICATE APPLICATION CHECKLIST

**Note: This checklist is to be used in conjunction with the new  
'Complying Development Certificate Preparation and Lodgment Guide'**

This checklist has been prepared in order for both the applicant and customer service staff at Council to ensure that the Complying Development Certificate application to be submitted is complete. Failure to provide the requested information will delay the processing of the Complying Development Certificate and may result in the application being returned to you for completion.

Applicant to tick	Item	No. copies	CDC Guide reference	CSO (office use only)
<b>Fees and Administration</b>				
<input type="checkbox"/>	<b>Completed Complying Development Certificate application form</b>	1	-	
<input type="checkbox"/>	<b>Application for Complying Development Certificate is made under: (tick one of the below) -</b> <input type="checkbox"/> State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 <input type="checkbox"/> State Environmental Planning Policy (Affordable Rental Housing) <input type="checkbox"/> State Environmental Planning Policy (Infrastructure)	-	-	
<input type="checkbox"/>	<b>Payment of application fees</b>	-	-	
<input type="checkbox"/>	<b>Building Long Service Leave Levy</b> <b>When:</b> for all works \$25,000 or more in value	-	N	
<input type="checkbox"/>	<b>Owner's consent (including ASIC search for company ownership)</b>	-	p16	
<input type="checkbox"/>	<b>Statistical return for ABS</b>	1	-	
<input type="checkbox"/>	<b>Developer Contributions and Developer Charges</b> I understand that my consent may be subject to the requirement to pay monetary contributions/charges under the provisions of Section 7.11 of the Environmental Planning and Assessment Act 1979.	-	p14	
<b>Always Required</b>				
<input type="checkbox"/>	<b>Plans, elevations, sections and structural plans</b>	2	A	
<input type="checkbox"/>	<b>Specifications</b>	2	B	
<input type="checkbox"/>	<b>Reduced Plans and Documents (A4 or A3) or Electronic Copy</b>	1	C	
<input type="checkbox"/>	<b>Fire safety details/schedule</b>	2	D	
<input type="checkbox"/>	<b>Stormwater/drainage plan/details</b>	2	E	

<b>May Be Required</b>				
<input type="checkbox"/>	<b>BASIX Certificate (and commitments listed on plans)</b> <b>When:</b> for all new Class 1, 2 & 4 buildings, residential alterations and additions with an estimated construction cost of \$50,000 or greater and swimming pools with a volume of 40,000 litres or greater.	2	F	
<input type="checkbox"/>	<b>Sediment and erosion control plan</b> <b>When:</b> earthworks / excavation proposed	2	G	
<input type="checkbox"/>	<b>Soil test report</b> <b>When:</b> For all applications excluding carports/garages	2	H	
<input type="checkbox"/>	<b>Disabled access and sanitary facilities plan</b> <b>When:</b> Required for all class 2 – 9 Building proposals	2	I	
<input type="checkbox"/>	<b>Bushfire Attack Level (BAL) Certificate</b> <b>When:</b> the development is on land that is bushfire prone land and the application for a CDC is made under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008	1	J	
<input type="checkbox"/>	<b>Building Upgrade Report</b> <b>When:</b> change of use or addition or alteration to an existing building that was approved prior to 1 January 1993, and that involves an area of more than 500m <sup>2</sup> (issued by independent accredited certifier who is not assessing the CDC application).	1	K	
<input type="checkbox"/>	<b>Roads and Maritime Services (RMS) Traffic Impact Certificate</b> <b>When:</b> new industrial building or additions to an industrial building with a total gross floor area of 5,000m <sup>2</sup> or more, and that has pedestrian or vehicular access to a classified road, or is within 90m of a classified road, must include a certificate from Roads and Maritime Services upon lodgement (issued by RMS)	1	-	
<input type="checkbox"/>	<b>Site Contamination Statement</b> <b>When:</b> a new industrial building or additions to an existing commercial or industrial building (issued by a person who is qualified to assess contaminated sites, stating the land is suitable for the development, or the land will be suitable for the development if specified remediation works are carried out).	1	-	
<input type="checkbox"/>	<b>Certificate of Title</b> <b>When:</b> where a development standard requires that the development must be set back from an easement.	1	-	
<input type="checkbox"/>	<b>and Title Diagram</b> <b>When:</b> where the Certificate of Title (above) identifies an easement on the lot, a Title Diagram of the easement must be submitted for the certifying authority to confirm the proposal satisfies easement separation requirements.	1	-	
<b>Recommended</b>				
<b>Note</b> – Whilst this following information is not mandatory as part of your applicant for a CC, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works.				
<input type="checkbox"/>	<b>Builder's Home Warranty Insurance</b> <b>When:</b> the proposed works are residential, exceed \$20,000 (construction cost) and will be undertaken by a licensed builder	1	L	
<input type="checkbox"/>	<b>Owner Builder Permit</b> <b>When:</b> the proposed works are residential, exceed \$10,000 (construction cost) and will be undertaken by an owner builder	1	M	

<b>Applicant Declaration</b>	
I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the complying development certificate application may be returned to me/us if information is found to be missing or inadequate.	
Applicant's name/s (Printed)	
Applicant's signature/s	
Date	

**Important Notes:**

- Please reference the **Complying Development Certificate Preparation and Lodgment Guide** to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your Complying Development Certificate due to specific circumstances, please discuss this matter with Council prior to lodgment of the application.

**Certificate of Title** to be lodged with an application for a CDC if a development standard requires that the development must be set back from an easement. If the Certificate of Title identifies an easement on the lot, a Title Diagram of the easement must be submitted with the CDC application for the certifying authority to confirm the proposal satisfies easement separation requirements.