



## Complying Development Certificate Checklist - Dwellings

The following documents are required for assessment of, and prior to, the issue of a Complying Development Certificate. Additional documentation may be requested by the Certifier after the CDC is lodged, during assessment of the application.

Document Name	Description
<b>Application</b>	<p>An application must be in the approved form, include all the information and documents specified in the approved form and as required by <a href="#">Part 6 clause 121 of the EP&amp;A Regulation 2021</a> and lodged on the NSW Planning Portal.</p> <p><b>Note:</b> If the development is in proximity to infrastructure, including water, stormwater and sewer mains, electricity power lines and telecommunications facilities, the relevant infrastructure authority should be consulted prior to lodging the application.</p>
<b>Section 10.7 Planning Certificate</b>	<p>A Planning Certificate identifies the permissibility of Complying Development, zoning and any other sensitivities on the lot. This certificate may be sourced from the City via the <a href="#">Request for Certificates</a> online form.</p>
<b>Title Search, DP, 88B Instrument</b>	<p>A Title Search is required to confirm ownership with a copy of the Deposited Plan and 88B instrument required to confirm any restriction or easements that may apply to the subject lot.</p>
<b>Section 138 Roads Act Driveway Approval</b>	<p>A Section 138 approval from the City is required for any proposed driveway access to a property or any construction or modification works within a public road reserve.</p>
<b>Section 68 Local Government Act Approvals</b>	<p>Approvals required from The City for any;</p> <ul style="list-style-type: none"> <li>• on-site effluent disposal system if the development is on unsewered land;</li> <li>• on-site stormwater drainage system.</li> </ul>
<b>Bushfire Attack Level Certificate (BAL)</b>	<p>Required should the subject lot be located within a 'Bushfire Prone Area' as identified by the 10.7 Planning Certificate. A BAL Certificate can be issued by an Accredited Bushfire Consultant, or the City (fee applies), and determines the level of construction required by AS3959 and PBP 2019. The development must be assessed as BAL29 or lower for CDC to proceed.</p> <p><b>Note:</b> Pools and non-habitable structures &gt;6m away from the dwelling are exempt from this requirement.</p>
<b>Flood Certificate</b>	<p>Required should the subject lot be located within a 'Flood Prone Area' as identified by the 10.7 Planning Certificate. The certificate is to be issued by the City (<a href="#">fee applies</a>) or an Engineer and must demonstrate full compliance with the SEPP (Exempt and Complying Development Codes) 2008 provisions for Complying Development on flood controls lots.</p>
<b>Building Specifications</b>	<p>Many design decisions and building details cannot be expressed in graphic form. Details and design decisions that cannot be shown on plans shall be detailed and provided in a building specification which complements the plans. Typically, the specification will reference the design, product, installation and execution standards applicable to construction and can be sourced from the following websites:</p> <ul style="list-style-type: none"> <li>• Housing Industry Association (HIA) Contracts Online page</li> <li>• Master Builders Association econtracts page</li> <li>• NATSPEC Construction Information page</li> </ul>

## Architectural Plans for Construction

Plans must be completed to a recognised drawing standard preferably prepared by a suitably qualified Draftsperson or Architect. The plans are required to include all the information prescribed in [Part 6 of the EP&A Regulation 2021](#) and detailed information in relation to BASIX Certificate commitments, National Construction Code compliance and the relevant Australian Standards to which the building will conform to. The plans are to include a:

- **Site plan**, indicating the location of the proposed building, setbacks from boundaries, levels of adjacent ground, existing buildings on site and other site features such as contours, easements, water, stormwater & sewer infrastructure.
- **Floor plans** for each floor of the building, showing all building elements and detailed layouts, accurately dimensioned and to a suitable scale.
- **Elevations** of the proposed building, showing the relevant floor levels and heights, design, finishes and materials.
- **Sections** of the proposed building showing building elements and construction methods including sections of any ramps and other elements with gradients and stairways. Finished floor and ceiling levels. Floor to ceiling heights. Wall, window, and door heights. Thresholds and set downs.
- **Construction details of key areas of the building** including but not limited to methods of weatherproofing, attachment of building elements and wall details such as for required fire resistance and sound insulation.

## Structural Engineering Plans

Structural engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components (footings, slab, steel frame, bracing and tie-down details).

## Stormwater Management Plans

Plans are to indicate downpipe and any rainwater tank locations and discharge points (kerb, easement, on-site management system).

**Note:** All applications, documentation and any additional information must be lodged and uploaded via the [NSW Planning Portal](#)