



Complying Development Certificate Checklist – Retaining Walls

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
Application	<p>An application must be in the approved form, include all the information and documents specified in the approved form and as required by Part 6 clause 121 of the EP&A Regulation 2021 and lodged on the NSW Planning Portal.</p> <p>Note: 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>
Section 10.7 Planning Certificate	<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 Request for Certificates online form.</p>
Title Search, DP, 88B Instrument	<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>
Bushfire Attack Level Certificate (BAL)	<p>Required should the retaining walls be located within 6m of the dwelling and the subject lot is in 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>
Flood Certificate	<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 (fee applies) 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>
Plans for Construction	<p>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:</p> <ul style="list-style-type: none"> • Site plan, indicating the location of the retaining walls, setbacks from boundaries, levels of adjacent ground, existing buildings on site and other site features such as contours, easements, water, stormwater & sewer infrastructure. • Elevations including heights and type (masonry, concrete sleeper, timber) of the retaining walls, showing the relevant ground levels and finished heights. • Sections of the retaining walls showing backfilling material, geotextile fabric and subsurface drainage method.
Structural Engineering Plans	<p>Structural engineering plans are to be prepared and endorsed by a Structural Engineer for all structural components of the retaining wall. Alternatively, if a premanufactured retaining wall system is selected, a copy of the specifications that include footing depths/spacings etc is to be submitted.</p>

Stormwater Management Plans

Plans may be required to indicate treatment of overland flow and connections of surface and subsurface drainage to a legal point of discharge (kerb, inter-allotment drainage easement) and/or an on-site management system.

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