



Construction Certificate Checklist

Retaining Walls

The following documents are required for assessment of, and prior to, the issue of a Construction Certificate.

Document Name	Description
Application	An application must be in the approved form, include all the information and documents specified in the approved form or required by the Act or the EP&A (Development Certification and Fire Safety) Regulation 2021 and lodged on the NSW Planning Portal.
Development Consent	Prior to lodgement, review the conditions of the development consent as it may contain conditions that require additional approvals, contributions and/or documentation to be provided “Before issue of a Construction Certificate” and/or “Before Building Work Commences” . These documents will be requested by our Certifiers after lodgement, if not already provided.
Plans for Construction	Plans must be completed to a recognised drawing standard preferably prepared by a suitably qualified Draftsperson or Architect. The plans are to include a: <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	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.
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](#)