

# Construction Certificate Checklist Small Scale Residential Developments



Pursuant to the Environment Planning and Assessment Act 1979 & Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

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The following checklist will assist in the preparation of a complete Construction Certificate (CC) application for Class 1 and Class 10 buildings (as defined in the Building Code of Australia - i.e. dwellings and ancillary residential structures such as garages, carports, swimming pools etc.).

All information required by the checklist must be submitted with your application on the NSW Planning Portal. Incomplete applications or illegible information will not be accepted by Council. All fees are to be paid at the time of lodgment.

## Plans

<p><b>Site Plan</b> - The plan (scaled and dimensioned) shall clearly indicate:</p> <ul style="list-style-type: none"> <li>• The entire site, boundary dimensions, distances to the boundary from proposed building work and true north point,</li> <li>• Details and use of all existing and proposed buildings and separation distances between buildings,</li> <li>• Contours (required on sloping sites),</li> <li>• Details of any right-of-way (ROW), easements or public infrastructure such as sewer mains etc.</li> <li>• Car parking and vehicle access / driveway arrangements,</li> <li>• Property address, plan reference number and plan date,</li> <li>• Stormwater disposal plan / details,</li> <li>• Erosion and sediment controls,</li> <li>• Cut and fill depths including proposed retaining wall details and heights.</li> </ul> <p>Note: Existing and proposed ground levels must be shown on the Site Plan and all Elevations and Sections. The height of retaining walls shall be shown in relation to existing ground levels.</p>	
<p><b>Floor Plan</b> – The plan (scaled and dimensioned) shall clearly indicate:</p> <ul style="list-style-type: none"> <li>• The layout of the existing and proposed development of all floors,</li> <li>• The location of all proposed demolition works,</li> <li>• Internal walls/partitions and room usage,</li> <li>• Calculations of existing and proposed floor areas,</li> <li>• Dimensions of existing and proposed work (all proposed new work shall be highlighted clearly).</li> </ul>	
<p><b>Elevations and Sections</b> – All elevations and one cross-section (scaled and dimensioned) through the building is required and shall clearly indicate:</p> <ul style="list-style-type: none"> <li>• Natural ground level and any proposed changes to ground level,</li> <li>• Height of the proposed development from natural ground level to finished floor level(s), ceiling and roof ridge levels,</li> <li>• Location and size of all external openings (doors and windows), Roof profile, pitch and materials</li> </ul>	

*Working with you*

## Documents

<b>Development Consent Conditions;</b> The development consent may stipulate conditions that are to be satisfied prior to the issue of the Construction Certificate (e.g. payment of developer contributions). Where applicable a written statement and evidence addressing these conditions must be submitted with the application. Please note that this may require changes to the DA approved plans.	
<b>Contract for the Carrying out of Certification Work (PC Form);</b> Must be provided and be signed by the person having the benefit of the development consent or the owner of the land. Note: The builder may only appoint the Principal Certifier (PC) and sign the form if they also own the land. <a href="https://www.wsc.nsw.gov.au/Development/Applications-Permits-and-Certificates/Contract-for-the-Carrying-out-of-Certification-Work-Building">https://www.wsc.nsw.gov.au/Development/Applications-Permits-and-Certificates/Contract-for-the-Carrying-out-of-Certification-Work-Building</a>	
<b>Construction / Residential Housing Specifications</b> – Specifications are written descriptions of the methods of construction, the required quality of the built product and the applicable Australian Standards and Building Codes that the project will be constructed to. Standard pre-prepared residential specifications are available from several third-party providers online.	
<b>Building Code of Australia (BCA) Compliance</b> – The plans and specifications must include sufficient detail to demonstrate compliance with the applicable provisions of the BCA.	
<b>BASIX Certificate</b> – must be submitted (where the proposal involves any dwelling or secondary dwelling, residential work with an estimated cost exceeding \$50,000, a swimming pool or spa having a capacity greater than 40kl or involves the change of use of a non-habitable building to a dwelling. Details of the BASIX commitments must be shown on the architectural plans or via a separate schedule.	
<b>Structural Engineers Plans</b> – To be provided for all concrete slabs, footings, piers, retaining walls, structural steel members and timber members that are outside the scope of AS1684. The Plan/s must be prepared and signed by a suitably qualified and experienced structural engineer.	
<b>Bushfire Protection Measures</b> – If the site is mapped as bushfire prone land and conditions regarding bushfire protection measures have been stipulated in the development consent the architectural plans and specifications must include details on how compliance will be achieved. E.g. if the development consent requires the building to be constructed to BAL 12.5 a schedule demonstrating how the building will comply with all of the BAL 12.5 provisions of AS 3959 must be provided.	
<b>Soil Classification Report</b> – To be provided where not specified in the structural engineers' details and must be prepared by qualified engineer or engineering geologist.	
<b>Owners Consent</b> – Download and complete Councils Owners Consent Authorisation form from the website and upload to the NSW Planning Portal with the application. <a href="https://www.wsc.nsw.gov.au/Development/Applications-Permits-and-Certificates/Owners-Consent-Authorisation">https://www.wsc.nsw.gov.au/Development/Applications-Permits-and-Certificates/Owners-Consent-Authorisation</a>	