

## LODGEMENT CHECKLIST – Complying Development Certificate (NSW)

✓ Please tick each box relevant to your application

ONE (1) digital copy of ALL plans and documentation is required.

- Application Form (Completed & Signed)**
- Deposited Plan\*\***
- Covenants/Restrictions \*\***
- Title Search Certificate \*\* (Proof of ownership – certificate must be less than 3 months old)**
- Insurance Certificate (Home Building Compensation)**
- Owner Builder Certificate (if applicable)**
- Construction details**
  - Structural engineer's plans
  - Engineer's Compliance Certificate (Design)
  - Specifications
  - Truss details
  - Soil test report
  - Termite protection details (if applicable)
  - Fire safety details
  - Relevant Australian Standards to which the following building components are to be constructed: footings, framing, site drainage, termite, fire safety, wet areas, light & ventilation etc.
  - Evidence of any accredited components, process or designs
- Miscellaneous**
  - Long service levy receipt
  - Development contributions receipt (if applicable)
  - Bushfire assessment report (if applicable)
  - Plumbing permit
  - Road opening permit
  - Builder's contract (If available)
  - Planning Certificate (Sec 10.7 (2))
  - Section 307 Certificate of Compliance (Albury City – Water)
- Principal Certifier (PC) Appointment**
  - Certification application fees paid
  - PC Appointment form signed
- Site plan**
  - Scale (1:200), north point
  - Site boundary dimensions
  - Setback dimensions
  - Location of easements (type)
  - Contours to AHD (existing and proposed)
  - Location of structures (existing and proposed)
  - Location of driveways, vehicle parking/ maneuvering areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
  - Location of trees/vegetation (existing and proposed)
  - Location of fences (existing and proposed)
  - Location of drainage facilities/services (existing and proposed)
- Structures/trees to be removed identified
- Proposed cut/fill (area, type, level to AHD)
- Finished floor levels (AHD)
- Stormwater to Legal Point of Discharge
- Floor Plan**
  - Scale (1:100), north point
  - Building, room dimensions
  - Room usage
  - Location of window/door openings
  - Floor level to AHD
  - Wall/floor materials
- Elevation plan and  Section plan**
  - Scale (1:100)
  - Floor, ceiling height dimensions to AHD
  - Overall building height dimensions to AHD
  - Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
  - External building materials, finishes
- BASIX Certificate** (may be omitted for additions/alterations with value under \$50,000 and swimming pools with capacity under 40,000 litres)
  - Dated no earlier than 3 months before lodgement of this application
  - BASIX Property description (e.g. Street No. and Name) is correct
  - BASIX Suburb and Postcode is correct
  - Plan type and number and Lot number
  - BASIX Project Type matches description of this development application
  - BASIX commitments detailed on plans
- NatHERS Certificate** (and stamped endorsed plans)

**\*\* Impact Building Approvals can obtain Title & Restrictions Docs if required for an additional fee of \$66 per document. (Please advise)**

**NOTE: Applicants must ensure that all the relevant check boxes have been ticked  and that all the information requested is attached before lodging the application.**