



CONSTRUCTION CERTIFICATE CHECKLIST

for COMMERCIAL AND INDUSTRIAL BUILDINGS, ALTERATIONS/ADDITIONS TO COMMERCIAL AND INDUSTRIAL BUILDINGS (Class 2-9 Buildings)

The following checklist will assist you to prepare and lodge a Construction Certificate (CC) for a Class 2-9 building (as defined in the Building Code of Australia) being a Commercial or Industrial building, or additions and alterations to a Commercial or Industrial Building on the NSW Planning Portal. This includes retail buildings and commercial and industrial buildings subject to a change of use.

Council now only accepts Construction Certificate Applications via the NSW Planning Portal. Please see <https://pp.planningportal.nsw.gov.au/applicant-resources> to register an account on the Portal along with additional information. Once registered, you can gain access to a digital dashboard which helps you to manage your applications through the online system.

Registration requires you to register your details with a valid email address.

The NSW Planning Portal is not a Council owned platform, therefore if you are having issues with the system itself, please contact the support service at www.planning.nsw.gov.au/Contact-Us or call 1300 305 695.

All plans to be consistent with the approved development application plans.

Please be aware that the table below outlines the minimum requirements to lodge a CC with Council, if such information is not able to be provided, it is considered incomplete and will be returned. Applicants may find it useful to engage a Private Consultant or a suitably qualified person to assist in the preparation of documentation.

Council reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application.

For each item identified below, please confirm (by ticking the appropriate column) that your application contains the required information. If in doubt, please contact Council's Planning & Building Department on 1300 087 004.

Please note that the information that is listed as "Always Required" is in accordance with Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*. It is further noted that the documentation listed is reflective of information required to lodge an application of such type on the NSW Planning Portal.

Where a section refers to "Attachment (PDF)" this means that the document is required to be uploaded in support of the Development Application. Where reference is made to "Fields to be completed on the Portal" this means that information is required to be entered digitally into the NSW Planning Portal.

ALWAYS REQUIRED		YES	Office Use
Completed Construction Certificate Checklist	<p>All sections completed – This Form outlines the requirements to lodge a Construction Application of such type on the NSW Planning Portal and should be uploaded concurrently with the Development Application.</p> <p>To understand the development constraints on the site, access the NSW Planning Portal and generate a Property Report.</p>		
Applicant Details Fields to be completed on the portal.	<p>To include:</p> <ul style="list-style-type: none"> • applicant details, • contact details, phone, email, and address • landowner details • name of the owner(s), company details, phone number, email, and address, ABN or ACN for each owner 		
File Format	<p>All documents, plans and application forms must be supplied as PDF files in unprotected PDF/A format (max file size is 10 mb) and must be clear and legible. Security settings must not be applied to documents. Plans must be rotated to landscape orientation with scaling marked.</p> <p>Electronic documents must not be saved in subfolders.</p> <p>The data must be able to be read on a standard Windows-based system.</p> <p>Photos/Photomontages must be provided as jpeg files at a high resolution.</p>		
Payment of Fees Fields to be completed on the Portal.	<p>All relevant Construction Certificate Fees as per Council's adopted fees and charges must be paid prior to formal lodgement of the application. Upon receipt and acceptance of your pre-assessment documents, Council will forward you an invoice with the total cost of fees required to be paid upon lodgement of your Construction Certificate.</p> <p>Long Service Levy where any construction work is valued at \$25,000 or more.</p> <p>To calculate the appropriate fees applicable to your development, you will need to provide a breakdown of costs of undertaking the development including all labour costs and costs of materials, such as a fee</p>		

	<p>quote or contract from your builder. This information is also used as part of your assessment.</p> <p>Contributions under the provisions of either Section 94 or 94A of the Environmental Planning & Assessment Act 1979 (as per development consent and applicant to provide proof of payment) Contributions under the provisions of Section 64 of the Local Government Act 1993. Any bonds or security as per the development consent</p> <p>Please note that Council will invoice applicant AFTER the pre-assessment process (initial lodgement check) has been carried out. Where further information is required, a Request for Information (RFI) will be forwarded to the applicant. Upon receipt of ALL required information, Council will send the applicant a fee quote for payment of fees. Upon payment of relevant fees, Council will formally lodge your application and it will proceed to assessment.</p> <p>It is important to note that, even upon successful lodgement of your application, the assessment process may reveal further information is required and further RFIs may be forwarded to you.</p>		
Owner Consent	All owners must sign. If the owner is a company or strata title body corporate, the application must be signed by a director or an authorized person and delegated under the common seal.		
Details of the development Fields to be completed on the Portal	<p>To include:</p> <ul style="list-style-type: none"> • A detailed description of the development proposed, • Is the development a direct result of an emergency and/or natural disaster as declared by the Government? • Number of dwellings proposed • Vegetation removal proposed. 		
Principal Certifier Contract or Details of Certifier	Signed Appointment of Principal Certifier Contract Form between the applicant & Council OR Details of the Principal Certifier including their ACN, company name and, their trading name.		
Site Plans	A Site Plan / Feature Plan is a birds-eye view of the development to identify the existing conditions (including any development) on site specifically including:		

	<ul style="list-style-type: none"> • Drawings to a suitable scale such as 1:100 or 1:200 • areas and dimensions of land • north point • existing features such as buildings, structures, fences, vegetation and any registered easements and connections to drainage and utility services • locations and setbacks of the proposed building(s) and structures from site boundaries and including any paved areas or retaining walls • Location of any buildings or structures to be demolished, • existing and proposed ground levels, • proposed vehicular access, parking including accessible carparking and shared spaces and any landscaping • the extend of any cut and fill including gradients • stormwater drainage, septic tank, effluent disposal area (where required) • Locations of any existing and proposed essential fire services such as fire hydrants/fire hose reels relevant to the building. • Accessibility - Details of compliance with the Commonwealth Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) and Australian Standards 1428 and 2890. 		
<p>Floor Plan Attach as PDF</p>	<p>Scaled plan(s) consistent with the approved Development Application plans showing a birds-eye view of your existing and/or proposed layout of rooms within the building. Floor plans include:</p> <ul style="list-style-type: none"> • outline of existing building/development on site (shown dotted) • intended uses for each part of the building, areas, and dimensions • window and door locations and sizes • floor levels and steps in floor levels (RL's) • wall structure type and thickness • Gross Floor Area in square metres (GFA) • wall structure type and thickness • locations of any stairs, • locations of any existing and proposed essential fire safety measures internal and external to the building 		

	<ul style="list-style-type: none"> location of stormwater drainage pipes including downpipes and gutter, connection, and discharge points Accessibility - Details of compliance with the Commonwealth Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) and Australian Standards 1428. 		
Roof Plan	Plans demonstrating the general roof layout, member sizes and locations, guttering and downpipe types and dimensions.		
Elevations Attach as PDF	<p>Elevation plans are a side-on view of your proposal. Elevations of all four sides (north, south, east, and west facing) of your development need to be included in your application and labelled accordingly. Elevation plans should include:</p> <ul style="list-style-type: none"> drawings to a suitable scale (i.e., 1:100 or 1:200) cladding type and roof materials, heights of any proposed buildings measured from ground level outline of existing building/development on site (shown dotted) window sizes and locations location/position of all proposed buildings/structures (shown in solid lines) demonstrate chimneys, flue exhaust vents, duct inlets or outlets levels for roof ridge, floor, and ceiling (shows as RLs) Details of eaves, wall heights, roof ridge levels and natural ground levels. Details of any external signage, locations of bollards and any other safety features 		
Specifications	<p>Specifications are required to describe the standard, including references to the relevant Australia Standards, to which a building is to be constructed in terms of structural, operational, and aesthetic aspects.</p> <p>Associated plans must also demonstrate compliance with the specifications.</p> <p>The specification must include:</p> <ul style="list-style-type: none"> a reference to the approved DA plans a description of construction materials for the walls (internal and external), floors, windows, roof including its lining and all colours. 		

	<p>The relevant standards (Australian Standards) for constructing the following building components:</p> <ul style="list-style-type: none"> • footings/structural elements • timber framing • drainage-water/sewage • oil or solid fuel heating appliances • termite control - include details of the type of termite control to be used rather than simply referencing the Australian Standard (demonstrate on associated plans) • wet areas – plans and specifications to demonstrate compliance • Condensation Management – details of how compliance is to be achieved (demonstrate on plans) • lighting/ventilation • sound transmission class rating (where relevant) • stair construction, landings, door construction and balustrades (also demonstrate compliance on associated plans) • detail regarding BASIX Commitments • site preparation; and • finishes <p>Demonstrate compliance with BCA Part 3.8.3.3 - Construction of sanitary compartments. Sanitary Facilities including toilets, washbasins, washrooms and showers.</p> <p>Details of compliance with the Commonwealth Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards) and Australian Standards 1428 and 2890.</p> <p>Evidence of any accredited component, process, or design to be relied upon, where relevant (Alternate Solution as provided for under the Building Code of Australia)</p> <p>Fire safety measures, e.g., Fire resistance levels Detail regarding BASIX Commitments</p>		
Sections	<p>Drawn to a scale showing the proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.)</p>		

<p>Structural Engineers Certification as per the Building Code of Australia and relevant Australian Standards</p>	<p>Detailed Structural Plans that are signed, dated, and certified by a suitably qualified structural engineer for the following components of the proposal being:</p> <ul style="list-style-type: none"> • footings • piers • slab reinforcement • steel frames/beams • timber frame, truss tie down and bracing • support for party walls <p>Engineering plans for slabs, footings, piers should refer to the site soil classification to which they are designed, and any soil classification reports submitted with the application where required.</p> <p>Include a, associated Certificate of Compliance with computations for the designs.</p> <p>Plans and Specifications must reference Legislation, Regulations and Codes specific to New South Wales.</p>		
<p>Fire Services Plan</p>	<p>Fire safety schedule for existing and proposed fire safety measures are to be listed in the specifications and nominated via detailed key site and floor plans.</p> <p>The general plans of the building are to indicate the height, design, construction and provisions for fire safety and fire resistance as required by the Building Code of Australia.</p> <p>Evidence of any accredited component, process or design that is to be relied upon as part of the proposed work. The list must describe the extent, capability, and basis of design of each of the measures concerned.</p> <p>Where the application involves an alternative building solution(s) to meet the performance requirements of the Building Code of Australia, the application must also be accompanied by a comprehensive report including but not limited to:</p> <ul style="list-style-type: none"> • Details of the performance requirements that the alternative solution is intended to meet, and • Details of the assessment methods used to establish compliance with the performance standard requirements <p><i>Where required, the applicant is to ensure that the fire systems design has been undertaken and</i></p>		

	<i>endorsed by a professional under the Fire Protection Accreditation Scheme (FPAS) or an appropriately accredited certifier (C8 or C14) in accordance with the Building and development Certifiers Act 2018.</i>		
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REQUIRED IN CERTAIN CIRCUMSTANCES		YES	Office Use
Compliance with Development Consent	<p>It is important to ensure that all the conditions of the development consent have been met prior to lodging the Construction Certificate. The conditions will specify any matters for particular attention.</p> <p>Document / statement confirming compliance with relevant conditions of consent (including payment of contributions). Evidence to be provided where necessary to demonstrate compliance with relevant conditions of consent.</p>		
BASIX/NaTHERS Certificate (Class, 1, 2 & 4 Buildings)	<p>NatHERS/BASIX certificate from an accredited assessor showing star house rating and/or compliance with energy and water targets. Any information used to carry out the rating should be including on all sets of plans.</p> <p>If the estimated cost of residential works is over \$50,000 or a pool/ spa with a volume greater than 40,000 Litres. Must be less than 3 months old at the time of DA lodgement. The DA plans must show BASIX commitments</p>		
Survey Plan	<p>If verification of site levels, floor height or property boundaries is required for construction works or if there is uncertainty regarding the location of the building and the lot boundaries (must be provided for flood zones)</p>		
Section 68 Approval	<p>A separate Section 68 application may need to be made for:</p> <ul style="list-style-type: none"> • New connections into Council's infrastructure (Sewer, Stormwater) • New sewer and stormwater work and modifications/additions to existing plumbing (internal sewer) and stormwater at the property 		

	<ul style="list-style-type: none"> Installation of an On-Site Sewage Management System and Disposal. 		
Statement of Compliance with Performance Requirements (Building Code of Australia)	A Statement that the development complies with the deemed to satisfy provisions, if not, provide details of any performance solutions proposed and associated documents and assessment method/s.		
Stormwater (for new buildings and additions to existing buildings)	<p>Stormwater from down pipes to legal point of discharge. Specifications for the development should describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.</p> <p>Plans may also require:</p> <ul style="list-style-type: none"> overland flow paths of flood liable areas present on the land and existing surface contours (shown as Reduced Levels (RLs)) proposed method of collection of roof and surface stormwater including the location and levels of proposed drains, stormwater pipes, drainage pits and proposed finished surface contours (shown as RLs); locations of any infiltration methods location of rainwater tanks location of any on-site detention basins or tanks, including stored water levels and emergency spillways location of discharge points to stormwater drainage system (show levels at these locations) and the method of connection <p>location of stormwater easements, existing and proposed.</p>		
Section J Report (Energy Efficiency) Applies to Class 3 & 5 to 9 buildings	<p>All new buildings and new work in existing buildings must comply with Section J of the BCA.</p> <p>The proposed energy efficiency elements must be detailed and certified by a qualified consultant as complying with the Building Code of Australia.</p> <p>Details are to be shown on plans and in the specifications.</p>		
Accessible Facilities including access, movement and accessible Sanitary Facilities	<p>Plans are to require sufficient information to determine compliance with the Building Code of Australia, Australian Standard 1428.1-2009 and other relevant standards and The Disability (Access to Premises – Buildings) Standards 2010.</p> <p>The plan shall provide appropriate details regarding the following matters:</p>		

	<p>Walkways, ramps, landings, kerb, and step ramps:</p> <ul style="list-style-type: none"> • details of any crossfalls and cambers - proposed gradients - provisions for visually impaired persons - maximum gradient - landing intervals - handrails and grabrails details - circulation spaces and the location of any steps or lips. <p>Doorways, doors, paths of travel and door circulation space</p> <ul style="list-style-type: none"> • location of entrance door capable of being used by a disabled person • capability of doors to be used by a person in a wheelchair • location of any steps or lips • details of opening and locking mechanisms • provisions for visually impaired persons • circulation spaces • details of continuous, unobstructed paths of travel throughout the building as required. <p>Sanitary Facilities including toilets, washbasins, washrooms, and showers</p> <ul style="list-style-type: none"> • dimensions and measurements • circulation space • grabrail details • fixtures and fitting details <p>Car Parking</p> <ul style="list-style-type: none"> • number, dimensions and location of spaces and shared spaces • accessibility to building entrances • details of continuous paths of travel • unobstructed headroom • line marking and signage • gradient and crossfall detail <p>Signage</p> <ul style="list-style-type: none"> • entrance(s)/exits • car parks • other disabled facilities • clearly visible <p>And; All Floor Surfaces and finishes Any other matters relevant to the building.</p>		
<p>Bushfire Prone Areas</p>	<p>Where a building is proposed on land Classified as Bushfire Prone, applications for complying</p>		

	<p>development certificates and construction certificates issued for building works from 1 March 2020 must comply with AS3959-2018 and the NCC.</p> <p>The requirements as per the Bushfire Attack Level (BAL) Risk Assessment submitted with the development application and in accordance with the Planning for Bushfire Protection-2019 must be demonstrated in the submitted plans and specifications.</p>		
Flood Hazard Areas	<p>For buildings proposed in a flood hazard area, the plans and specifications must demonstrate compliance with Volume One, BP1.4 and in Volume Two, P2.1.2 specify the Performance Requirements for the construction of buildings in FHA.</p> <p>(Applies to buildings or parts of Class 1, 2, 3, 4, (residential) and 9a health-care buildings and 9c aged-care buildings).</p>		

NOTES

Performance solutions – NCC – Fire Safety Requirements - For development involving a Performance Solution under the National Construction Code (NCC) for Fire Safety Requirements, you must provide the following information.

Either or both of the following from a *fire safety engineer* (a private accredited certifier holding Category C10 accreditation):

- a. A compliance certificate (as referred to in s.6.4 (e) EP&A Act) that certifies that the performance solution complies with the relevant performance requirements of the NCC.
- b. A written report that includes a statement that the performance solution complies with the relevant requirements of the NCC.

The above requirement only applies to building work in respect of:

- a. a Class 9a building with a proposed total floor area of 2,000 square metres or more
- b. any proposed building (other than a Class 9a building) with:
 - a fire compartment with a total floor area of more than 2,000 square metres or a total floor area of more than 6,000 square metres that involves a performance solution under the NCC in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the NCC

Residential flat buildings – Design verification

For development involving Residential Flat Development requiring design

verification from a qualified designer (under Clause 50(1A) of the EP&A Regulation), you must provide the following information.

- a. A statement from a qualified designer verifying that the plans and specifications achieve or improve the design quality of the development for which development consent was granted, having regard to the design quality principles set out in Part 2 of *State Environmental Planning Policy No. 65: Design Quality of Residential Flat Development* (SEPP 65) Page 4 of 4 23706 v1 - 29/03/2017 *A Guide to Submitting a Construction Certificate Application*

If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP 65 to the extent to which they aim to reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the building or in the use of the land that it is built on or improve the thermal performance of the building.

Notes:

Council officers will review plans and supporting documents at the time of DA lodgement for adherence to the specifications. If your proposed development type is not listed in the matrix above please contact Council and speak with the Duty Planning/Building officer who can advise of lodgement requirements.

Please note Form A and Form B on Council's website are required to enable lodgement into Council's system regardless of the information submitted on the NSW Planning Portal. If there are any discrepancies the information in Council's DA Fact Sheets will take precedence.

Payment of Fees

Council will not commence processing of your application until such time all fees are paid. Please note payment is required within 7 days from the date of lodgement regardless of any due date on an invoice issued. If payment has not been received in due course the application will be rejected and returned to you.

The following information should be included on all plans and documentation:

- applicants name.
- unit/house number.
- street/road name, town, or locality.
- lot Number, Section Number, DP/SP Number.
- measurements in metric.
- the position of true north.
- designer's/Architect's name and date.
- Revision number (if applicable)

Privacy Policy

The information you provide in this application will be held and used by Murray River Council, and any relevant State agency, to enable the assessment of your application under



the [Environmental Planning and Assessment Act 1979](#) (EPA Act), the [Local Government Act 1993](#) (LG Act) or other applicable State legislation.

The information you provide may also be used by the Council in exercising its functions under other legislation, including the [Government Information \(Public Access\) Act 2009](#) (GIPA Act) under which the Council may be required to release information which you provide to us where it is in the public interest.

In completing this form, you will be prompted to supply information that is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act). The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide the information sought, your application may not be able to be accepted or Council may not be able to process your application. The information supplied with your application may be made available to the public for comment if the development is designated development or is required to be advertised under Council's Development Control Plan or Community Participation Plan.

All documents will also be made publicly available at Council's Offices. Written notification of the application may also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. If you require any further information about how your personal information is being collected, held, or used please contact Council.

Applicant's signature: _____

Date: _____

Council Officer: _____

Date: _____