



CONSTRUCTION CERTIFICATE CHECKLIST

APPLIES TO NEW DWELLINGS, NEW DWELLINGS with ANCILLARY BUILDINGS(SHEDS,POOLS, CARPORTS) or DWELLING ALTERATIONS AND ADDITIONS

The following checklist will assist you to prepare and lodge a Construction Certificate (CC) for a Class 1 and associated Class 10 building (as defined in the Building Code of Australia) being a dwelling, or additions and alterations to a dwelling and any ancillary/associated structures such as pools or sheds **included in the same application**, on the NSW Planning Portal. This check list excludes 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.

Please be aware that the tables below outlines the minimum requirements to lodge a CC with Council, if such information is not able to be provided, the application will be 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 and this is highly recommended.

Council will 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 is requested in accordance with the Environmental Planning & Assessment (Development Certification and Fire Safety) Regulation 2021, the Environmental Planning & Assessment Regulation 2021 and the NSW Department of Planning and Environment's 'Approved Form' on the NSW Planning Portal website. The following information, where required, is considered to be the minimum information Council needs to make a determination of a Construction Certificate application.

Where a section refers to "Attachment (PDF)" this means that the document is required to be uploaded in support of the Construction Certificate 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	No	Office Use
Applicant & Owner Details	You must obtain the consent of the landowner. If there is more than one landowner, every owner must sign. If the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	form is not signed by the landowner(s), Council will not accept your application.			
Description of your proposal	You must describe the proposed development in detail. Plans to be consistent with the approved Development Consent.			
Payment of Fees	Is the payer an individual, a company, a business or a government entity? Payment should be made per the Council Fee Schedule Long Service Levy where any construction work is valued at \$25,000 or more. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Cost	The estimated cost of carrying out the construction work including all materials and labour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Certifier Contract	Signed Appointment of Principal Certifier Contract Form between the applicant & Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	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 other buildings 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. • location of stormwater drainage pipes including downpipes and gutter, connection and discharge points. Swimming pools must show pool fencing, gates, location of pumps/filters and backwash connections and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>demonstrate compliance with the Swimming Pools Act 1992 and its amendments, and Australian Standards 1926-1986, 1926.102007 or 1926.1-2012 (whichever is applicable)</p> <p>All plans to be consistent with the approved development application plans.</p>			
<p>Floor Plan</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 			

<p>Specifications</p>	<p>Plans and Specifications are required to describe the standard to which a building is to be constructed in terms of structural, operational, and aesthetic aspects.</p> <p>The specification must include a reference to the approved DA plans and a description of construction materials for the development.</p> <p>The below details are also required to be demonstrated on associated plans where included in the proposal.</p> <p>The relevant standards (Australian Standards) for constructing the following building components:</p> <ul style="list-style-type: none"> • All finishes and materials used, including CodeMark Certificate that verifies the proposed cladding complies with AS 1562.1:2018 and the DTS provisions of the Building Code of Australia. • footings/structural elements • timber framing – plans to demonstrate compliance with the BCA and relevant Australian Standards. • drainage-water/sewage • oil or solid fuel heating appliances including details of the proposed location outlined on floor plans, distances from walls and how the appliance complies with the manufacturer's installation instructions. (Note: Where appliances are approved at CC stage, no separate Section 68 application is required). Plans must be accompanied by a testing report and certificate of compliance to AS 2918-2018. • termite management – plans must detail and demonstrate compliance with BCA Part 3.1.4 and AS 3660.1 • fire safety measures, e.g. fire resistance levels where proposed. • wet areas – demonstrate compliance with BCA Part 3.8.1.2 and AS 37402010 			<input type="checkbox"/>
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	<ul style="list-style-type: none"> • Condensation Management – (plans and specifications to demonstrate compliance with BCA Part 3.8.7.4 lighting/ventilation) • sound transmission class rating (where relevant) • stair construction, landings, door construction and balustrades • Provide window schedule and / or sizing of all windows and openings to demonstrate compliance with BCA Part 3.8.4 - Light and Part 3.8.5 - Ventilation • Construction of sanitary compartments: Demonstrate compliance with BCA Part 3.8.3.3 (<i>also to be demonstrated on associated plans</i>) • Sanitary Facilities including toilets, washbasins, washrooms and showers - dimensions and measurements - circulation space - grabrail details - fixtures and fitting detail and floor surfaces (<i>also to be demonstrated on associated plans</i>) • Safe movement and access; Demonstrate compliance with BCA Part 3.9 - Provide details of stair construction, barriers to prevent falls, landings, ramps, and slip resistant surfaces (<i>also to be demonstrated on associated plans</i>). 			
<p>Structural plans and certification for slab and footings</p>	<p>Detailed structural plans, specific to the development, 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 <p>Engineering plans for slabs, footings, piers must refer to the site soil classification to which they are designed and which the engineer relied upon for their design work, and any reports submitted with the application.</p> <p>An associated Certificate of Compliance – Design and relevant computations for the designs must be submitted.</p>			
<p>Structural plans and certification for framing</p>	<p>Detailed structural plans, specific to the development, 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"> • Steel beams, posts, structural supports, and lintels. • Support for party walls. • Steel web bracing. • Timber walls >3m in height that exceed the scope of AS 1684.2-2010 – Timber framing code. <p><u>Bracing Plans</u></p> <p>Layout plan, bracing diagram, types, and racking forces calculation from minimum x2 directions that have considered wind loading and terrain category. Plans are required to be submitted via one or more of the below methods.</p> <ol style="list-style-type: none"> 1. Detailed structural plans, specific to the development, that are signed, dated, and certified by a suitably qualified structural engineer. 2. Detailed structural plans, specific to the development, that are signed, dated, and certified by the truss manufacturer. 3. Detailed structural plans, specific to the development that have been designed by the building designer, architect or draftsman and clearly demonstrate compliance with AS 1684.2-2010 – Timber framing code. 			

	<p><u>Lintel Plans</u></p> <p>Layout plan, lintel sizes, opening widths, stress grade and manufacturers specifications. Plans are required to be submitted via one or more of the below methods.</p> <ol style="list-style-type: none"> 1. Detailed structural plans, specific to the development, that are signed, dated, and certified by a suitably qualified structural engineer. 2. Detailed structural plans, specific to the development, that are signed, dated, and certified by the truss manufacturer. 3. Detailed structural plans, specific to the development that have been designed by the building designer, architect or draftsman and clearly demonstrate compliance with AS 1684.2-2010 – Timber framing code and the manufacturers specifications. 			
<p>Sections</p>	<p>Drawn to a scale showing the proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.)</p>			
<p>Roof Plan</p>	<p>Plans demonstrating the general roof layout, roof covering material, roof pitch, roof profile, gutter sizes and types, total roof area and downpipe types and dimensions.</p>			
<p>Elevations</p>	<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 relevant or specific to the proposal. 			
<p>Stormwater</p>	<p>Stormwater from down pipes to legal point of discharge including calculations demonstrating compliance with the BCA and AS 3500.3-2018.</p> <p>Where a rainwater tank/s is required as part of the BASIX, the stormwater layout plan must demonstrate proposed tank location, roof arear catchment and overflow discharged to the legal point of discharge.</p>			

REQUIRED IN CERTAIN CIRCUMSTANCES		Yes	No	N/A	Office Use
BASIX Certificate (required for all new dwellings)	<p>If the estimated cost of residential works is > than \$50,000 or a pool/ spa with a volume greater than 40,000 Litres.</p> <p>The following must be provided with a BASIX Certificate:</p> <ul style="list-style-type: none"> • Submission of the BASIX Certificate and associated Assessor Certificate (NatHERS) where relevant. • Where required by the BASIX Certificate - Commitments of the BASIX Certificate must be shown on the construction certificate plans. <p>Must be less than 3 months old at the time of DA lodgement.</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, a survey plan is required.</p> <p>Required for all dwellings/buildings built upon flood prone areas.</p>				
Details of any Fire Resisting Construction	<p>When dwelling and / or garage is proposed to be located within 900mm of an allotment boundary, or within 1.8m of another building on the same allotment.</p> <p>Section plans and associated certification / testing or proposed products and construction method that demonstrate compliance with BCA Part 3.7.2.4 - Fire separation of external walls.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Test Report	<p>This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification (or site classification) is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer. The soil test report and its conclusions must be referred to in the engineers plans and specifications.</p>				
Section 68 Approval (required for all new dwellings and alterations and additions with new plumbing work)	<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 • Installation of an On-Site Sewage Management System and Disposal 				
Bush Fire Prone Areas	<p>Where a building is proposed on land Classified as Bushfire Prone, applications for complying 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,</p>				

	BP1.4 and in Volume Two, P2.1.2 and specify the Performance Requirements for the construction of buildings in FHA and Structural Engineers plans reflect compliance in accordance with the relevant Australian Standards. (Applies to buildings or parts of Class 1, 2, 3, 4, (residential) and 9a health-care buildings and 9c aged-care buildings).				
Class 1b Buildings	Plans demonstrating existing (if applicable) and proposed fire safety measures and compliance with the (<i>Class 1b Building: Boarding Houses, Guest Houses or similar where floor areas don't exceed 300m2 and where not more than 12 persons would be resident</i>)				

NOTES:

Builder's Home Warranty Insurance

Whilst this information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. A licensed builder (or contractor) undertaking residential building work must provide home warranty insurance from one of the approved insurance providers when the total contract sum exceeds \$20,000 (including material supplied by the contractor). You must provide Council with a copy of the Builder's Home Warranty Insurance at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. If you are able to obtain a copy of the insurance from your builder, it is advisable that you include it with your documentation when you lodge the construction certificate application with Council

Owner Builder Permit

Whilst this information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. An owner builder is an individual who does owner-builder work and holds a permit for that work under the authority of a permit issued by NSW Trading. Owner-builder work is any work (including supervision and co-ordination) involved in the construction of, or alterations, repairs or additions to, a dwelling (which includes a house, terrace, town-house, garage, swimming pool and certain other structures and improvements):

- where the reasonable market cost (including labour and materials) exceeds \$10,000, and
- which relates to a single dwelling or dual occupancy: - that requires development consent under Part 4 of the Environmental Planning and Assessment Act 1979, or - that is a complying development within the meaning of that Act.

To get an owner-builder permit, you must lodge a completed owner-builder permit application at a Service NSW Centre. For further information on completing and lodging an application visit www.fairtrading.nsw.gov.au Once you have obtained your Owner Builder Permit, you must provide Council with a copy at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. If you have the permit, it is advisable to provide a copy when you lodge the construction certificate application with Council.

Inspections

You will need to appoint a Principal Certifying Authority (PCA) who will monitor the building works as they progress to ensure compliance with the approved construction certificate. The PCA can be Council or a private accredited building surveyor. If you have not made a decision on who will be the PCA then 'tick' the 'to be advised' box. Note - The appointment of the PCA cannot be made by a contractor or other person who will carry out the building work or subdivision work unless the contractor or other person is the owner of the land on Page 17 Construction Certificate Preparation and Lodgement Guide Version 1.8 – July 2016 which the work is to be carried out. In such circumstances, please ensure that the owner nominates/signs for the appointment of the PCA. Note: Prior to any works commencing on site and in accordance with the Development Consent condition, if you appoint Wagga Wagga City Council as the PCA, you are required to complete and return the "Notice of



Building Work or Subdivision Work and Appointment of a Principal Certifying Authority” form which will be provided to you with your development approval. This document is not required to be completed until such time as you have received the Construction Certificate approval.

Performance solutions – NCC – Fire Safety Requirements - For development involving a Performance Solution under the National Construction Code (NCC) 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.