



SECTION 68 CHECKLIST

APPLIES TO NEW SHEDS, PERGOLAS, CARPORTS or similar

The following checklist will assist you to prepare and lodge a Construction Certificate (CC) for a Class 10 building (as defined in the Building Code of Australia) being shed, carport, pergola or similar non-habitable building.

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.

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 form is not signed by the landowner(s), Council will not accept your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Long Service Levy where any construction work is valued at \$25,000 or more.</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)</p> <p>Contributions under the provisions of Section 64 of the Local Government Act 1993.</p> <p>Any bonds or security as per the development consent.</p>			
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	<p>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:</p> <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 extent of any cut and fill including gradients • stormwater drainage, septic tank, effluent disposal area (where required) • location of stormwater drainage pipes including downpipes and gutter, connection and discharge points. <p>All plans to be consistent with the approved development application plans.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<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, 			

<ul style="list-style-type: none"> • locations of any existing and proposed essential fire safety measures internal and external to the building 			
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<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>			<input type="checkbox"/>
<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 drafts person 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. 			
Sections	Drawn to a scale showing the proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.)			
Roof Plan	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.			
Elevations	<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. 			
Stormwater	Stormwater from down pipes to legal point of discharge or connection into the existing system, shown on the site plan.			
Statement of Compliance with Performance Requirements (Building Code of Australia)	Statement that the development complies with the deemed to satisfy provisions, if not, provide details of any performance solutions and associated documents and assessment method.			

REQUIRED IN CERTAIN CIRCUMSTANCES	Yes	No	N/A	Office Use
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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 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"/>
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>				

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.

