



Development & Construction Certificate

Lodgement Checklist

Required Information for Lodgement	N/A	Applicant Check	Officer Check
Payment of Application Fees <i>(including payment of Long Service Levy)</i>		☐	☐
Site Plan – 1 copy provided (A3 Size) (Scale 1:200) <i>Location of the proposed development existing and proposed buildings/structures. Shows any structures to be demolished, vegetation to be removed, setbacks to all boundaries, top of kerb benchmark point and contours. For urban release areas, any benchmark point and contours are to be to Australian Height Datum</i>		☐	☐
Floor Plans – 1 copy provided (A3 Size) (Scale 1:100) <i>Outline proposed development including room names, areas and dimensions, ground levels, finished floor levels and ridge levels</i>		☐	☐
Elevations – 1 copy provided (A3 Size) (Scale 1:100) <i>All elevations boundary to boundary including location of doors, windows, any earthworks proposed, ground levels, finished floor levels and ridge levels</i>		☐	☐
Sections – 1 copy provided (A3 Size) (Scale 1:50 / 1:100) <i>Any earthworks proposed, ground levels, finished floor levels and ridge levels. Both long and cross sections provided and include the roof pitch</i>		☐	☐
Drainage Concept Plan – 1 copy provided (A3 Size) (Scale 1:100 / 1:200) <i>Proposed stormwater design to indicate method of drainage proposed. Drainage concept plan to include levels as required for the site plan</i>		☐	☐
Notification Plans – 1 copy provided (A4 Size) <i>To include site plan and elevations with levels, and Shadow diagrams if two storey dwelling.</i>		☐	☐
Shadow Diagrams (for two storey dwellings / dwellings extensions only) – 1 copy provided (A3 Size) (Scale 1:100) <i>To show shadow impact at 9am, midday and 3pm during midwinter</i>		☐	☐
BASIX Certificate – 1 copy provided <i>Applicable to dwellings, residential construction work exceeding \$50,000 or swimming pools which exceed 40,000 litres</i>		☐	☐
Statement of Environmental Effects – 1 copy provided		☐	☐
Housing Specifications – 1 copy provided		☐	☐
Waste Management Plan – 1 copy provided		☐	☐
Structural Engineering Details – 1 copy provided (A3 size) <i>Prepared by an Accredited Structural Engineer and is to demonstrate compliance with relevant site classification and relevant salinity report.</i>		☐	☐
Mine Subsidence Board Approval Endorsed Plans - 1 copy provided <i>Required where site is identified as being subject to Mine Subsidence</i>	☐	☐	☐
BAL Certificate – 1 copy provided <i>Required where site is identified as being Bushfire Prone Land. This certificate shall be prepared by a consultant recognised by the Rural Fire Service and shall certify the site is BAL-29 or less.</i>	☐	☐	☐
Flood Certificate – 1 copy provided <i>Required where the site is identified as being located on a Flood Control Lot. This flood certificate shall include design certification from a practicing structural engineer.</i>	☐	☐	☐
Insurance (Home Owners Warranty or Owner Builders Permit) <i>Required prior to commencement where not submitted at lodgement.</i>		☐	☐
Road Opening Permit and New Standard Residential Driveway Crossing Application – 1 copy provided <i>Permit issued by Camden Council for driveway construction and can be applied for concurrently with development application/construction certificate.</i>		☐	☐
S68 Approval for Onsite Effluent Disposal – 1 copy provided <i>Permit issued by Camden Council for onsite effluent disposal required for unsewered lots.</i>		☐	☐
Any Related Pre-DA Advice or Discussions with Council Staff		☐	☐
Contract of Certification Work – 1 copy provided <i>Signed by all owners of the property</i>		☐	☐
Principal Certifying Authority Appointment – 1 copy provided		☐	☐
Development Value provided on application form <i>Value must be as per Council's Building Cost Guide, Quantity Surveyors Report or Sign Tender Document</i>		☐	☐