



# Development & Construction Certificate Lodgement Checklist

Required Information for Lodgement	N/A	Applicant Check	Officer Check
<b>Completed Combined Development &amp; Construction Certificate Form</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of Application Fees</b> <i>(including payment of Long Service Levy)</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan – 1 copy provided (A3 Size) (Scale 1:200)</b> <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>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plans – 1 copy provided (A3 Size) (Scale 1:100)</b> <i>Outline proposed development including room names, areas and dimensions, ground levels, finished floor levels and ridge levels</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations – 1 copy provided (A3 Size) (Scale 1:100)</b> <i>All elevations boundary to boundary including location of doors, windows, any earthworks proposed, ground levels, finished floor levels and ridge levels</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Sections – 1 copy provided (A3 Size) (Scale 1:50 / 1:100)</b> <i>Any earthworks proposed, ground levels, finished floor levels and ridge levels. Both long and cross sections provided and include the roof pitch</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Drainage Concept Plan – 1 copy provided (A3 Size) (Scale 1:100 / 1:200)</b> <i>Proposed stormwater design to indicate method of drainage proposed. Drainage concept plan to include levels as required for the site plan</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Notification Plans – 1 copy provided (A4 Size)</b> <i>To include site plan and elevations with levels, and Shadow diagrams if two storey dwelling.</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Shadow Diagrams (for two storey dwellings / dwellings extensions only) – 1 copy provided (A3 Size) (Scale 1:100)</b> <i>To show shadow impact at 9am, midday and 3pm during midwinter</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>BASIX Certificate – 1 copy provided</b> <i>Applicable to dwellings, residential construction work exceeding \$50,000 or swimming pools which exceed 40,000 litres</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects – 1 copy provided</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Housing Specifications – 1 copy provided</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste Management Plan – 1 copy provided</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Engineering Details – 1 copy provided (A3 size)</b> <i>Prepared by an Accredited Structural Engineer and is to demonstrate compliance with relevant site classification and relevant salinity report.</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>BAL Certificate – 1 copy provided</b> <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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flood Certificate – 1 copy provided</b> <i>Required where the site is identified as being locate on a Flood Control Lot. This flood certificate shall include design certification from a practising structural engineer.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance (Home Owners Warranty or Owner Builders Permit)</b> <i>Required prior to commencement where not submitted at lodgement.</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Other required approvals (Required prior to CC but can be applied for concurrently with a development application/construction certificate)</b> <ul style="list-style-type: none"> <li>• <a href="#">Driveway Crossing Approval</a> – For any new driveway crossover</li> <li>• <a href="#">Road Opening Permit</a> – New stormwater or service connections within the road reserve</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>S68 Approval for Onsite Effluent Disposal – 1 copy provided</b> <i>Permit issued by Camden Council for onsite effluent disposal required for unsewered lots.</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Any Related Pre-DA Advice or Discussions with Council Staff</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract of Certification Work – 1 copy provided</b> <i>Signed by all owners of the property</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Principal Certifying Authority Appointment – 1 copy provided</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital Record of All of the Above Information</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Officer:</b>	<u><b>Print Name</b></u>	<u><b>Signature</b></u>	<u><b>Date</b></u>