

# Construction Certificate and Complying Development SUBMISSION MATRIX AND CHECKLIST

## NOTES

- (a) The Submission Matrix and checklist identifies the minimum documentation required to be submitted to Council in conjunction with a Construction Certificate and Complying Development applications (including any amended applications).
- (b) Applications will not be accepted unless all required documentation is submitted to Council via the NSW Planning Portal.

## SUBMISSION MATRIX

	Number of Copies	Dwellings / Secondary Dwellings (granny flats) Dual occupancies	Alterations and additions to dwellings	Outbuildings pergolas, sheds, etc	Signage	Swimming Pools	Residential Flat Building	Commercial	Industrial
Access Report	1	N/A	N/A	N/A	N/A	O	O	O	O
BASIX Certificate and BASIX Commitments on Plans	1	●	O	N/A	N/A	O	●	N/A	N/A
BCA Report	1	N/A	N/A	N/A	N/A	N/A	●	●	●
Building Specifications	1 <sup>^</sup>	●	●	O	O	O	●	●	●
Bushfire Construction Schedule	1 <sup>^</sup>	O	O	O	N/A	O	O	O	O
Cut/Fill and Retaining Walls	1	●	●	●	O	●	●	●	●
Elevation Plan	1	●	●	●	●	●	●	●	●
Erosion and Sediment Control Plan	1 <sup>*</sup>	●	●	●	●	●	●	●	●
Fire Safety Measures	1	O	O	N/A	N/A	N/A	●	●	●
Floor Plan	1	●	●	●	N/A	N/A	●	●	●
Performance of Certification Work – Contract of Agreement	1	●	●	●	●	●	●	●	●
Section J Report	1	N/A	N/A	N/A	N/A	O	N/A	O	O
Section Plan	1	●	●	●	N/A	●	●	●	●
Signage Details	1	N/A	N/A	N/A	●	N/A	N/A	O	O
Site Plan (must be stamped by the local Water Authority where connected to their services)	1	●	●	●	●	●	●	●	●
Stormwater Plan	1 <sup>*</sup>	●	●	●	N/A	●	●	●	●
Structural Engineering Details	1 <sup>^</sup>	●	●	●	●	●	●	●	●
Conditions of Consent	1	<b>Council will require any other documents as referenced in the Development Approval under Prior to CC Conditions of Consent</b>							

●	This information is required	O	This information may be required (refer to attached explanatory document)
*	Can include on Site Plan	^	Can incorporate into one document

Council may require the submission of additional documentation in some cases, i.e. complex applications due to site constraints.

**NOTE:** Where the proposal incorporates a performance solution, reports/documentation/plans which demonstrate compliance with the BCA is required.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
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<p><b>ACCESS REPORT</b></p>	<p>An Access Report describes how the development will comply with provisions of the Disability (Access to Premises – Buildings) Standards 2010. An Access Report is required where the development is subject to compliance with Part 2 of Disability (Access to Premises – Buildings) Standards 2010.</p> <p>A Disability Access Report is required for all development types including (but are not limited to) commercial, retail, residential, hospitals, healthcare, aged care, aviation, public transport and industrial properties.</p> <p>For specific requirements for new building works, alterations/additions to existing buildings and change of use please refer to Standards of the Disability (Access to Premises – Buildings) Standards 2010, the Building Code of Australia (BCA) and Australian Standard AS 1428: Design for access and mobility, which provide design requirements for buildings encompassing the specific needs of people with disabilities.</p> <p>Plans and specifications shall reflect the requirements and recommendations of the report.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BASIX CERTIFICATE &amp; COMMITMENTS ON PLANS</b></p>	<p>Required for Dwellings, Alterations and Additions &gt;\$50,000, Pools &gt;40,000 Litres (residential). All BASIX commitments must be shown on the plans as referenced on the BASIX Certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BCA REPORT</b></p>	<p>A BCA Report is a report prepared by a suitably qualified person which documents a clause by clause assessment of the proposed development against the provisions of the National Construction Code (NCC), Volume One of the Building Code of Australia (BCA).</p> <p>The BCA Report along with the submitted plans and specifications must demonstrate to the Certifier the capability of the development to comply with the relevant provisions.</p> <p>Where the development incorporates a performance solution, the solution/s shall be prepared and documented in accordance with Part A2.2 of Volume One of the BCA.</p> <p>Note – A suitably qualified person includes: A Registered Building Certifier, Registered Architect, Draftsperson, Professional Engineer with appropriate qualifications and experience for the Class of Building which is subject of the development.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>BUILDING SPECIFICATIONS</b></p>	<p>a. Building Specifications</p> <p>The specifications are to:</p> <ul style="list-style-type: none"> <li>(i) describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply</li> <li>(ii) state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used</li> <li>(iii) indicate the fire safety and fire resistance measures (if any), and their height, design and construction</li> </ul> <p><i>Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.</i></p> <p>If an alternative solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the alternative solution.</p> <p>Evidence of any accredited building product or system on which you seek to</p>	<input type="checkbox"/>	<input type="checkbox"/>

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	<p>rely.</p> <p>b. Termite Protection Details on the proposed method of termite protection are to be specified in accordance with AS3660.1 Termite Management.</p> <p>c. Additional Information to be provided</p> <ul style="list-style-type: none"> <li>(i) Smoke Alarm Location(s) The location of the smoke alarm(s) are to be indicated on a floor and/or electrical plan demonstrating compliance with BCA Part 3.7.2</li> <li>(ii) Subfloor Clearance (where applicable) The elevation plans are to clearly indicate the clearance dimension between the underside of the bearer and the finished ground level demonstrating compliance with BCA Part 3.4.1</li> <li>(iii) Masonry Construction (where applicable) Information is to be provided on the relevant plans indicating subfloor pier construction, location of masonry articulation joints and method of bearer tie-down as required by the BCA Part 3.3</li> <li>(iv) Stair Construction &amp; Balustrade (where applicable) Information is to be provided on the relevant plans demonstrating the proposed stair construction complying with BCA Part 3.9.1 and balustrade construction to BCA Part 3.9.2</li> </ul> <p>Copies of a standard building specification may be purchased from Council's administration offices or alternatively, ask your architect, plan drawer or builder.</p>		
<b>BUSHFIRE CONSTRUCTION SCHEDULE</b>	<p>The bushfire construction schedule is to address each building element in the construction to confirm compliance with the Bushfire Attack Level (BAL) applied to the property.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CUT/FILL AND RETAINING WALLS</b>	<p>Required where application proposes cut/fill and/or retaining walls.</p> <p>Plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, or 1:200 for larger sites.</li> <li>• Location of retaining walls to be shown on the site plan.</li> <li>• Height of retaining wall/filling to showing existing and proposed levels to AHD, including levels of the area surrounding the affected land.</li> <li>• Details of material to be utilised for construction of retaining wall.</li> <li>• Elevation of retaining wall/cross-section of batters.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATION PLAN</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, or 1:200 for larger sites.</li> <li>• Plan to show all elevations of the proposed buildings and to be labelled with relevant orientation (e.g. north, south-west).</li> <li>• Elevations to include existing buildings if existing buildings are in close proximity to development or if development involves extensions to existing buildings.</li> <li>• Calculated roof pitch.</li> <li>• Building materials to be stated on the plan.</li> <li>• Natural ground levels, floor levels and ceiling levels to AHD.</li> <li>• Any services located on the roof of the proposed buildings.</li> <li>• Any air conditioning services or gas systems located on balconies or external walls.</li> </ul> <p>Plan to be folded to A4 size.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>EROSION AND SEDIMENT CONTROL PLAN</b>	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p> <p>To be prepared in accordance with Council's Engineering Requirements for Development and Landcom's <i>The Blue Book – Managing Urban Stormwater; Soils and Construction/Planning for Erosion and Sediment Control on Single Residential Allotments</i>.</p> <p>Plan to address the following at a minimum:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE SAFETY MEASURES</b>	<p>Required to enable Council to consider Clauses 93/94 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Required for applications involving:</p> <ul style="list-style-type: none"> <li>Change of building use, and/or</li> <li>Alterations to an existing building.</li> </ul> <p>If the proposal involves a change of use of a building:</p> <ul style="list-style-type: none"> <li>A list of <i>Category 1 fire safety provisions</i> that currently apply to the existing building.</li> <li>A list of <i>Category 1 fire safety provisions</i> that are to apply to the building following its change of use.</li> </ul> <p>If the proposal involves additions or alterations to an existing building:</p> <ul style="list-style-type: none"> <li>A scaled floor plan of the whole of the building showing existing and proposed fire safety measures.</li> </ul> <p>Plan at 1:100, or 1:200 for larger sites.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN</b>	<p>Plan to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100, or 1:200 for larger sites.</li> <li>Room names, areas and dimensions.</li> <li>All existing and proposed works.</li> <li>Access for disabled, where relevant.</li> <li>BASIX commitments e.g. skylight, rainwater tank.</li> <li>Layout of building, all processes, storage areas, location of machinery, racking layout and height.</li> <li>Existing and proposed fire safety measures.</li> <li>Shop fitout details.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERFORMANCE OF CERTIFICATION WORK – CONTRACT OF AGREEMENT</b>	<p>Prior to commencement of any work, you must appoint a Principal Certifier (PC). The PC will undertake all critical stage inspections for the development and issue the Final Occupation Certificate (or Interim Occupation Certificates as may be required). A PC Agreement must be completed prior to works commencing.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION J REPORT</b>	<p>Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for Building Code of Australia (BCA) Classification 2 to 9. Residential developments which are classified as 2-9 under the BCA will also require Section J reports. Examples of such developments are:-</p>	<input type="checkbox"/>	<input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>• Boarding houses</li> <li>• Accommodation for the aged or disabled</li> <li>• Guest houses</li> <li>• Commercial Swimming Pools</li> </ul>		
<b>SECTION PLAN</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, or 1:200 for larger sites.</li> <li>• Section names and location on plan, e.g. A/A, B/B etc.</li> <li>• Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed.</li> <li>• Drawings to a suitable scale (i.e. 1:100 OR 1:200)</li> <li>• Outline of existing building/development on site (shown dotted)</li> <li>• Ceiling heights</li> <li>• Room names</li> <li>• Room and window heights</li> <li>• Roof pitch and covering</li> <li>• Site works, finished and proposed floor &amp; ground levels in long section (indicate cut, fill and access grades)</li> <li>• Construction material details</li> <li>• Insulation details (where applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SIGNAGE DETAILS</b>	<p>Required where signage is proposed. The following shall be submitted:</p> <ul style="list-style-type: none"> <li>• Details of the proposed structure and construction materials.</li> <li>• Size, colours, type and overall design of the sign, including overall height dimension.</li> <li>• Proposed sign wording and method of any illumination.</li> <li>• Location/s of proposed signs to be shown on a site plan.</li> <li>• Type of sign to be stated, as defined under Council's Development Control Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN (stamped by the relevant Water Authority)</b>	<p>A plan to address the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, or 1:200 for larger sites.</li> <li>• Lot and DP, site address, boundary dimensions, orientation of boundaries, site area, contour levels to AHD, existing vegetation and trees (indicate removal/retention), north point drawn to true north.</li> <li>• Outline of existing building/development on site, shown dotted.</li> <li>• Location of proposed new building/development.</li> <li>• Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings.</li> <li>• Details of existing and proposed fencing.</li> <li>• BASIX commitments eg. rainwater tank.</li> <li>• Distance from external walls and outermost part of proposed building to all boundaries.</li> <li>• Summary table calculations of site area, floor area, landscaped area etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STORMWATER PLAN</b>	<p>The stormwater plan should include:</p> <ul style="list-style-type: none"> <li>• Location of any drainage easement</li> <li>• Proposed drainage lines, depth, fall and location</li> <li>• Existing stormwater drainage location including downpipes, connection and discharge points</li> <li>• If stormwater run-off will increase, show proposed drainage details.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>• Details of discharging/managing stormwater where property slopes away from street.</li> <li>• Rainwater tank drainage and plumbing plans and specification to AS HB230-2006.</li> <li>• On-site stormwater details prepared by a suitably qualified engineer (if applicable).</li> <li>• On-site dispersal details prepared by a suitably qualified engineer (if applicable).</li> </ul>		
<b>STRUCTURAL ENGINEERING DETAILS</b>	<p>a. Footing / Slab Design Submit a design certified by a structural engineer or alternatively a design that demonstrates compliance with AS2870 Residential Slabs and Footings Construction.</p> <p>b. Frame Construction Design/Detail (may be provided to Council prior to undertaking the critical stage Frame inspection)</p> <p>(i) Steel Frames and Beams Will be required to be certified by a structural engineer in accordance with any relevant Australian Standards.</p> <p>(ii) Timber Frames Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for Construction Certificate applications.</p> <p>Note: If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specifications and Council will not require any further information on the trusses until prior to the frame inspection.</p>	<input type="checkbox"/>	<input type="checkbox"/>