

# Complying Development Certificate Application

Class 10 buildings (Sheds, awnings, swimming pools, retaining walls)

## Required prior to issue of Complying Development Certificate

Complete & sign the Application & PCA/Notice of Commencement Forms

3x Copies (OR ELECTRONIC) of architectural plans

Plans are to be to scale and include:

- a) Endorsement by the Local Water Authority & Mines Subsidence Board (if applicable)
- b) All BASIX requirements are to be nominated on the plans (if applicable)
- c) A stormwater drainage plan (if applicable)
- d) A driveway longitudinal section drawing compliant with AS2890.1-1993 & nominate the driveway width at footpath crossing (if applicable)

4 x copies (OR ELECTRONIC) of the Engineer endorsed structural details

3 x copies (OR ELECTRONIC) of building specifications

1 x copy (OR ELECTRONIC) of section 149(2) Basic Planning Certificate  
(From local Council, not more than 6 months old)

3 x copies (OR ELECTRONIC) of the BASIX Certificate (if works is valued greater than \$50k or swimming pool capacity exceeds 40,000L)

Copy of Section 138 approval from Council  
For any proposed driveway crossings or works on public road.

Provide Section 68 Approval from Council (if onsite sewage disposal is required for non-sewered areas)

Provide engineers certified design of the infiltration system in accordance with Council's Development Control Plan or Stormwater Technical Manual. (If an onsite stormwater disposal system is required)

Proof of payment of Long Service Levy (if work is valued >\$25,000)  
Payable at <https://online.longservice.nsw.gov.au/bci/levy/>

A copy of the Owner Builder Permit (for works over \$10k) OR the Home Owners Warranty Insurance (for works over \$20k)

Payment of Buildcert fee  
(Eftpos Sav, Chq or Credit Card (1% fee) OR a cheque made out to Buildcert, OR direct debit payment as per fee proposal - BSB 06 2820 ACCOUNT 1018 9909. Payable on Application of the Construction Certificate)

Complete and sign the Pre-Commencement form (prior to commencing construction)

Complete and sign the Application form for Occupation Certificate (prior to Occupation Certificate only)