

## Construction Certificate/ Modification of a Construction Certificate Lodgement Checklist – Civil Work

The following information **must** be lodged with any Construction Certificate (CC) Application or Modification of a Construction Certificate. Before filling in this checklist and lodging your application with Council, please ensure that your plans and supporting documentation achieve the minimum expected standard and quality as outlined in Schedule 1 of the *Environmental Planning and Assessment Regulations 2000* and this Checklist.

Please ensure that all plans, details and supporting documentation are legible and complied in parts as indicated within the sections found on this checklist.

This checklist does not form part of any approval but forms an integral part of the application.

It is important to note that applications that do not meet the minimum standard will be returned to the applicant to enable the provision of the missing items or the rectification of the illegible items. Alternatively, the application may be refused without further advice.

Applications to Modify Construction Certificates require the submission of all the details originally provided/ required in conjunction with new plans, elevations, sections and details which clearly indicate all changes brought about by the modification and all plans being suitability coloured or otherwise marked to indicate the changes.

The modified submission must not include any plans/ details that contain any of Council's previous Approval stamps/endorsements.

All documents are to be separate items on the USB or within the email and titled accordingly. An example of this is: CC SITE PLANS – Lot XX DP XXXXXX – 2 Smith Street Singleton

**Development Application No.**

**Address**

Fees and Administration	Applicant To tick	N/A	Office Use
<b>Completed Application Form:-</b> Showing			
• Ownership is correct			
• Property title details (Lot / DP) and address			
• Detailed description of the building			
• Development cost provided - evidence			
• Are there other approvals required (if yes, are the application forms for these completed?)			
• Long Service Levy payment			
• Principal Certifier (is a separate Form included and completed?)			
• Applicant's and Owner's Declarations completed <b>NOTE: If company the position title of the signatory is required.</b>			
• Payment of appropriate Application Fees including Contributions, Fees and Charges required by the Development Consent conditions			
• All documents supplied on CD, USB or by email to <a href="mailto:ssc@singleton.nsw.gov.au">ssc@singleton.nsw.gov.au</a>			

Plan requirements for Construction Certificates (New work must be shown as 'coloured' on all plans for alterations or additions to existing buildings. Single line drawings for sections and floor plans are not acceptable)	Applicant To tick	N/A	Office Use
<b>Site Plan</b> showing -			
• Appropriately scaled plan indicating True North Point			
• Owners name and street number on each plan, elevation and detail			
• Full site dimensions showing boundaries and gross site area (in square meters)			
• A site coverage plan, accurately dimensioned, detailing distribution of vegetated areas and impervious areas			
• Boundary setbacks (distance to two closest / corner block all boundaries)			
• Any trees on the property (to be removed or retained)			
• Location of existing structures and their uses, including OSSM and OSD systems if applicable			
• Distances of existing structures to the proposed boundaries			
• Existing/ proposed easements			
• Plans stamped by Hunter Water			
<b>General Plans and Information</b> may include but are not limited to :-			
• General notes			
• Locality plan including easements.			
• Subdivision layout / staging plan (if applicable)			
• Earthworks			

• Roadworks (Longitudinal and Cross Sections)			
• Details of intersections and Cul-De-Sacs			
• Road pavement design based on Geotechnical investigation			
• Road furnishings including linemarking			
• Stormwater catchment plan/drainage calculation table (including on-site detention works/ water quality control)			
• Stormwater drainage longitudinal and cross sections			
• Water supply works			
• Sewerage works (including pump stations)			
• Landscaping works			
• Service providers conduit plans including street lighting			
• Details of the finish to all excavated or filled battered banks expressed in a horizontal to vertical ratio and showing proposed levels			
• Details of the drainage to and point of discharge of drainage to any retaining wall or excavated or filled battered banks			
• Entrance or driveway location and profiles			
• Sediment and erosion control measures			
• Structural Engineer's certified plans and details (if applicable.)			

Environmental Planning & Assessment Regulation 2000	Applicant Tick	N/A	Office Use
<b>General Information</b> Any requirements of the development consent that must be submitted with the “ <b>Application for a Construction Certificate</b> ” or “ <b>Prior to the issue of a Construction Certificate</b> ”			
<b>Specifications</b> that describe the construction and materials which are to be used and the method of drainage ,sewerage and water supply <b>compliance with the Australian/ NZ Standards and Council Engineering Specs)</b>			
<b>Copies of any compliance certificate</b> relied on			
<b>List of Documents accompanying the application</b>			

Applicant's Name: \_\_\_\_\_

Dated: \_\_\_\_\_