

The following information must be lodged with any Complying Development Certificate (CDC) Application or Modification of a Complying Development 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 the plans, details and supporting documentation are legible and complied in parts as indicated within the sections found in the checklist.

This checklist does not form part of any approval, accordingly a complete and separate list of plans, elevations and details which are to be considered for consideration for approval is required and forms part of this checklist. (see – **List of Documents Provided** – near the end of this checklist)

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 a Complying Development Certificate 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 CD, USB or within the email and titled accordingly. An example of this is: CDC Architectural Plans – Lot XX DP XXXXXX – 2 Smith Street Singleton

**NOTE: If the applicant for a Complying Development Certificate or Modification to a Complying Development Certificate is not the owner of the land, the owner's consent, in writing, must be provided.**

**Property 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			
• Are there other approvals required (if yes, are the application forms for these completed)			
• Principal Certifier nominated – (Is the separate Form included and completed?)			
• Builder or Owner Builder nominated (Builder - Home Building Compensation Cover (HBC) or O/B – Permit attached)			
• Class of building under the <i>Building Code of Australia</i>			
• ABS and Other Reporting requirements completed – materials to be used in the construction (using the abbreviations detailed on the Form – page 4)			
• 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			
• All documents supplied on CD, USB or by email to <a href="mailto:council@singleton.nsw.gov.au">council@singleton.nsw.gov.au</a>			

Plan requirements for Complying Development 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 metres)			

If the work involves the alteration, expansion or rebuilding of an existing building a scaled plan of that building as it exists prior to any proposed work			
<ul style="list-style-type: none"> <li>Location of existing structures and their uses, including any OSSM system, if installed</li> </ul>			
<ul style="list-style-type: none"> <li>A site coverage plan, accurately dimensioned, detailing distribution of vegetated areas and impervious areas (Basix development and subdivision)</li> </ul>			
<ul style="list-style-type: none"> <li>Boundary setbacks (distance to two closest / corner block all boundaries)</li> </ul>			
<ul style="list-style-type: none"> <li>Distances of existing structures to the proposed building</li> </ul>			
<ul style="list-style-type: none"> <li>Storm water drainage plan showing the method and location of stormwater disposal outlet together with the location of rainwater tanks showing size of tanks (if required or proposed)</li> </ul>			
<ul style="list-style-type: none"> <li>Details of the drainage to and point of discharge of drainage to any retaining wall or excavated or filled battered banks</li> </ul>			
<ul style="list-style-type: none"> <li>Driveway location and driveway to carports, garages and parking areas.</li> </ul>			
<ul style="list-style-type: none"> <li>BASIX detail requirements</li> </ul>			
<ul style="list-style-type: none"> <li>Swimming pools must show: <ul style="list-style-type: none"> <li>Pool fencing and location of gates; including height of and Australian Standard of pool fence</li> <li>Australian Height Datum (AHD) reduced to existing/proposed levels</li> <li>Location of filters/pumps and backwash discharge</li> <li>BASIX detail requirements (over 40,000L)</li> </ul> </li> </ul> <p><b>Note:</b> Existing and Proposed levels in AHD <b>Note: RL level may be acceptable provided all levels relate to a permanent fixed height datum which is clearly indicated on the plan.</b></p>			
<ul style="list-style-type: none"> <li>Sediment and erosion control measures</li> </ul>			
<ul style="list-style-type: none"> <li>Subdivision layout plan and specifications together with stormwater and sewer service diagrams.</li> </ul>			
<ul style="list-style-type: none"> <li>Plans stamped by Hunter Water Corp</li> </ul>			
<b>Elevations and Sections showing -</b>			
<ul style="list-style-type: none"> <li>Appropriately scaled (1:100 is preferred)</li> </ul>			
If the work involves the alteration, expansion or rebuilding of an existing building a scaled plan of that building as it exists prior to any proposed work			
<ul style="list-style-type: none"> <li>Plans for each elevation of the proposal including all relevant architectural details</li> </ul>			
<ul style="list-style-type: none"> <li>Australian Height Datum (AHD) for all building work including alterations and additions (existing and proposed levels) indicating wall heights, ridge height, floor levels and levels of the yard area belonging to that floor and the levels of the adjacent ground. <b>Note: RL level may be acceptable provided all levels relate to the permanent fixed height datum.</b></li> </ul>			
<ul style="list-style-type: none"> <li>A section or sections through the building including all levels in AHD/ RL</li> </ul>			
<ul style="list-style-type: none"> <li>Driveway levels section – from the property boundary to any new garage/ carport</li> </ul>			
<ul style="list-style-type: none"> <li>Details of the finish of all excavated or filled battered banks expressed in a horizontal to vertical ratio and showing proposed levels.</li> </ul>			
<ul style="list-style-type: none"> <li>Design of sediment and erosion control measures</li> </ul>			
Note – Generic elevations for manufactured garages and carports are generally unacceptable			
<b>Floor Plans showing -</b>			
<ul style="list-style-type: none"> <li>Appropriately scaled ( e.g.1:100) indicating True North Point</li> </ul>			
<ul style="list-style-type: none"> <li>Layout of each floor level</li> </ul>			
<ul style="list-style-type: none"> <li>Gross floor area (in square metres)</li> </ul>			
<ul style="list-style-type: none"> <li>Internal walls/partitions and room uses (existing and new) and the location and layout of all proposed facilities (Showers, basins, wc's, laundries etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>Calculations for all existing floor areas and proposed floor areas</li> </ul>			
<ul style="list-style-type: none"> <li>Location of all landings and stairways.</li> </ul>			
<ul style="list-style-type: none"> <li>Location of all essential fire safety measures (if any)</li> </ul>			
<ul style="list-style-type: none"> <li>The height, design, construction and provision for fire safety and fire resistance (if any)</li> </ul>			

Additional Plans and Information (If Applicable)	Applicant Tick	N/A	Office Use
Certification for walls as specified in Schedule 1 of the <b>Environmental Planning and Assessment Regulation 2000</b>			
<b>Structural engineers</b> certified building plans and details			
<b>Manufacturers</b> wall frame and truss details			
Details showing compliance with <b>Condensation Management</b> requirements (applies in the Singleton LGA)			
Details for construction on <b>Bushfire Prone</b> land – if not detailed on the plans			
<b>BASIX Certificate</b> (if cost of work is \$50,000 or more or pool is 40,000L or more. Includes alterations and additions more than \$50,000, does not include garages or carports)			
<b>Disability access</b> and accessible sanitary details – plan/ elevations from the property boundary and all provided accessible car parking to within the building			
<b>Part J Certification</b>			
Energy Efficiency report prepared by a qualified consultant required for all Class 2 to 9 buildings – Part J of the Building Code of Australia (BCA)			

<b>Change of Use.</b> A list of Category 1 fire safety provisions that apply to the building A list of Category 1 fire safety provisions that apply to the building following the change of use.			
<b>List of Fire Safety Measures</b> A list of Fire Safety measures showing any existing and all proposed fire safety measures (Class1b, 2-9 buildings only)			
<b>Plans containing details of the provision of all Fire Safety Measures for Class 1b to 9 buildings</b> The details need to include but are not limited to the requirements of Clause 146B of the <i>Environmental Planning and Assessment Regulation 2000</i> for hydraulic fire safety systems, fire detection and alarm systems and mechanical ducted smoke control systems as well as the operation of exit door latches, portable fire extinguishers, design and operation of emergency lighting and exit signage			
<b>Specifications</b> that describe the construction and materials of which the building is to be built and the method of drainage ,sewerage and water supply (Booklets or on plans to detail the method of construction is in compliance with the BCA and Australian Standards)			
A statement as to how the performance requirements of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used)			
A description of any accredited building product or system sought to be relied on for the purposes of section 4.15 (4) of the Act			
Copies of any compliance certificate relied on			
Information relating to a Complying Development Certificate for any fire alarm communication works or hydraulic fire safety system in accordance with Schedule 1 of the <i>Environmental Planning and Assessment Regulation 2000</i>			
If a development standard applying to the land requires a set back from a registered easement - a copy of the Certificate of Title and if the land is subject to a registered easement - a title diagram for the lot and any adjoining lot that benefits from the easement			
If the development involves the erection or alteration to, or an addition of a dual occupancy, manor house of multi dwelling (terraces) – a statement by a qualified designer or person accredited as a building designer by the Building Designers Association of Australia that he or she verifies the design and addresses how the design is consistent with Medium Density Design Guide within SEPP (Exempt and Complying Development Codes) 2008			
If the development involves the erection of a temporary structure – documentation that specifies the live and dead loads the structure is designed to meet – a list of the proposed fire safety measures to be provided – in the case of the temporary structure to be used as an entertainment area a statement as to how the performance requirements of Part B1 and NSW Part H101 of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used)			
Certification from Roads and Maritime for developments listed in Schedule 1 of the <i>Environmental Planning and Assessment Regulation 2000</i>			
A statement by a qualified person that the land is suitable for the intended purpose of the development having regard to the contamination status of the land or the land would be suitable if the remediation work specified in the statement were carried out (contaminated sites only)			
<b>List of Documents Provided - Essential</b>			

<b>Environmental Planning &amp; Assessment Regulation 2000</b>	<b>Applicant Tick</b>	<b>N/A</b>	<b>Office Use</b>
Builder's (principal contractor's) details - Name, address, phone number, license number OR Copy of Owner Builder Permit (if work exceeds \$10,000) or Statutory Declaration attesting to value. <b>NOTE</b> These details may be submitted to Council with the Notice of Commencement			
<b>Home Building Compensation Cover (HBC)</b> For licenced builders work with a value exceeding \$20,000			

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

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