



Checklist

12 September 2013

For applications to Advanced Building Certifiers for a Complying Development Certificate or Construction Certificate please provide the following:

1. Completed Advanced Building Certifiers application form signed by **at least one owner.**
2. Signed Fee Proposal/Contract.
3. Payment or proof of payment of our fees in accordance with signed fee proposal.
4. 3 sets of architectural plans, and building specifications of proposed building showing elevations, section and floor plan with dimensions. (5 sets of drawings are required where a development application or Section 68 drainage application is to be submitted to a Council). 3 sets of structural engineer's plans (if required) are to be provided prior to commencement of site works.
5. Provide a site plan showing
 - a) North point
 - b) Lot and deposited plan numbers
 - c) Area of site (square meters or hectares)
 - d) Property boundaries and dimensions
 - e) Proposed building setback to boundaries and nearby buildings
 - f) Existing buildings
 - g) Roof water
 - connect to existing
 - connect to absorption trench
 - connect to tank with overflow to street
 - connect to tank with overflow to rubble trench or existing system.
 - details of stormwater detention system (if required under the local Council Development Control plan for stormwater management).
 - h) Extent of cut and filling of the site and any retaining walls if any.
 - i) Easements, rights of way, service mains.
 - j) Public roads, laneways.
 - k) Any trees to be removed.
6. Provide 3 copies of BASIX Certificate or BCA Section J Energy Efficiency report (if required). BASIX commitments must be noted on plans and specifications.
7. Provide Schedule of Fire Safety Measures for commercial buildings.
8. Provide all information required by conditions of relevant development consent (applies to Construction Certificate application only).
9. Provide copy of the most recent Development Consent for the property (applies to commercial CDC application only).
10. Provide a 149 Planning Certificate (applies to CDC application only).

Water, Sewer, Septic or Effluent Treatment Tank

For the installation of sanitary fixtures, provide the following information.

- I. Water supply - location and size and material of proposed water tanks, or specify connection to town water supply.
- II. Effluent disposal – specify connection to sewer or proposed or existing on-site treatment tank and indicate location of any on-site effluent disposal area including location of effluent tank.

Further Information

Please note that further information may be required after assessment of your application.