



ADVANCED BUILDING CERTIFIERS

CHECKLIST FOR A COMPLYING DEVELOPMENT CERTIFICATE (CDC)

December 2024

NSW Planning require that Complying Development (CDC) applications are submitted via the NSW Planning Portal, including all relevant documentation as listed in this Checklist.

Resource links provided for your assistance e.g.

<https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating>

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Email Advanced Building Certifiers Office: admin@abccertifiers.com.au		APPLICANT	ABC OFFICE
→	Signed Fee Proposal.	✓	✓
→	Payment or proof of payment of our fees in accordance with signed fee proposal.		
Application via NSW Planning Portal https://www.planningportal.nsw.gov.au/ Documents to upload with your NSW Planning Portal Application include:		APPLICANT	ABC OFFICE
		✓	✓
1.	Completed ABC Checklist for a Complying Development Certificate (CDC) i.e. this form		
2.	Completed Advanced Building Certifiers Owners Authority (emailed with fee proposal)		
3.	A collated set of Architectural plans of proposed development works showing elevations, section & floor plan with dimensions.		
4.	Building Specifications for the development. NOTE: Building specifications must clearly reference the development site address and that all building work will be done in compliance with the current NCC and adopted Australian Standards. https://hia.com.au/products/detail/nsw-general-housing-specifications/NGHS https://www.natspec.com.au/products/national-master-building-specification/building NOTE: For ITEMS 3 & 4 above show on Architectural Plans i.e. Elevations and Section Plans; include on Building Specifications details of compliance with Condensation Management for Walls & Roof, under Vol. 1 of NCC 2022 or Vol. 2 Housing Provisions NCC 2022 Part 10.8. https://ncc.abcb.gov.au/editions/ncc-2022/adopted/housing-provisions/10-health-and-amenity/part-108-condensation-management		
5.	Structural engineer's plans. NOTE: Plans must be signed or a signed design statement must be provided.		
6.	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) Floor areas of existing buildings and proposed development		
	g) Roof water – Show connection to existing stormwater or connection to absorption trench or connection to tank with overflow to street or connection to tank with overflow to absorption trench. Provide details of stormwater detention system (if required under the local Council Development Control Plan for stormwater management or 88B Instrument.		
	h) Extent of cut and filling of the site and any retaining walls if any (show levels).		
	i) Easements, rights of way, service mains.		
	j) Public roads, laneways.		
	k) Any trees to be removed.		
7.	Provide a schedule of materials to be used: ☐ WALLS ☐ ROOF ☐ FLOOR ☐ FRAME		
8.	Provide a Section 10.7 Planning Certificate (applies to new dwellings or new commercial buildings). https://www.planningportal.nsw.gov.au/development-and-assessment/post-consent-certificates/online-section-107-planning-certificate-service		



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9.	Where the development is located on bushfire prone land, provide a Bushfire Attack Level (BAL) Certificate from a consultant recognised by the Rural Fire Service. https://www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/planning-for-bush-fire-protection/bush-fire-prone-land/check-bfpl		
10.	Provide a BASIX Certificate for residential buildings Class 1, 2 or 4 with the value of works \$50,000 or more (unless the work is BASIX exempt). https://www.planningportal.nsw.gov.au/basix/about-basix NOTE 1: BASIX commitments must be included on plans and specifications. The method of compliance needs to be sufficiently detailed on the plans and specifications to avoid confusion or later dispute. For example, where a BASIX certificate requires (via a 'tick') a measure or commitment to be shown on the plans or specifications, it is not sufficient to merely attach or reproduce a copy or extract of the BASIX certificate. Excerpt from Building Commission NSW News. NOTE 2: Ensure BASIX commitments for exhaust ventilation are not contrary to NCC 2022 requirements for condensation management.		
11.	Provide a BCA Section J Energy Efficiency report for commercial buildings Class 2-9 (if required). https://ncc.abcb.gov.au/editions/ncc-2022/adopted/volume-one/j-energy-efficiency/part-j1-energy-efficiency-performance-requirements		
12.	For land that is outside of Sydney Water region, provide a copy of Section 68 water supply and drainage approval where there are new sanitary drainage works proposed (via local water & sewer authority). NOTE: Due to current application wait times at WSC we recommend you apply for Section 68 application ASAP. https://www.planningportal.nsw.gov.au/development-and-assessment/acts-support-applications/section-68-local-government-act-1993		
13.	Provide a Sydney Water Tap-in assessment for new buildings or additions in the Sydney Water area. https://www.sydneywater.com.au/plumbing-building-developing/building/sydney-water-tap-in.html		
14.	Where there are works within the road reserve (e.g. crossover, awnings etc), provide a copy of Section 138 Roads Act approval. https://www.planningportal.nsw.gov.au/search?keyword=Section+138+of+the+Roads+Act+1993		
15.	Provide receipt of Long Service Levy from the Long Service Corporation where the cost of the works is valued at \$250,000 or more (incl. of GST) https://www.service.nsw.gov.au/transaction/pay-the-long-service-levy-building-and-construction		
16.	Provide existing Schedule of Fire Safety Measures for BCA Class 1b, 2-9 buildings and Fire Safety Statement/s of fire safety measures for existing commercial buildings. Where a new building is proposed – provide details of proposed fire safety measures. Fire safety statement template version 4 (DOCX, 163 KB) . NOTE: A Fire Safety Statement must be accompanied by a Fire Safety Schedule.		
17.	For developments under the Low Rise Housing Diversity Code, provide a Design Statement from a registered architect or registered designer.		
18.	For Class 2 & 3 buildings, provide regulated design certificate, endorsed plans and documentation and provide insurance from each regulated designer relevant for each building element. https://legislation.nsw.gov.au/view/html/inforce/current/act-2020-007 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0152 https://www.fairtrading.nsw.gov.au/_data/assets/pdf_file/0006/1188816/Design-practitioners-handbook-final.pdf		
19.	A copy of the Title certificate of the land. If the certificate indicates easements on the subject property, then a Deposit Plan is also required.		
20.	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. Where there is insufficient information provided, the application may be refused.