

ADVANCED BUILDING CERTIFIERS

CHECKLIST FOR CONSTRUCTION CERTIFICATE (CC)

COMPLETE AND SUBMIT THIS FORM WITH YOUR APPLICATION

NSW Planning require that Construction Certificate (CC) 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>

Email Advanced Building Certifiers Office: admin@abcertifiers.com.au		APPLICANT	ABC OFFICE
1.	Signed Fee Proposal.	√	√
2.	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
3.	Completed Advanced Building Certifiers Owners Authority (<i>emailed with fee proposal</i>)	√	√
4.	Provide a copy of DA consent, stamped plans and all DA approved documents .		
5.	Provide all information to satisfy relevant DA Conditions listed Prior to Issue of a Construction Certificate (CC).		
6.	A collated set of <u>Construction Certificate issue</u> Architectural plans of proposed development works showing elevations, section & floor plan with dimensions.		
7.	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.mbands.asn.au/store/residential-guides-and-forms/residential-building-specification		
NOTE: For ITEMS 6 & 7 above show on Architectural Plans i.e. Elevations and Section Plans and show 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			
8.	Structural engineer's plans. NOTE: Must be signed or a signed design statement must be provided.		
9.	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 rubble trench or existing system. Provide 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 (show levels).		
i)	Easements, rights of way, service mains.		
j)	Public roads, laneways.		
k)	Any trees to be removed.		

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10.	<p>Provide a BASIX Certificate for residential buildings Class 1, 2 or 4 with the value of works \$50,000 or more. https://www.planningportal.nsw.gov.au/basix/about-basix</p> <p>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.</p> <p>NOTE 2: Ensure BASIX commitments for ventilation are not contrary to NCC 2022 requirements for ventilation of roof spaces.</p>		
11.	<p>Provide a BCA Section J Energy Efficiency report for commercial buildings Class 2-9 (if required).</p>		
12.	<p>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). https://www.wsc.nsw.gov.au/Plan-and-Build/NSW-Planning-Portal/Section-68-Local-Government-Approval</p> <p>NOTE: Due to current application wait times we recommend you apply for Section 68 application ASAP.</p>		
13.	<p>Provide a Sydney Water Tap-in assessment for new buildings or additions in the Sydney Water area. https://www.sydneypwater.com.au/plumbing-building-developing/building/sydney-water-tap-in.html</p>		
14.	<p>Where there are works within the road reserve (e.g. crossover, awnings etc), Provide a copy of Section 138 Roads Act approval. https://www.wsc.nsw.gov.au/Plan-and-Build/NSW-Planning-Portal/consent-for-works-structures-public-road-section-138</p>		
15.	<p>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</p>		
16.	<p>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).</p> <p>NOTE: A Fire Safety Statement must be accompanied by a Fire Safety Schedule.</p>		
17.	<p>Provide regulated design certificate, endorse plans and documentation and provide insurance from each regulated designer relevant for each building element</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/act-2020-007 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0152 practitioners-handbook-final.pdf https://www.fairtrading.nsw.gov.au/__data/assets/pdf_file/0006/1188816/Design</p>		

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.

