

## Complying Development Certificate Checklist

### Advisory Notes

- **As from 1 January 2022, all applications for Complying Development Certificates are required to be lodged via the NSW Planning Portal - [Welcome to the NSW Planning Portal | Planning Portal - Department of Planning and Environment](#)**
- **If you require assistance with your application, please contact Council's Customer Service on 9330 6400 (8.30am-5.00pm Monday to Friday).**

Complying Development Certificate Application Lodgement Requirements	Yes	N/A
<b>Plans Required</b> – any new work is to be shown in colour		
<b>Survey Plan</b> - A survey plan is required for a new dwelling house and must be prepared by a Registered Surveyor indicating existing and proposed levels to AHD. The plan should also indicate property boundaries, the location of all buildings/structures, trees and other significant site features and the location of adjacent buildings/structures & windows facing the site boundaries.		
<b>Site Plan</b> – Detailing: <ul style="list-style-type: none"> <li>- The location, boundary dimensions, site area and north point of the land;</li> <li>- The location and uses of existing buildings on the land;</li> <li>- The location of any proposed buildings or works in relation to the land's boundaries. For waterfront properties indicate location of MHWM and Foreshore Building Line;</li> <li>- Existing vegetation and trees on the land, adjoining land and street trees;</li> <li>- Natural or existing levels of the land in relation to buildings and roads, include levels at corners of proposed and/or existing buildings;</li> <li>- The location and uses of buildings on sites adjoining the land;</li> <li>- Any easements on or affecting the land.</li> </ul>		
<b>Architectural Plans</b>		
<b>Floor Plans</b> – Separate floor plans for each level(s) detailing the layout, partitioning, room sizes, floor levels to AHD and intended uses of each part of the building.		



<p><b>Elevations</b> – Clearly indicating proposed external finishes, materials and heights of any proposed buildings including, floor, ceiling and top of roof levels and levels at corner of proposed and/or existing buildings.</p>		
<p><b>Sections</b> – Clearly indicating proposed external finishes, materials and heights of any proposed buildings including, floor, ceiling and top of roof levels and levels at corner of proposed and/or existing buildings.</p> <p>Sections are also to be provided for swimming pools detailing existing natural ground level, proposed coping level and proposed depth of pool.</p> <p>If you have a steep site or where a basement garage is proposed a longitudinal profile of the driveway at scale 1:20 is to be provided from the centre of the street to the level of the proposed garage.</p>		
<p><b>Stormwater Management Plan</b> - Prepared by a suitably qualified hydraulic engineer, who has inspected the site, detailing the method by which all roof and hard paved surface area stormwater is to connect to Council's drainage system.</p> <p>The stormwater plan must:</p> <ul style="list-style-type: none"> <li>(a) Be based on a survey plan prepared by a registered surveyor</li> <li>(b) Provide spot and contour levels to AHD</li> <li>(c) Provide the location of any existing easements</li> <li>(d) Include north point, date prepared and scale information</li> <li>(e) Provide the Name, signature, qualification and registration of the design engineer</li> <li>(f) Correspond with architectural plans</li> <li>(g) Correspond with landscape plans and not conflict with trees listed for retention</li> <li>(h) Where stormwater is proposed to drain via an existing system, this system must be shown on the plan.</li> </ul> <p>If OSD is required, it is to be designed in accordance with Georges River Council Requirements</p> <p>If the lot is wholly or partially impacted by flood as per the 1:100 ARI storm event map a <b>Flood Impact Assessment Report</b> must be provided.</p> <p>If a Council stormwater pipe traverses the site or is in close proximity to the site an <b>Overland Flow Assessment Report</b> for the 1:100 year ARI event must be submitted.</p>		



<p><b>Soil and Water Management Plan</b> – Georges River Council’s Water Management Policy applies to all developments (with the exception of exempt development). If the development will result in more than 50% of the site being covered with impervious surfaces, appropriate stormwater management is to be implemented in accordance with Council’s Water Management Policy.</p>		
<p><b>Landscape Plan</b> - Prepared by a qualified landscape architect or similar detailing;</p> <ul style="list-style-type: none"> <li>(a) Location of existing and proposed structures, services and existing trees;</li> <li>(b) Details of earthworks including mounding and retaining walls and planter boxes;</li> <li>(c) Location of proposed plants and a plant schedule showing the plant symbol, botanical name/ common name; quantity; pot size/; and mature height &amp; width.</li> <li>(d) A mix of native and exotic plantings</li> <li>(e) Details of planting procedure and maintenance;</li> <li>(f) Landscape specification;</li> <li>(g) Details of drainage and watering systems;</li> <li>(h) Details of garden edging and turf; and</li> <li>(i) Any required fencing, retaining walls and other structures not shown on other approved architectural and engineering plans.</li> </ul>		
<p><b>Tree Removal Permit</b> – Where a tree is required to be removed for the complying development to take place, a tree removal permit must be lodged and approved prior to CDC lodgement.</p>		
<p><b>Preliminary Site Investigation</b> – is required for all sites where excavation for a basement or excavation of 1m depth or greater is proposed. This investigation is to be prepared by a relevantly qualified environmental scientist identifying; all past potentially contaminating activities, contamination types, the condition of the site, an assessment of the contamination and assess the need for further investigation or remediation.</p> <p><b>Detailed Site Investigation</b> – required where specified by the preliminary site investigation. Should this investigation indicate that the site is not suitable for the proposed development then; a</p> <p><b>Remediation Action Plan</b> is required to demonstrate how the site is to be made suitable for the proposed development</p>		
<p><b>Structural Engineering Plans and Engineering Report</b></p>		
<p><b>Electrical Plans</b></p>		



<p><b>Building Specifications</b> – Specifications for development are to:</p> <ul style="list-style-type: none"> <li>• Describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply and,</li> <li>• State whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used.</li> </ul> <p>Depending on the construction standard specification books are available for purchase from Council's Customer Service Centre.</p>		
<p><b>Accredited Building Product/System</b> – Demonstrating that the building product/system complies with the requirements of the BCA</p>		
<p><b>BASIX Certificate</b> – BASIX Certificate requirements are to be included in the plans and specifications.</p>		
<p><b>BCA Performance Requirements Compliance Statement</b> – Information detailing that the development complies with the requirements of the Building Code of Australia</p>		
<p><b>Compliance Certificate</b> – Verifying the appropriateness of the building design for any alternative solutions to the BCA are required</p>		
<p><b>Documentation for Temporary Structure</b> – If the development involves the erection of a temporary structure, the following documents:</p> <ul style="list-style-type: none"> <li>• Documentation that specifies the live and dead loads the temporary structure is designed to meet,</li> <li>• A list of any proposed fire safety measures to be provided in connection with the use of the temporary structure,</li> <li>• In the case of a temporary structure proposed to be used as an entertainment venue—a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),</li> <li>• Documentation describing any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Act,</li> <li>• Copies of any compliance certificates to be relied on.</li> </ul>		
<p><b>Fire Safety Measures</b> – List of existing and/or proposed measures nominating relevant BCA clauses and Australian Standards.</p>		
<p><b>Owners Consent</b></p>		



<b>Section 10.7 Planning Certificate</b>		
<b>Section 138 Roads Act Approval</b> – If the proposed development involves a new driveway or any work above or within public road (including footpath) an approval from Council under Section 138 of the Roads Act is required		
<b>Erosion and Sedimentation Plan</b> - A Soil and Water Management Plan, incorporating contour levels and prepared in accordance with Council's Environmental Site Management Policy detailing all measures to control soil erosion and sedimentation runoff from the site during excavation and construction activities.		
<b>Section 7.11 or Section 7.12</b> – Development Contributions – Section 7.11 or Section 7.12 may apply to your CDC		

