

Building Information Certificate Checklist

Advisory Notes

- As from 1 January 2022, all applications for Building Information Certificates are required to be lodged via the **NSW Planning Portal** - [Welcome to the NSW Planning Portal | Planning Portal - Department of Planning and Environment](#)
- All Building Information Certificate Applications including applications must provide all relevant plans and documentation included in the table below. Should a specified item be checked "N/A" the accompanying Statement of Environmental Effects must state why this item is not required.
- Failure to submit all the information required in relation to the Building Information Certificate Application will result in the application being rejected.
- If you require assistance with your application, please contact Council's Customer Service on 9330 6400 (8.30am-5.00pm Monday to Friday).

Building Information Certificate Application Lodgement Requirements	Yes	N/A
Plans Required – Any new work is to be shown in colour		
Survey Plan - Prepared by a registered surveyor		
Site Analysis Plan – Detailing the existing development on site and the location of immediately adjoining neighbours		
Site Plan – Detailing site dimensions, area, north point, on-site trees, location of buildings and dimensioned setbacks from all boundaries, the location of buildings on adjoining sites		
Floor Plans – Separate floor plans for each level(s) detailing the layout of each room, levels to AHD, north-point, the location of any adjoining neighbouring windows		
Elevations – clearly indicating heights to AHD of each: floor, window (head and sill), ceiling, roof, parapet wall(s) and any architectural roof feature or lift over-run		
Sections – clearly indicating heights to AHD as per those specified for elevations above. Sections are also to be provided for swimming pools detailing existing natural ground level, proposed coping level and proposed depth of pool 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.		
Streetscape Character Analysis and Checklist (Blakehurst/Kogarah Bay Wards only)		



<p>Shadow Diagrams & Elevational Shadows at 9am, 12noon and 3pm on the summer and winter solstice for any development 2 storeys or greater</p>		
<p>Landscape Plan prepared by a qualified landscape architect or similar detailing:</p> <ul style="list-style-type: none"> (a) Location of existing and proposed structures, services and existing trees; (b) Details of earthworks including mounding and retaining walls and planter boxes; (c) Location of proposed plants and a plant schedule showing the plant symbol, botanical name/ common name; quantity; pot size; and mature height x width; (d) A mix of natives and exotics plantings; (e) Details of planting procedure and maintenance; (f) Landscape specification; (g) Details of drainage and watering systems; (h) Details of garden edging and turf; and (i) Any required fencing, retaining walls and other structures not shown on other approved architectural and engineering plans. 		
<p>As Built Stormwater Plan 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"> (a) Be based on a survey plan prepared by a registered surveyor (b) Provide spot and contour levels to AHD (c) Provide the location of any existing easements (d) Include north point, date prepared and scale information (e) Provide the Name, signature, qualification and registration of the design engineer (f) Correspond with architectural plans (g) Correspond with landscape plans and not conflict with trees listed for retention (h) Where stormwater is proposed to drain via an existing system, this system must be shown on the plan. <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 Flood Impact Assessment Report must be provided.</p> <p>If a Council stormwater pipe traverses the site or is in close proximity to the site an Overland Flow Assessment Report for the 1:100 year ARI event must be submitted.</p> <p>A completed DA – Stormwater and OSD Documentation Checklist must be completed and submitted with the development application.</p>		
<p>Schedule of Colour and Finishes – Provided with title box stating plan number, date and who prepared the schedule</p>		



Supporting Documentation			
<p>Statement of Environmental Effects – Prepared by a Town Planner or suitable qualified professional detailing:</p> <ul style="list-style-type: none"> (a) An accurate description of the proposal – is the Building Information Certificate for works comprising the whole building or part of the building (b) How the proposal addresses all relevant legislation, Local Environmental Plans and Development Control Plans and impacts on the environment and adjoining development. 			
<p>Basix Certificate (residential development only)</p>			
<p>Preliminary Arboricultural Report – Prepared by an AQF Level 5 Consulting Arborist before the preparation of architectural plans in accordance with <i>AS4970 Protection of Trees on Development Sites</i>, to guide the development in relation to the retention of trees on site and trees on neighbouring sites that are of high or medium significance. The report shall identify trees on the subject site and neighbouring site that have the potential to be impacted by any part of the development. In this regard, the report shall identify the tree protection zones (TPZ) using the survey plan layout and any excavation or built form proposed within the TPZ must consider alternative methods of construction including but not limited to pier and beam, suspended slabs, cantilevered building elements, screw piles and contiguous piling in the arboricultural report recommendations.</p> <p>Arboricultural Impact Assessment - Prepared following the preparation of architectural plans identifying trees to be retained or removed on both the subject site and neighbouring sites. The report shall explain the design and construction methods to minimise impacts on retained trees and encroachment percentages into TPZ's must be calculated as per <i>AS4970 Protection of Trees on Development Sites</i>. A tree protection plan is to be prepared as part of the report which will form part of any future approval.</p>			
<p>Geotechnical Report – Prepared by a qualified geotechnical engineer for any development requiring basement excavation or any other excavation >1m.</p>			
<p>Preliminary Site Investigation – 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>Detailed Site Investigation – 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>Remediation Action Plan is required to demonstrate how the site is to be made suitable for the proposed development</p>			
<p>Acid Sulphate Soils Management Plan for properties that are impacted by Acid Sulphate Soils.</p>			
<p>Heritage Impact Statement or Conservation Management Plan for Heritage properties or properties in a heritage conservation area.</p>			
<p>Bushfire Risk Assessment Report must be submitted for bushfire prone properties.</p>			



Waste Management Plan must be submitted for all new residential, commercial, mixed use developments and change of use applications.			
Business Details must be submitted for commercial, industrial or retail developments detailing proposed hours of operation, number of staff, plan of management.			
Evidence of Inspections Undertaken – including, but not limited to: (a) Surveyors Report (b) Engineering Certificate (c) Plumbing Certificate (d) Electrical Certificate (e) Smoke Alarm Certificate (f) Termite Certificate			

