



CONSTRUCTION CERTIFICATE APPLICATION CHECKLIST

This checklist has been prepared in order for both the applicant and Customer Service staff at Council to ensure that the construction certificate application to be submitted is complete. Failure to provide the requested information will delay processing of the construction certificate and may result in the application being returned to you for completion.

Applicant to tick	Item	No. copies	CC Guide reference	CSO (office use only)
Fees and Administration				
<input type="checkbox"/>	Completed construction certificate application form	1	p13	
<input type="checkbox"/>	Payment of application fees	-	-	
<input type="checkbox"/>	Building Long Service Leave Levy When: for all works \$25,000 or more in value	-	M	
<input type="checkbox"/>	Owner's consent (including ASIC search for company ownership)	-	p14	
<input type="checkbox"/>	Statistical return for ABS (not required for subdivision works)	1	-	
Always Required				
<input type="checkbox"/>	Plans, elevations, sections and structural plans	2	A	
<input type="checkbox"/>	Specifications	2	B	
<input type="checkbox"/>	Reduced Plans and Documents (A4 or A3) or Electronic Copy	1	C	
May Be Required				
<input type="checkbox"/>	Fire safety details/schedule When: for all building works involving Class 1a to 9 buildings	2	D	
<input type="checkbox"/>	Stormwater drainage plan When: all class 2 – 9 building proposals and for residential development involving dual occupancy or multi dwelling housing	2	E	
<input type="checkbox"/>	BASIX Certificate (and commitments listed on plans) When: for all new Class 1, 2 & 4 buildings, Residential Alterations and Additions with a total estimated cost of works of \$50,000 or more or swimming pools with a capacity of 40,000 litres or more.	2	F	
<input type="checkbox"/>	Energy efficiency (Section J Building Code of Australia) When: for all Class 3 & 5 to 9 buildings	2	G	
<input type="checkbox"/>	Sediment and erosion control plan When: earthworks / excavation proposed	2	H	
<input type="checkbox"/>	Soil test report When: all applications involving the construction of footings/slabs excluding carports/garages	2	I	
<input type="checkbox"/>	Disabled access and sanitary facilities plan When: all class 2 – 9 building proposals	2	J	

Recommended				
Note – Whilst this following information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works.				
<input type="checkbox"/>	Builder's Home Warranty Insurance (not required for subdivision works) When: the proposed works are residential, exceed \$20,000 (construction cost) and will be undertaken by a licensed builder	1	K	
<input type="checkbox"/>	Owner Builder Permit (not required for subdivision works) When: the proposed works are residential, exceed \$10,000 (construction cost) and will be undertaken by an owner builder	1	L	

Applicant Declaration	
I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the construction certificate application may be returned to me/us if information is found to be missing or inadequate.	
Applicant's name/s (Printed)	
Applicant's signature/s	
Date	

Important Notes:

- Please reference the **Construction Certificate Preparation and Lodgement Guide** to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your Construction Certificate due to specific circumstances, please discuss this matter with Council prior to lodgement of the application.