Application Checklist Addendum B

Complying Development Certificate
(Pursuant to Part 2 of Schedule 1 Environmental Planning & Assessment Regulation 2000)

An application for a Complying Development Certificate must be accompanied by the following documents:

Required Documents	Required	Provided
For a **change of use** (other than dwelling or ancillary structure or fire link conversion):		
• A list of the Category 1 fire safety provisions that currently apply to the existing building	☐	☐
• A list of the Category 1 fire safety provisions that are to apply to building following its change of use	☐	☐
If the development involves the erection of a wall to a boundary that has a wall less than 0.9m from the boundary, **a report by a professional engineer**, within the meaning of the Building Code of Australia, outlining the proposed method of supporting the adjoining wall.	☐	☐
If the development involves the demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary, **a report by a professional engineer**, within the meaning of the Building Code of Australia, outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.	☐	☐
If the development involves the **erection of a temporary structure**, the following documents:		
• Design parameters specifying maximum permissible **live and dead loads**	☐	☐
• A list of any **proposed fire safety measures** to be provided in connection with the use of the temporary structure	☐	☐
• Where the temporary structure is to be used as an entertainment venue and an alternative solution is proposed – a **statement** as to how the performance requirements of Part B1 & NSw Part H102 of Vol 1 – BCA are to be complied with.	☐	☐
• Documentation describing any **accredited building product** or system sought to be relied on for the purposes of S85A(4) of the Act.	☐	☐
• Copies of any compliance certificates to be relied on	☐	☐
Development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant – a statement that specifies the **maximum number of persons** proposed to occupy, at any one time, that part of the building to which the use applies.	☐	☐
A **site plan** of the land, indicating:		
• The location, boundary dimensions, site area and north point of the land	☐	☐
• Existing vegetation and trees on the land	☐	☐
• The location and uses of existing buildings on the land	☐	☐
• Existing levels of the land in relation to buildings and roads	☐	☐
• The location and uses of buildings on sites adjoining the land	☐	☐
A **sketch** of the development, indicating:		
• The location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation the land's boundaries and adjoining development	☐	☐
• Floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building	☐	☐

Required Documents	Required	Provided
• Elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made (using the abbreviations set out on the application form)	☐	☐
• Elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures)	☐	☐
• Proposed finished levels of the land in relation to existing and proposed buildings and roads	☐	☐
• Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)	☐	☐
• Proposed landscaping and treatment of land (indicating plant types and their height and maturity	☐	☐
• Proposed method of draining the land		
• BASIX certificate commitments for the development to be included in the plans and specifications.	☐	☐
Appropriate **building work plans and specifications**, including:		
Detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:	☐	☐
• A plan of each floor section,	☐	☐
• A plan of each elevation of the building	☐	☐
• Levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground,	☐	☐
• Height, design, construction and provision for fire safety and fire resistance (if any)	☐	☐
A statement as to how the performance requirements of the *Building Code of Australia* are to be complied with (if an **alternative solution**, to meet the performance requirements, is to be used	☐	☐
A description of any accredited building product or system sought to be relied on for the purposes of section 79C (4) of the Ac	☐	☐
Copies of any **compliance certificate** to be relied on.	☐	☐
If the development involves building work to alter, expand or rebuild an existing building, a **scaled plan of the existing building**	☐	☐
Where work relates only to fire link conversion need only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link	☐	☐
If the development involves **subdivision work**, appropriate subdivision work plans and specifications, including		
Details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)	☐	☐
Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned	☐	☐

Detailed engineering plans as to the following matters		
• earthworks	☐	☐
• roadworks	☐	☐
• road pavement	☐	☐
• road furnishings	☐	☐
• stormwater drainage	☐	☐
• water supply works	☐	☐
• sewerage works	☐	☐
• landscaping works	☐	☐
• erosion control works	☐	☐
• copies of any compliance certificates to be relied on	☐	☐
A BASIX certificate or BASIX certificates for the development, being either the BASIX certificate applicable to the development when the relevant development consent was granted or some other BASIX certificate or BASIX certificates that has or have been issued no earlier than 3 months before the date on which the application is made.	☐	☐
If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned	☐	☐

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