

CHECKLIST FOR LODGING A BUILDING CERTIFICATE APPLICATION				
Description	Notes	Copies required	Applicant √	Customer service Officer
Correct fee paid	In accordance with Council Fees	1		
Applicant details correct	Signature of applicant owners and or agent	1		
Registered Survey plan * see notes	Prepared by registered surveyor indicating all structures and setbacks	1		
Additional information for unauthorised building work application				
Works as Built Architectural Plan	Full as built drawings (scale 1:100 /1:200) <ul style="list-style-type: none"> • Site plan • Floor plan depicting unauthorised work • Elevations • Sections 	2		
Details of fire safety measures	Details of proposed and existing fire safety measures as required by the BCA, including details and certification.	1		
Works as Built stormwater / drainage plan	Full as built drawings (scale 1:100 /1:200)	2		
A4 Notification plans	Site plan & elevation reduced to A4 size, for all unauthorised work	8		
Sydney Water Approval	Stamped plans from Sydney water that the structure has not been built over an easement	1		
Shadow profiles (2storey+)	9.00am – 12.00pm – 3.00 pm winter solstice	1		
Compliance Report LEP and DCP	Full description of proposal and assessment against relevant LEP and DCP controls	1		
Compliance Report BCA	Full assessment against BCA and submission of relevant certification such as; <ul style="list-style-type: none"> • Structural Engineers Report • Pest management AS3660 • Wet area waterproofing • Electrical Certification Integral energy • Plumbing certification • Glazing certification safety glass. • Smoke detector certification • Other certificates maybe requested. 	1		
BASIX Certificate	Energy/ Sustainability performance certificate www.basix.nsw.gov.au Certification compliance with Basix	1		
Heritage Impact Statement	If Heritage Item or in a conservation area, see heritage LEP/DCP. www.parracity.nsw.gov.au	1		
Aboriginal Archaeological Statement	For High and Medium sensitive areas	1		
Contamination report	If land is contaminated or potentially contaminated	1		
Flora Fauna Statement	If requested by Council	1		
Additional information may be requested during the assessment of your application				

Notes

- WAE - Works as executed, LEP – Local Environmental Plan, DCP – Development Control Plan, BCA – Building Code of Australia.
- Survey report required were determined by Council to identify structures, easements and encroachments.
- Sydney water quick stop shop visit Sydney Water web site for locations.

Signature

Applicant

Support Officer

Date