

Construction Certificate and Complying Development Certificate

Supplementary Information and Checklist

APPLICATION DETAILS

Applicant's Name

Address of Development

Description of Development

COMPLETE AND SUBMIT THIS CHECKLIST WITH YOUR APPLICATION

Please ensure that you have completed this checklist prior to uploading this document to the Planning Portal as part of your application.

Please ensure that you have also uploaded all necessary documentation (plans, reports, etc.) with your application as outlined on page 3 (Document Matrix) of this checklist.

By providing all information required under this checklist, you will ensure that any potential delays in the processing and assessment of your Development Application are minimised.

LODGE YOUR APPLICATION VIA THE NSW PLANNING PORTAL

From 1 July 2021 all Construction Certificate and Complying Development Certificate applications to Wagga Wagga City Council need to be lodged via the NSW Planning Portal. This online tool allows you to lodge applications anywhere, anytime and without the need for paper.

Click [here](#) to view further information on the lodgement process.

APPLICANT AUTHORISATION LETTER

If you are not the property owner or a person having the benefit of the development consent, you must provide evidence that you have been authorised by the owner to lodge the application.

Evidence of authorisation must be uploaded to the Planning Portal as part of your application.

PROVIDE DELEGATED AUTHORITY IF REQUIRED

If you would like Council to liaise with another person in relation to the details of this application, please provide their contact information and your authorisation below.

I authorise the following person/company to act on my behalf in relation to all applications under this form.

Name	
Company	
Phone	
Email	

YOUR PROPOSAL MAY BE SUBJECT TO THE BUILDING LONG SERVICE LEVY

- I understand that my application fee will include a levy under "The Building & Construction Industry Long Service Levy" if the cost of the building and construction work is \$250,000 or more in value.

Click [here](#) for further information regarding the Building Long Service Levy.

NEED FURTHER INFORMATION?

Enquiries relating to the operation of the Planning Portal should be directed to:

Service NSW – Telephone 1300 305 695

For other enquiries, please contact Council's Customer Service Team:

Phone us on 1300 292 442

Visit us at Civic Centre Cnr Baylis St & Morrow St Wagga Wagga

Hours 8:30am to 5pm Monday to Friday

DOCUMENT MATRIX

Information Required	Construction Certificate (CC)	Complying Development Certificate (CDC)	Applicant to Complete Document Uploaded to Portal
✓ Indicates this information must be provided ○ Indicates this information may be required (see notes)	Click here for further information on required CC documents	Click here for further information on required CDC documents	
Completed Checklist	✓	✓	
Applicant Authorisation Letter (SEE NOTE 1)	○	○	
Contract for Certification Work (SEE NOTE 2)	✓	✓	
Statement of Compliance (Development Consent Conditions) (SEE NOTE 3)	✓		
Complying Development Statement (SEE NOTE 4)		✓	
Statistical Return for ABS (SEE NOTE 5)	✓	✓	
Plan Set (site plan, floor plan, elevations, sections)	✓	✓	
Site Plan	✓	✓	
Demolition Plan <i>(required when demolition proposed)</i>	○	○	
Stormwater Drainage Plan <i>(required when drainage works proposed)</i>	✓	✓	
Erosion and Sediment Control Plan <i>(required when excavation or site disturbance proposed)</i>	✓	✓	
Structural Engineering Plans	✓	✓	
Building Specifications	✓	✓	
Site Classification Report <i>(Required for all applications involving the construction of footings/slabs excluding carports/garages)</i>	○	○	
Site Survey <i>(if required by Council)</i>	○	○	
BASIX Certificate <i>(required for all class 1, 2 & 4 buildings (dwellings, flats, etc.) and any change of building classification to a class 1, 2 & 4 building)</i>	○	○	
Fire Safety Details/Schedule <i>(required for Class 2 to 9 buildings)</i>	○	○	
Energy efficiency (Section J Report) <i>(as required under Section J of the National Construction Code)</i>	○	○	
Home Warranty Insurance <i>(required for residential construction exceeding \$20,000 and undertaken by a licenced builder)</i>	○	○	
Owner Builder Permit <i>(required for residential construction exceeding \$10,000 and undertaken by an owner builder)</i>	○	○	

The matrix identifies the minimum information (plans and supporting documents) required. The matrix is a guide only and Council reserves the right to request additional information as necessary.

NOTE 1

APPLICANT AUTHORISATION LETTER

If you are not the property owner or a person having the benefit of the development consent, you must provide evidence that you have been authorised by the owner to lodge the application.

Evidence of authorisation must be uploaded to the Planning Portal as part of your application.

NOTE 2

CONTRACT FOR CERTIFICATION WORK

Your Construction Certificate or Complying Development Certificate application must be accompanied by a completed contract appointing Council as your Principal Certifying Authority (PCA). The following is a link to the required application for contract:

[Application for Contract for Certification Work](#)

In order to prepare this contract, please download and complete the relevant sections where prompted. You will then be required to deliver this document to Council so that a Council Accredited Certifier can complete the contract. The completed contract will be returned to you so that the document can be uploaded to the Planning Portal as part of your application.

Please ensure that the contract has been fully completed by both parties (applicant and Council) prior to finalising and uploading your CC or CDC application to the Planning Portal

NOTE 3

STATEMENT OF COMPLIANCE (Conditions of Development Consent)

It is important to carefully read your development consent documentation and ensure that ALL required conditions have been met prior to you lodging your construction certificate application with Council. These conditions include any that are identified as being required 'prior to the release of the Construction Certificate'. The conditions will specify the information that is required to be lodged. A Statement of Compliance is a written document listing these conditions and including a statement of how each condition has been complied with. This statement must be submitted with all Construction Certificate applications.

NOTE 4

COMPLYING DEVELOPMENT STATEMENT

You are required to ensure that your proposal is Complying Development in accordance with the provisions of either the **Greenfield Housing Code** or the **Inland Code** (whichever is applicable) under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

A Complying Development Statement must identify all relevant provisions of the Code including a statement that the proposal complies with each of these provisions. Once complete, the statement must be uploaded to the Planning Portal as part of your application.

Note – A Complying Development Statement will also be required for any development proposed under any alternate code or policy.

NOTE 5

STATISTICAL RETURN FOR AUSTRALIAN BEURAU OF STATISTICS (ABS)

You are required to provided information in relation to your proposed construction works. This information will be collated and forward by Council to the ABS. Please complete the following form:

[Statistical Return for ABS](#)

Once complete, this form must be uploaded to the Planning Portal as part of your application.