Complying Development Certificate Preparation & Lodgement Guide

Wagga Wagga City Council - 2026

City of Wagga Wagga

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1 About this guide

This guide provides general information about obtaining a Complying Development Certificate (CDC) and outlines Wagga Wagga City Council's requirements for applications lodged with Council.

A CDC is a fast-tracked approval pathway for straightforward, low-impact development that meets specific planning and building standards.

A CDC may be issued by Wagga Wagga City Council where the proposed development satisfies the requirements of the relevant State Environmental Planning Policy (SEPP), including:

- State Environmental Planning Policy (Exempt & Complying Development Codes) 2008
- State Environmental Planning Policy (Housing) 2021
- State Environmental Planning Policy (Transport and Infrastructure) 2021
- State Environmental Planning Policy (Precincts – Regional) 2021

If your proposal does not meet the requirements for complying development, you will need to lodge a Development Application (DA) with Council and obtain development consent before proceeding.

Lodging a Complying Development Certificate Application

CDC applications must be lodged through the NSW Planning Portal, accompanied by a completed Complying Development Certificate Checklist and Contract for Certification Services form.

Once lodged, your application will undergo an initial review and be assigned to a Building Surveyor for assessment. Council will assess whether the proposal:

- complies with the National Construction Code (NCC)
- meets the relevant complying development standards
- satisfies any BASIX commitments
- meets all required submission and certification requirements.

You will be contacted if additional information is required before your application can be determined.

Contract for Certification Services

A Contract for Certification Services form must be completed and submitted when lodging a Complying Development Certificate application.

Please download and complete the Contract for Certification Services form and once completed, upload the signed form through the portal as part of your application submission.

Important: The appointment of a Principal Certifier must be made by the landowner. A contractor or other person carrying out the work cannot appoint the Principal Certifier unless they have the consent of the person who owns the land, or they are also the owner of the land on which the work is being undertaken.

You can find more information on how to lodge applications on our Applying for Development webpage.

2 Information and advice required

If you need further information or advice, please contact Wagga Wagga City Council's Customer Service Centre or call in personally. See the back cover of this guide for details.

Council also ensures that a town planner and building surveyor are on duty to answer your questions (subject to availability of technical officers from respective business units).

You can also obtain further information about CDCs by visiting Council's website at https://wagga.nsw.gov.au or by emailing us at council@wagga.nsw.gov.au

If you would like to find out how your application is progressing, telephone Council for details. When calling, you can assist staff by quoting the CDC application number.

3 Plans, drawings and other material to be lodged with your application

You will need to prepare several types of plans, drawings and other relevant material which are outlined in the Complying Development Certificate – Description of Works & Checklist.

You will need to complete and submit the checklist as part of your CDC. If your CDC includes all the required details as stipulated on the checklist, Council can process the application more efficiently. Failure to provide the information as outlined within the checklist may result in the subject application being rejected or refused.

3.1 What information should my documentation contain?

The documentation outlined in the Complying Development Certificate – Description of Works & Checklist must contain the information identified below:

3.1.1 Plans, Elevations, Sections and Structural Plans

Plans including the site plan, floor plan, elevations and sections:

- Plans must be drawn in ink & to scale on paper no smaller than A4 or A3 size.
- Free hand, single line or illegible drawings will not be accepted.

The following information must be included on all plans and documents:

- applicants name, block/house/shop/flat number, street/road name, and suburb
- lot number, section number, DP/SP number
- measurements to be in metric
- the position of true north
- building or parts of building proposed to be demolished must be indicated in outline
- Designer's/Architect's name and contact details
- drawing numbers including revision numbers or dates

For alterations and additions to existing buildings, plans (site, floor and elevations) are to clearly identify the altered and new work. Preferably, plans should be suitably coloured to differentiate between the new works and existing structure. An example of a colour scheme that could be used is:

Roof tiles: Orange
Tile: Purple
Glass & Glass Bricks: Light blue
Steel, Galvanised Iron: Dark blue
Sandstone: Light brown
Brick: red
Concrete: Dark green
Fibre Cement/Cement Render: Light green
Timber: Yellow

3.1.1.1 Site Plan

A Site Plan is a `birds-eye view' of the existing and proposed development on the site and its position in relation to boundaries.

A site plan for Complying Development Certificate applications must include:

- drawings to a suitable scale (i.e. 1:100 or 1:200)
- true north point
- street name and number

- site dimensions (length, width and site area)
- building envelopes
- boundary setbacks - location of the new and existing buildings in relation to site boundaries
- approximate distance from proposed building to other buildings on the property
- location of any proposed fences and landscaping features such as swimming pool, retaining
- walls, paved areas and driveways
- any trees on the property (to be removed or retained)
- relative location of adjoining buildings
- contour lines of site and spot levels at all corners of the building
- extent of any cut and fill to be carried out
- location of vehicle access and car parking
- new vehicle crossings are to be indicated
- location of stormwater drainage lines pipes including location of downpipes and discharge points
- location of any site fencing during construction
- location of sedimentation control measures for excavation & construction activity
- swimming pools must show pool fencing, gates, reduced height levels (RLs) reduced to
- existing/proposed levels, location of filters/pumps and backwash connections

3.1.1.2 Elevation Plans

Elevation plans are a side on view of the proposed development. Elevations of all four sides (north, south, east and west facing) of the development and labelled accordingly.

Elevations plans must include:

- drawing to a suitable scale (i.e. 1:100 OR 1:50)
- outline of existing building/development on site (shown dotted)
- window sizes and location
- location/position of all building/structures
- exterior cladding type and roofing material/colour
- chimneys, flue exhaust vents, duct inlet or outlet
- levels for roof ridge, floor and ceiling (expressed as Reduced Levels (RLs) or levels to AHD)

3.1.1.3 Section Plans

A Section Plan is a diagram showing a cut through the proposed development at the most typical point.

Sections must include:

- drawings to a suitable scale (i.e. 1:100, 1:50 OR 1:20)
- section names and where they are shown on plan (i.e. A/A, B/B etc)
- room names
- room and window heights
- details of chimneys, fireplaces and stoves
- roof pitch and covering
- site works, finished and proposed floor and ground levels in long section (indicate cut, fill and access grades
- construction material details
- at least one section showing reduced levels (RLs)
- any residential Section must be on a separate sheet to any other type of plan

3.1.1.4 Structural Plans

Structural Plans are detailed plans that are signed, dated and certified by a suitably qualified structural engineer for the following components of the proposal:

- footings
- piers
- slab reinforcement
- steel frames/beams,
- timber frame, truss tie down and bracing
- support for party walls

3.1.2 Specifications

Specifications are required to describe the standard to which a building is to be constructed in terms of structural, operational and aesthetic aspects.

The specification must include:

- a description of construction materials for the walls (internal and external), floors, windows, roof including its lining
- the relevant standards (Australian Standards) for constructing the following building components:
    - footings/structural elements
    - timber framing
    - drainage-water/sewage
    - oil or solid fuel heating appliances
    - termite control
    - fire safety measures, eg. fire resistance levels and essential fire safety services
    - wet areas
    - lighting/ventilation
    - sound transmission class rating
    - stair construction and balustrades
- evidence of any accredited component, process or design to be relied upon, where relevant (Alternate Solution as provided for under the Building Code of Australia)
- site preparation; and
- finishes

3.1.3 Fire Safety

Detail Requirements for Class 1a Buildings

Fire safety requirements for **Class 1a/1b Buildings** being new dwellings, alterations and additions to dwellings:

- Location of all hardwired smoke alarms

Schedule Requirements for Class 2 to 9 Buildings

Fire Safety requirements for **Class 2 to 9 Buildings**:

- Existing and proposed fire safety measures are to be listed in the specifications and nominated via key on site and floor plans.
- The general plans of the building are to indicate the height, design, construction and provisions for fire safety and fire resistance as required by the Building Code of Australia.
- Where the application involves an alternative building solution(s) to meet the performance requirements of the Building Code of Australia, the application must also be accompanied by:
    - Details of the performance requirements that the alternative solution is intended to meet, and
    - Details of the assessment methods used to establish compliance with the performance standard requirements
- Evidence of any accredited component, process or design that is to be relied upon as part of the proposed work

The list must describe the extent, capability and basis of design of each of the measures concerned.

3.1.4 Stormwater Drainage

Stormwater Drainage Plan

A detailed plan is required to be provided for all class 2 – 9 building proposals (refer to Building Code of Australia classifications) and for residential development involving dual occupancy or multi dwelling housing outlining stormwater across the site including pit and pipe sizes and details on other fixtures and infrastructure. The plan must also provide the following information:

- overland flow paths of flood liable areas present on the land and existing surface contours (expressed as Reduced Levels (RLs) or levels to AHD)
- proposed method of collection of roof and surface stormwater including the location and levels of proposed drains, stormwater pipes, drainage pits and proposed finished surface contours (expressed as Reduced Levels (RLs) or levels to AHD)
- proposed building locations and finished floor levels (expressed as Reduced Levels (RLs) or levels to AHD)
- location of infiltration measures (swales, landscaping, permeable pavements, etc)
- location of rainwater tanks
- location of on-site detention basins or tanks, including stored water levels and emergency spillways
- location of discharge points to stormwater drainage system (show levels at these locations) and the method of connection
- location of stormwater easements (existing or proposed)

For all other residential developments (i.e. excluding dual occupancy or multi dwelling housing) specifications for the development should describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.

Note: Copies of Drainage Diagrams for individual properties can be obtained from Council subject to an applicable fee (Refer to Council's Fees and Charges: https://wagga.nsw.gov.au/fees). Please note, however, that these diagrams can be viewed at Council's Customer Service Centre and no cost.

3.1.5 BASIX Certificate (and commitments listed on plans)

Note: Applies to Classes 1, 2, & 4 Buildings (dwellings, flats, etc.)

- Submission of the BASIX Certificate and Assessor Certificate (when simulation method is used)
- Commitments in the BASIX Certificate must be shown on the construction certificate plans and included in the specifications.

Other information:

A BASIX Assessment is mandatory for:

- new buildings that contain one or more dwellings
- conversion of an existing building to a building that contains one or more dwellings
- alterations and additions to buildings that contain one or more dwellings (cost over $50,000)
- swimming pools with a capacity of 40,000 litres or more

Applicants are required to carry out a self-assessment through the interactive website programme accessed at https://www.planningportal.nsw.gov.au/development-and-assessment/basix.

Subject to passing the assessment, a BASIX Certificate will be issued by the Director-General of the Department of Planning through the website. A BASIX Certificate must be lodged with the CDC to Council. If the proposal is for more than one of the specified building types, a separate certificate is required for each building.

The CDC submitted to Council must be consistent with the proposal used in the BASIX Assessment. Plans accompanying the application must be annotated with the agreed BASIX commitments set out in the certificate.

For further information on BASIX refer to the website https://www.planningportal.nsw.gov.au/development-and-assessment/basix.

3.1.6 Sediment and Erosion Control Plan

Proposed developments involving excavation or earthworks will be required to submit a Soil Erosion and Sediment Control Plan complying with the 4th edition of the "Managing Urban Stormwater – Soils and Construction" published by the New South Wales Department of Housing ("The Blue Book"), with the development application. The plan is to include details of measures to be implemented on the site prior to construction and during construction. The plan shall nominate types of sediment and control measure proposed, size, location, review and maintenance measures.

3.1.7 Soil Test Result

This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification (or site classification) is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer.

3.1.8 Disabled Access and Sanitary Facilities Plan

A detailed plan providing sufficient information to demonstrate compliance with Australian Standard AS 1428 is required for all class 2 – 9 buildings. The plan shall provide appropriate details regarding the following matters:

- **Walkway, ramps, landings, kerb and step ramps**
  - details of any crossfalls and cambers
  - proposed gradients
  - provisions for visually impaired persons
  - maximum gradient
  - landing intervals
  - handrails and grabrails details
  - circulation spaces
  - location of any steps or lips

- **Doorways, door and door circulation space**
  - location of entrance door capable of being used by a disabled person
  - capability of doors to be used by a person in a wheelchair
  - location of any steps or lips
  - details of opening and locking mechanisms
  - provisions for visually impaired persons
  - circulation spaces

- **Sanitary Facilities including toilets, washbasins, washrooms and showers**
  - dimensions and measurements
  - circulation space
  - grabrail details
  - fixtures and fitting details

- **Floor Surfaces**

- **Car Parking**
  - number and location of spaces

- accessibility to building entrances
- details of continuous paths of travel
- unobstructed headroom
- line marking and signage
- gradient and crossfall detail

- **Signage**
  - entrance(s)/exits
  - car parks
  - other disabled facilities
  - clearly visible

3.1.9 Bushfire Attack Level (BAL) Certificate

For development on bush fire prone land a BAL Certificate is required to be supplied with the application. Further information on obtaining a Bushfire Attack Level Certificate should be obtained by referencing the BAL Risk Assessment Application Kit.

This kit will assist people planning on building a new dwelling or wanting to undertake alterations and additions to an existing dwelling in a bushfire prone area. This kit provides applicants with a streamlined approach to assist them in preparing their application for a BAL Risk Assessment Certificate. Upon receiving your BAL Risk Assessment Certificate, you will be required to lodge this with your application for a CDC.

3.1.10 Home Builders Compensation Fund (HBCF)

Note: *While this information is not mandatory for the assessment of your Construction Certificate application, it must be provided before building work commences.*

Where residential building work is being undertaken by a licensed builder or contractor, a copy of the Home Building Compensation Fund (HBCF) insurance certificate must be obtained where the total contract value exceeds $20,000, including any labour plus materials supplied by the contractor.

A copy of the HBCF insurance certificate must be provided to Council before the commencement of works. If the certificate is available at the time of lodgement, you may choose to submit it with your application. If it is not provided with the construction certificate documentation, it must be submitted through the NSW Planning Portal when appointing the Principal Certifier.

3.1.11 Owner Builder Permit

Note: *This information is not mandatory for the assessment of your Construction Certificate application. However, it must be provided before works commence, together with a completed Notice of Commencement form.*

An owner-builder is a person who carries out residential building work under the authority of an Owner-Builder Permit issued by Service NSW.

Owner-builder work includes the construction of, or alterations, additions or repairs to, a dwelling and associated structures or improvements (such as garages, swimming pools and similar structures) where:

- where the reasonable market cost (including labour and materials) exceeds $10,000, and
- which relates to a single dwelling or dual occupancy:
  - that requires development consent under Part 4 of the *Environmental Planning and Assessment Act 1979*, or
  - that is a complying development within the meaning of that Act.

To obtain an Owner-Builder Permit, a completed application must be lodged with Service NSW. Further information, including application requirements, is available at:
https://www.service.nsw.gov.au/transaction/apply-for-an-owner-builder-permit

A copy of the Owner-Builder Permit must be provided to Council prior to the commencement of works. If the permit has already been obtained, you may wish to submit a copy with the Construction Certificate application to assist in streamlining the approval process and avoid delays later in the process. If a copy of the permit is not provided at with the construction certificate documentation, it must be submitted through the NSW Planning Portal when appointing the Principal Certifier.

3.1.12 Building Long Service Leave Levy

The NSW Government has put a levy on all building and construction work valued at $250,000 or more (inclusive of GST). The levy rate is 0.25% of the total cost of the work as determined by the consent/certifying authority. The building applicant or the person for whom the work is being done is liable to pay the levy.

Payment of the Long service levy can be made through the Service NSW website and evidence of payment is to be uploaded to the construction certificate application before the certificate can be issued.

If you are an owner-builder, nonprofit organisation, or church you may be eligible for a partial exemption of up to 50% of the levy payable. The exemption is calculated on the content of voluntary labour performed

Note: State legislation requires Council to ensure that the levy has been paid before it releases your Complying Development Certificate.

Further Information

Further information can be obtained from:

Long Service Payments Corporation
Locked Bag 3000, CCDS
Lisarow NSW 2252
Telephone: 131 441
Fax: (02) 9287 5685
Website: https://www.longservice.nsw.gov.au/

3.2 If Council needs more information

Council may need more information beyond the minimum statutory requirements, or the items nominated within the Complying Development Certificate – Description of Works & Checklist, to undertake a proper assessment. If required, Council will request this through the Planning Portal as soon as possible after receiving the application.

4 Developer Contributions and Charges

4.1 Section 7.11 contributions

Your CDC may include a condition under section 7.11 of the Environmental Planning and Assessment Act 1979. This condition may require a monetary contribution towards the capital cost of the Council providing additional public amenities such as open space, car parking and civic improvements. In some cases, the condition may relate to the dedication of land or the provision of a material public benefit.

Information about section 7.11 contributions is contained in the Council's contributions plan. This plan identifies the type of development for which a monetary contribution or dedication of land may be required, the formulas for calculating contributions, monetary contribution rates, and the programme of capital works on which the funds will be spent. You may view the plan on our website www.wagga.nsw.gov.au

4.2 Section 7.12 contributions

A condition of the CDC may require the payment of a levy toward the provision, extension or augmentation of public facilities or toward recouping their costs, unless:

- you are required to make a section 7.11 contribution (see above), or
- you have entered into a planning agreement with the council which specifically excludes the payment of the levy.

Information about section 7.12 levies is contained in the Council's Section 7.12 Development Contributions Plan. You may view the plan on our website www.wagga.nsw.gov.au

4.3 Section 64 developer charges

Section 64 of the Local Government Act 1993 enables a local government council to levy developer charges for water supply, sewerage and stormwater. This derives from a cross-reference in that Act to section 306 of the Water Management Act 2000.

Your notice of determination of your CDC may include a condition under section 64 requiring a monetary contribution towards the cost of supplying sewerage and stormwater.

Information about section 64 contributions is contained in the following Development Servicing Plans (DSPs):

- City of Wagga Wagga Development Servicing Plan for Sewerage – July 2013
- Wagga Wagga City Council Development Servicing Plan – Stormwater – November 2007

You may view the DSPs on the Infrastructure Contributions page on our website.

5 Lodging the application and paying fees

5.1 How to lodge your application

CDC applications must be lodged through the Planning Portal and accompanied by the Complying Development Certificate – Description of Works & Checklist and Contract for Certification Services form.

You can find more information on how to lodge applications on our Applying for Development webpage.

5.2 Fees

Fees must be paid upon lodgement of your application.

Fees are calculated on a scale based on the estimated construction cost of the proposal. A schedule of fees (for development and construction certificate applications) can be obtained from Council's Customer Service centre or from our website at https://wagga.nsw.gov.au/fees.

Note: The **Building Long Service Leave Levy** (if applicable) must also be paid upon lodgement of your application (see page 9 above).

Payment options:

Cheque: Make cheques payable to 'Wagga Wagga City Council'
Credit Card: All major cards accepted
Cash: For applications lodged in person, you can pay cash between 8:30am and 4:30pm.

A fee quote can be obtained from Council prior to lodgement by calling 1300 292 442. All applicable fees must accompany your application at lodgement stage.

6 Modification of a Complying Development Certificate

Following the issue of a CDC, the certificate can be modified, if necessary, under the provisions of Section 4.30 of the *Environmental Planning and Assessment Act 1979*. It is recommended that you contact Council to discuss the issue with the assessing Town Planner and/or Building Surveyor.

6.1 When do I need to apply to modify my complying development certificate?

The following circumstances would warrant the making of an application to modify the CDC:

- It is proposed to make changes to the structural details of the development, such as the footings/structural steel details.
- It is proposed to make changes to the internal layout of the building.
- It is proposed to make minor changes to the exterior finishes of the building.
- It is proposed to make amendments to the BASIX Certificate which require amended plans and specifications.
- It is proposed to alter the plans and specifications to include an alternate solution.
- It is proposed to make any such changes to the development that requires a new BCA assessment.

6.2 Application form for modifying a Complying Development Certificate

The same checklist to modify a DA or CC is used for applications to modify CDC.

6.3 Fees

A fee must be paid upon lodgement of your application to modify a CDC. A schedule of fees can be obtained from Council's Customer Service Centre or from our website at https://wagga.nsw.gov.au/fees.