

Construction Certificate and Complying Development Certificate

Description of Works & Checklist

Complete and submit this checklist with your application

Before uploading this document to the Planning Portal as part of your application, please complete this checklist in full.

Make sure all required supporting documents, such as plans and reports, are also uploaded with your application, as outlined on page 5 of the checklist.

Providing all required information will help minimise delays in the processing and assessment of your application.

Lodge your application via the NSW Planning Portal

You can find more information about lodging applications via the Planning Portal on our [Applying for Development](#) webpage.

Need further information?

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

Service NSW: 1300 305 695

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

Email: council@wagga.nsw.gov.au

Phone: 1300 292 442

In person: Civic Centre customer service, 243 Baylis Street Wagga Wagga NSW 2650

Hours: 8:30am to 5pm Monday to Friday

1. Application Details

Applicant's Name:		
Address of Development:		
Description of Development:		
Contract – Have Council issued a contract for the proposed works?	<input type="checkbox"/> Yes Please upload a copy into your application.	<input type="checkbox"/> No Your application will not be lodged with Council unless accompanied by a completed contract (refer to Note 2, page 4).
<i>A copy of your Council issued contract must be submitted with all CC/CDC applications</i>		

2. 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.

3. 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:	

4. Your proposal may be subject to the Building 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.

Document Matrix

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

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

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 which part of the Code they would like their development assessed under and 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.