

Construction Certificate Preparation & Lodgement Guide

Wagga Wagga City Council - 2026

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1 About this guide

Obtaining a construction certificate is the next step in carrying out building or subdivision works after receiving development consent from Wagga Wagga City Council. Works cannot commence until a valid construction certificate has been issued for the proposed building or subdivision works.

A construction certificate can be obtained from either Wagga Wagga City Council or a private accredited certifier.

Please read this guide for general information about obtaining a construction certificate and requirements of Wagga Wagga City Council should you choose to lodge your application with Council.

Step 1 - Lodge a construction certificate application. Your proposal and application will be assessed to ensure that the proposed works are compliant with the requirements of the development consent and satisfy the requirements of the Building Code of Australia (for building work) or Council's Engineering Guidelines for Subdivision and Development.

Note: A construction certificate may still be lodged at development application submission stage but may not be issued until a development application determination has been received and all required / applicable conditions of development consent have been complied with.

Step 2 - Appoint a Principal Certifying Authority (PCA) who will monitor the building, or subdivision works as they progress to ensure compliance with the approved construction certificate. If you decide to use Council as the PCA you need to complete the "Notice of Commencement and Appointment of Principal Certifying Authority" form which is distributed to you with your development approval prior to works commencing.

Note: The appointment of the PCA cannot be made by a contractor or other person who will carry out the building work or subdivision work unless the contractor or other person is the owner of the land on which the work is to be carried out. In such circumstances, please ensure that the owner nominates/signs for the appointment of the PCA.

Note: Prior to any works commencing on site and in accordance with the Development Consent condition, if you appoint Wagga Wagga City Council as the PCA, you are required to complete and return the "Notice of Building Work or Subdivision Work and Appointment of a Principal Certifying Authority" form which will be provided to you with your development approval. This document is not required to be completed until such time as you have received the Construction Certificate approval.

2 Information and advice required

If you need further information or advice, please contact Wagga Wagga City Council 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 Construction Certificates 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 construction certificate application number.

3 Matters to consider when preparing your Construction Certificate Application

A construction certificate cannot be issued unless the following is satisfied:

- Development Consent has been granted for the proposed works and the development consent remains valid (see Note 1 below).
- The drawings and details lodged with the construction certificate application are consistent with the development consent (see Note 2 below).
- The conditions of development that are required to be satisfied prior to the issue of a construction certificate have been complied with.
- Any security deposits, contribution payments or Section 7.11/7.12 contributions are paid. If applicable, these are detailed in the conditions of the development consent.
- Long Service Leave Levy has been paid (payable for all works \$25,000 or more in value).
- For building works:
 - Fire protection and structural capacity of building will be appropriate for the proposed use.
 - The proposed building and works will comply with all relevant fire safety provisions.
 - The new building works must comply with the Building Code of Australia. Existing buildings may require upgrading works to be undertaken. The development consent may specify (as a condition of consent) the level of upgrading required.
- New subdivision works must comply with Council's Engineering Guidelines for Subdivision and Development.

Notes:

1. A construction certificate ceases to have effect at the time the development consent lapses if any physical works have not commenced on the site before the development consent lapses.
2. The plans and specification submitted for a construction certificate must be consistent with those approved by the development application. Minor changes, such as greater details or changes required and made to address development consent conditions, may be allowed. Major changes, such as changing window locations/sizes or the height of the building, cannot be approved under a construction certificate application. Changes of this nature will require the submission of a 'Section 4.55 Application' to modify the development consent. If the changes are found to not be substantially the same development a new development application will be required.

4 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 [Construction Certificate – Description of Works & Checklist](#).

You will need to complete and submit the checklist as part of your Construction Certificate Application (CC). If your CC 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.

4.1 What information should my documentation contain?

The documentation outlined in the [Construction Certificate – Description of Works & Checklist](#) must contain the information identified below:

4.1.1 Statement of Compliance

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.

4.1.2 Plans, Elevations, Sections and Structural Plans

The plans and specifications submitted for a construction certificate must be consistent with those approved by the development application. Minor changes, such as greater details or changes to address development consent conditions, may be allowed. Major changes, such as changing window locations/sizes or the height of the building, cannot be approved under a construction certificate application. Changes of this nature will require the submission of a 'Section 4.55 Application' to modify the development consent. If the changes are found to not be substantially the same development a new development application will be required.

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

- 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.

4.1.2.1 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 construction 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

4.1.2.2 Floor Plans

A Floor Plan is a 'birds-eye view' of your existing and/or proposed layout of rooms within the development.

Floors plans must include:

- drawing to a suitable scale (i.e. 1:100 OR 1:50)
- true north point
- outline of existing building/development on site (shown dotted)
- room uses, wall/partitions, areas and dimensions
- location of stairs and essential fire safety measures (if any)
- window and door locations and sizes
- floor levels and steps in floor levels (RL's)
- wall structure type and thickness
- calculations of all existing and proposed floor areas
- any Residential Floor Plans must be on a separate sheet to any other type of plan

4.1.2.3 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)

4.1.2.4 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, fire places 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

4.1.2.5 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

4.1.3 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 reference to the approved DA plans
- 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

4.1.4 Fire safety

Detail Requirements for Class 1a/1b Buildings

Fire safety requirements for **Class 1a 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.

4.1.5 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 desk and no cost.

4.1.6 BASIX Certificate (and commitments listed on plans)

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

A BASIX Certificate is determined at the DA application stage, however, must also be submitted with a construction certificate (along with the commitments listed on the submitted plans).

Where a Development Consent has been issued with a BASIX Certificate, the following must be provided with the construction certificate:

- 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>.

The BASIX submitted with the Construction Certificate must be consistent with the approved BASIX certificate as per the Development Consent. 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>.

4.1.7 Energy Efficiency (Section J Building Code of Australia - BCA)

Note: Applies to Classes 3 & 5 to 9 buildings

All new buildings and new work in existing buildings must comply with Section J of the BCA. The development consent may also require the existing building to comply with Section J of the BCA. The proposed energy efficiency elements must be detailed and certified by a qualified consultant as complying with the Building Code of Australia. Details are to be shown on plans and in the specifications.

4.1.8 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.

4.1.9 Soil Test Report

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.

4.1.10 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

4.1.11 Proof of Payment

If a monetary payment is required to be paid to Council as a condition of your development consent prior to release of the construction certificate, you will need to provide proof of this payment. This may include a copy of your receipt of payment.

Required monetary payments may include:

- A contribution under the provisions of either Section 7.11 or 7.12 of the Environmental Planning and Assessment Act 1979.
- A contribution under the provisions of Section 64 of Local Government Act 1993.
- A bond or security deposit.

In some instances, a development consent condition may require the submission of a bank guarantee. Where a bank guarantee is required, a copy of the guarantee will be required as proof.

Note: Prior to making a payment, please ensure that any applicable adjustment has been made with respect to the Consumer Price Index (CPI). Details of the current CPI can be made by contacting Council's Planning Section on 1300 292 442.

4.1.12 Builder's Home Warranty Insurance

Note: Whilst this information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works.

A licensed builder (or contractor) undertaking residential building work must provide home warranty insurance from one of the approved insurance providers when the total contract sum exceeds \$20,000 (including material supplied by the contractor).

You must provide Council with a copy of the Builder's Home Warranty Insurance at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. If you are able to obtain a copy of the insurance from your builder, it is advisable that you include it with your documentation when you lodge the construction certificate application with Council.

4.1.13 Owner Builder Permit

Note: Whilst this information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works.

An owner builder is an individual who does owner-builder work and holds a permit for that work under the authority of a permit issued by Service NSW.

Owner-builder work is any work (including supervision and co-ordination) involved in the construction of, or alterations, repairs or additions to, a dwelling (which includes a house, terrace, townhouse, garage, swimming pool and certain other structures and improvements):

- 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 get an owner-builder permit, you must lodge a completed owner-builder permit application at a Service NSW Centre. For further information on completing and lodging an application visit <https://www.service.nsw.gov.au/transaction/apply-for-an-owner-builder-permit>.

Once you have obtained your Owner Builder Permit, you must provide Council with a copy at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works. If you have the permit, it is advisable to provide a copy when you lodge the construction certificate application with Council.

4.1.14 Building Long Service Leave Levy

Note: Whilst this information is not mandatory as part of your application for a Construction Certificate, it will be required to be provided at the time of formally notifying Council of the appointment of a Principal Certifying Authority and prior to the commencement of any works.

The Building & Construction Industry Long Service Levy is a charge levied on all building and construction work in NSW that costs \$25,000 or more. The Scheme is administered by the Long Service Payments Corporation, a State Government statutory body.

Calculating the Levy

The levy is payable on any building or construction work requiring development consent under the Environmental Planning and Assessment Act which is valued at \$25,000 or more. It is payable in respect of any development application or construction certificate lodged on or after 1 January 2006, at the rate of 0.35% of the project value. Council staff will check the project value for the purpose of calculating the levy.

Payment of Levy

For your convenience, Council acts as a collection agent for the Long Service Payments Corporation. You can pay the levy when you lodge your construction certificate application and/or development application at Council's Service Counter.

Note: State legislation requires Council to ensure that the levy has been paid before it releases your construction certificate.

Refunds

You may be eligible for a full or partial refund of the levy if:

- the work did not start, and the Council approval has expired (the refund application must be endorsed by Council in this case).
- the final cost of the work is more than \$25,000 below the original cost on which the levy was calculated. An Application for Refund Form can be obtained from Council's Customer Service Centre.

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/>

4.2 How many copies?

Please refer to the [Construction Certificate – Description of Works & Checklist](#) for exact details for each document type.

4.3 If Council needs more information

Council may need more information beyond the minimum statutory requirements, or the items nominated within the applicable checklists to undertake a proper assessment. If required, Council will request this by letter as soon as possible after receiving the application.

5 Lodging the application and paying fees

5.1 How to lodge your application

Construction Certificate applications must be lodged through the Planning Portal and accompanied by the [Construction Certificate – Description of Works & Checklist](#).

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) is able to 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 14 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 Construction Certificate

Following the issue of a Construction Certificate, the certificate can be modified, if necessary, under the provisions of Clause 24 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulations 2021

Prior to seeking such a modification, you will need to determine whether the associated Development Consent requires modification under the provisions of Section 4.55 of the Environmental Planning and Assessment Act 1979. If you are unsure, please contact Council to discuss the issue with the assessing Town Planner and/or Building Surveyor.

For information on modifying a Development Consent, please refer to the **Development Application Preparation and Lodgement Guide**.

6.1 When do I need to apply to modify my construction certificate?

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

- 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 Construction Certificate

The same application form to modify a DA or CDC is used for applications to modify Construction Certificates. The following sections of the form require particular attention:

Consent or Certificate to be modified

The Construction Certificate number of the certificate to be modified must be accurately identified.

The type of modification will be under Clause 148 of the Environmental Planning and Assessment regulation 2000.

Provide brief details of the manner and extent of the modification proposed and any associated updates to plans and specifications.

6.3 Fees

A fee must be paid upon lodgement of your application to modify a construction certificate. 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>.