

Complying Development Application

Document Checklist

Required Documents

Document Type	Description
Site Plan	A site plan illustrates the whole development, and shows all features on the site and adjoining land including structures and buildings, access driveways, roads and landscaping. The site plan will include a north point, site boundaries and dimensions, proposed and existing buildings (including any proposed extensions), setbacks to boundaries, existing vegetation and whether proposed to be retained or removed, indicative areas open space and landscaping, parking, and driveways, footpaths, indicative drainage arrangements (if required). The site plan should additionally include contours (at 1.0m intervals, or at 0.5m if the site is less than 1000m²), services and easements locations, and proposed finished levels relative to adjoining land and roads.
Design Plans	Design Plans are to scale plans which show the architectural elements of the proposed building and works. The plans are to detail all works at an appropriate scale, and provide detailed floor plans including room names, all building elevations, sections, height of buildings and floors, external finishes, finished levels of the development and relative to the surrounding land, the street and neighbouring properties. BASIX and fire safety elements are to be shown as is proposed landscaping. The plans should also detail the proposed vehicular, waste management and water quality and quantity arrangements for the development.
Certificate of Title	A certificate of title is a document for a land holding that records all details and interests affecting that land such as easements, covenants, mortgages, resumptions, caveats and subsequent changes of ownership.
Building Specifications	A detailed description of the proposed development materials and finishes (including details of new and any second-hand materials) and the method of drainage, sewerage and water supply. The description will also include the height, design, construction and provision for fire safety and fire resistance (if any), and the matters which the BASIX certificate for the development requires to be included in the plans and specifications.
Survey Plan	A survey plan documents the existing site features, topography and built form on a development site, and on adjoining properties. The plan will include a north point, detail the site area and boundary dimensions, show the existing buildings, structures and other notable features on the site, and on adjoining sites. The plan will also show the site's topography (spot levels, contours) and that of the adjoining properties, any easements or rights of way, and existing vegetation (indicating its location, type and spread.)

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Additional Documents that may be required

Document Type	Description
Accredited Building Product/System	This means a building product or system accredited as complying with a requirement of the Building Code of Australia.
BASIX® Certificate	A BASIX® certificate is a sustainability-related document required by the Environmental Planning and Assessment Act 1979 to be submitted with all development applications, complying development certificate applications and construction certificate applications for the following types of residential development and associated swimming pools or outdoor spas: • New single dwellings (such as dwelling house or granny flat); • New multi dwelling buildings (such as townhouse or residential flat building); • Residential alterations and additions valued at \$50,000 and over; • Swimming pools and/or spa with a total volume greater than 40,000 litres. For other residential development it is optional to submit a BASIX certificate with the application for development. The BASIX® tool assesses development against specific targets for reduction in energy and water use and calculates the proposed building's energy and water scores based on a range of data, including size, location, design features and types of fixtures. All the commitments listed on the BASIX® Certificate must be indicated on the architectural plans. The BASIX® certificate shows the commitments made in relation to energy, water and thermal comfort requirements and confirms that the proposed development will meet the Government sustainability requirements. Get more information about BASIX® and how to apply for a certificate at www.basix.nsw.gov.au/iframe.
BCA Performance Requirements Compliance Statement	To enable the certifier to be satisfied with the development, the applicant must provide information to demonstrate that the development has the capacity to comply with the Building Code of Australia e.g. the provision of engineering reports for works within 0.9m of the boundary or details of any alternative solution, to meet the required engineering performance requirements. Get more information from www.bpb.nsw.gov.au

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Compliance Certificates relied	In order to verify the appropriateness of certain building work, it is sometimes required to provide a compliance certificate. For example, the Environmental Planning and Assessment Regulations require compliance certificates to be obtained for certain fire safety aspects of development before a complying development certificate, construction certificate or occupation certificate can be issued and require compliance certificates to be obtained for certain alternative solutions to the BCA before a complying development certificate can be issued. Compliance certificates may be issued to demonstrate that detailed designs comply with conditions of approval or that works have been properly executed in accordance with an approval. Get more information in Planning Circular PS 06-004 on www.planning.nsw.gov.au.
Documentation for Temporary Structure	The purpose of a temporary structure report is to enable assessment of the safety of placing temporary structures on a site, considerations may include fire safety measures, maximum loads, BCA compliance and number of persons using the structure.
Engineering Report regarding Support of Adjoining Wall-	This is a report prepared by a structural engineer on the adequacy of any support party wall included in a proposed development. The report will provide structural engineering details of the wall, to enable the approval authority to assess the suitability of the wall in the context of the proposed development and the local site conditions. A party wall is a wall built or to be built on a common boundary of land. Get more information at http://rg-guidelines.nswlrs.com.au/deposited_plans/easements_restrictions/cross_easements
Fire Safety Measures	Fire safety measures for a building include measures to prevent, detect or suppress fire or to prevent the spread of fire. These measures should relate to any BAL Risk Assessments Certificate which has been issued in relation to the development. Further information is available from the Rural Fire Service at https://www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/types-of-development/complying-development.
Owner's Consent	The owner(s) of the land must consent to the lodgement of a complying development certificate or development application on their land. In completing this complying development application, you will be required to confirm that you have obtained the consent of all owners of the land.

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	Please note that it is an offence under the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to a planning matter.
RMS Traffic Impact Statement (Traffic and Transport Assessment)	The purpose of a RMS Traffic Impact Statement is to evaluate the impact of the proposed development on the traffic network and to justify the proposed car parking provision and traffic movements within, and into and out of, the site. The report is prepared by a traffic engineer. A traffic impact statement should be prepared in accordance with the Roads and Maritime Services Guide to Traffic Generating Development (2002).
Scaled Plan of Existing Buildings	This is a plan drawn to scale of existing buildings on the development site and on adjoining sites. Existing vegetation and driveways/hardstand areas should also be shown on the plan. Common scales used for building plans include 1:100, 1:200 and 1:500.
Section 10.7 Planning Certificate	A Planning Certificate, also known as a Section 10.7 certificate, is a legal document issued under the Environmental Planning and Assessment Act 1979 that provides information about the planning rules, and whether various restrictions apply to development on that land. Planning Certificates are available on application from the local council. Note: this was formerly a Section 149 Certificate.
Section 138 Roads Act Approval	Under Section 138 of the Roads Act 1993 the consent of the appropriate roads authority (RMS or the local council) is required to: • erect a structure or carry out a work in, on or over a public road, (e.g. a skip bin placed on the road) • dig up or disturb the surface of a public road, or (e.g. to cut in a new driveway) • remove or interfere with a structure, work or tree on a public road, or (e.g. trim a street tree) • pump water into a public road from any land adjoining the road, or (e.g. storm water) • connect a road (whether public or private) to a classified road (e.g. driveway) If the development is on a classified road then RMS approval of a Section 138 permit is required. If the development is not on a classified road then a Section 138 permit is required from the local council.

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Site Contamination Statement (Contaminated Land Report)	This is a report by a contaminated land specialist in accordance with State Environmental Planning Policy – Remediation of Land (SEPP 55). The report is required if the development is on land identified as land requiring a preliminary investigation report before a DA for development on that land can be determined. Get more information at http://www.epa.nsw.gov.au/cim/guidelines.html.
Soil and Water Management Plan	A soil and water management plan is a plan which outlines the measures to be implemented to control erosion and sedimentation on a development site. The plan details the specific methods of erosion and sedimentation control that will be used at the various stages of construction.
Stormwater Management Plan	A stormwater management plan is a plan drawn by a storm water engineer that enables assessment of the storm water system needed to appropriately manage storm water runoff from a development site. The plan will also identify storm water reuse, water quality and quantity management facilities to be used on the site and connections to available services and easements.
Tree Removal Permit	The provisions of State Environmental Planning Policy - Vegetation in Non-Rural areas 2017 and/or the development control plan (DCP) of a local council may allow pruning or removal of a tree on private land without consent. It is essential to find out from the relevant local council whether any proposed pruning or vegetation removal requires a tree removal permit or a development application. Many councils have information on their websites regarding the criteria applicable to determining whether the removal or pruning of a tree requires a permit or consent, or may be exempted from those requirements. Where a tree removal permit is required, the application form can be obtained from the local council
Other documents	To complete the assessment of your development, your accredited certifier may require additional documentation. Your accredited certifier will advise you if this is the case. Generally, the additional information will relate to the attributes of your site e.g. Acid Sulfate Soil Classification, bushfire prone land status, flood affectation

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Where can I find out more?

- Call us on 1300 305 695.
- If English isn't your first language, please call 131 450. Ask for an interpreter in your language and then request to be connected to our Information Centre on 1300 305 695.
- Email eplanning@planning.nsw.gov.au