

- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement
- This checklist should be completed by the Applicant. Please confirm that your application contains all the relevant information required and then is uploaded to the NSW ePlanning Portal (Portal)
- Lodgement of your application will be delayed if the information below is not provided
- Include details for all related properties/sites where relevant

Development Types

## Information to be provided when lodging a Construction Certificate

Choose the relevant Development Type from the columns on the right-hand-side. Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

Class 1 & 10 Buildings

Class 1b & 2-4 Buildings

Class 5-9 Buildings

### 1 Application Documents

When you submit your application on the Portal you will need to upload each of the plans and documents via the Portal and select the corresponding document type from the list.

- All plans and associated documents must be named and saved as separate PDF documents in accordance with Councils Naming Convention referred to in the GUIDE.
- Combine the suite of Architectural Plans and upload them as one document – Architectural Plans.
- Please ensure documents are only submitted once.

### 2 Owners Consent

Owners Consent must be obtained prior to submitting an application. Ensure that the full and correct details for all of the owners are listed in the NSW ePlanning Portal application. Consent must be provided by the owner for Council to enter the land to carry out an inspection of the development site.

You may wish to use Council's 'Authority to lodge an application' form if the owner is not the applicant.

### 3 Conditions of consent

A copy of the relevant development consent and associated construction certificate or complying development certificate, along with supporting documentation proving conditions have been met must be provided.

### 4 Receipt for any Long Service Levy or Contributions

Evidence that any applicable Long Service Levy has been paid.

The New South Wales Parliament has put a levy on building and construction work costing \$25,000 and above (inclusive of GST) in New South Wales.

A subdivision works certificate must not be issued until any long service levy has been paid (if \$25,000 or greater).

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### 4 Description of the Development

A detailed description for each proposed new building must include:

- the number of storeys (including underground storeys) in the building
- the gross floor area of the building (in square metres)
- the gross site area of the land on which the building is to be erected (in square metres)

For each proposed new residential building the detailed description must also include:

- the number of existing dwellings on the land on which the new building is to be erected
- the number of those existing dwellings that are to be demolished in connection with the erection of the new building
- the number of dwellings to be included in the new building
- whether the new building is to be attached to any existing building
- whether the new building is to be attached to any other new building
- whether the land contains a dual occupancy
- the materials to be used in the construction of the new building

### 5 Plans

Detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:

- a plan of each floor section
- a plan of each elevation of the building
- the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground
- the height, design, construction and provision for fire safety and fire resistance (if any)

### 6 Building Specifications

Specifications for the development:

- that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
- that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used, and
- that reference all applicable Australian Standards that may relate to the building work.
- A statement as to how the performance requirements of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used)

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Class 1 &amp; 10 Buildings

Class 1b &amp; 2-4 Buildings

Class 5-9 Buildings

### 7 Fire Safety measures

A list of any existing fire safety measures provided in relation to the land or any existing building on the land.

A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as consequence of the building work.

### Additional information as required

Council may ask for further information during the assessment process. If the answer is **YES** to any of the questions below then Council will require further information and/or plans (and possibly extra fees) to be submitted with the Subdivision Works Certificate. In this case it is suggested you speak to one of Council's Development and Building Assessment Officers, who are available between 8.30am and 11.00am weekdays for advice to ascertain what additional information is required. Supplying this information up-front can help reduce delays.

Does the development consent require:

YES

NO

- **Building work to alter, expand or rebuild an existing building?**

A scaled plan of the existing building is required.

- **Any accredited building product or system?**

A description of any accredited building product or system sought to be relied on for the purposes of Section 4.15 of the *Environmental Planning and Assessment Act 1979* is required.

- **A Compliance Certificate/s?**

A copy of relevant Compliance Certificate/s is required, where Council was not the Certifying Authority for the works.

- **A BASIX Certificate?**

If a BASIX certificate has been obtained for the development, such other matters as the BASIX certificate requires to be included in the plans and specifications are required.

- **A Section J Report?**

A Section J Report is required for all class 2 – 9 buildings to demonstrate how the proposal complies with the energy efficiency requirements of the Building Code of Australia.

- **A Performance solution?**

If a Performance solution is proposed, both the **performance-based design brief** and the final report prepared in accordance with A2.2(4)(d) of the Building Code of Australia Volume 1 & 2 is required.

- **Only relate to a fire alarm communication link works?**

A fire alarm communication link works means the installation or conversion of that part of a fire alarm system which transmits a fire alarm signal from the system to an alarm monitoring network of a private service provider, but does not include works that are associated with the alteration, enlargement, extension or change of use of an existing building.

The following additional information is required for an application for a construction certificate that relates only to fire alarm communication link works:

- a plan that indicates the location of the new fire alarm communication link and any associated works, and
- a document that describes the design, construction and mode of operation of the new fire alarm communication link and describes any associated works.

- **Only to an alteration to a hydraulic fire safety system?**

An application for a construction certificate that relates only to an alteration to a hydraulic fire safety system must be accompanied by the following additional information:

- a plan that indicates the location of the hydraulic fire safety system alteration and any associated works, and
- a document that describes:
  - (i) the required pressure and flow characteristics of the hydraulic fire safety system that is to be altered, and
  - (ii) the pressure and flow characteristics that will be available from the town main following mains pressure reduction by or on behalf of the relevant water utility, and
  - (iii) the design, construction and performance of the hydraulic fire safety system alteration and any associated works

**NOTE:** The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Construction Certificate. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the Construction Certificate assessment process.

## PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

**Intended recipients:** The intended recipient of the information is Kiama Municipal Council.

**Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

**Access/Correction:** The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

**Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama. NSW. 2533.