

# Construction Certificate Checklist

Environmental Planning and Assessment Act 1979

This checklist must be completed and submitted with all Construction Certificate (CC) applications.

Site Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

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**Office Use Only**

Application Number

Date Lodged

## General Information

	Yes	n/a	Checked
Completed <b>CC Application Form</b> .....	<input type="checkbox"/>		<input type="checkbox"/>
<b>BASIX Certificate</b> .....	<input type="checkbox"/>		<input type="checkbox"/>
<b>Compliance Certificates</b> .....	<input type="checkbox"/>		<input type="checkbox"/>
Completed <b>Principal Certifying Authority Agreement</b> .....	<input type="checkbox"/>		<input type="checkbox"/>
<b>Insurance under Home Building Compensation Fund, or</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Previously known as Home Owners Warranty Insurance</i>			
<b>Owner Builder Permit</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of CC Fees</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of Long Service Levy Fees</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>only required for developments involving construction costs of \$25,000 or more</i>			
<b>Payment of S94A Contribution</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>only required for developments involving construction costs of \$100,001 or more</i>			
<b>Compliance with DA Consent</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Plans & Information

	Yes	n/a	Checked
Three (3) sets of plans showing all proposed work to be carried out and to include the following: Title of plan, Name of applicant, Development Address, Position of true north, Drawing numbers and revisions, Drawing scales, Name of draftsman/architect and date of plan, All BASIX commitments are required to be shown on plans.			
<b>Detailed Building Specifications</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply.</i>			
<b>ABSA Certificate (if applicable)</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Engineer Plan and Details</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Structural, Mechanical, Electrical (where applicable)</i>			
<b>Geotechnical Report</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Schedule of colours and materials</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compliance with the Building Code of Australia</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Full written details provided/indicated on the submitted plans</i>			
<b>Fire Safety details</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Floor plan showing location of smoke detectors, essential services details and location.</i>			

### For buildings (other than dwelling houses or an ancillary structure to a dwelling house)

<b>Fire Safety Statement</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(BCA Classes 2 to 9)			

### FURTHER INFORMATION

Moree Plains Shire Council  
 Level 2, 30 Heber Street  
 PO Box 420  
 MOREE NSW 2400  
 Tel: 02 6757 3222  
 Fax: 02 6752 3934  
 council@mpsc.nsw.gov.au