

Complying Development Certificate Application Checklist

To issue a Complying Development Certificate for Building Works the documentation must provide enough detail for us to be satisfied that the building will fully comply with the requirements of the Building Code of Australia and will be consistent with the Development Consent.

- A planning certificate for the works issued by Council under S149 of the Environmental Planning and Assessment Act**
- Completed Application form and Notice of Commencement form**
The forms must be signed by both owner and applicant and the original forms returned by post or electronically (faxes cannot be accepted). The Environmental Planning & Assessment Act does not permit the builder to apply for certificates or appoint the Principal Certifying Authority. The application is not considered to be lodged until the application form is received by this office.
- Payment of Vic Lilli & Partners fees as nominated in the fee proposal**
A tax invoice will be issued by our office for the payment of relevant fees at this stage
- Architectural plans relating to the works proposed (3 sets)**
- All relevant engineering documents (Plans, specifications and certification)**
 - Structural engineering plans (3 sets)
 - Hydraulic engineering plans (3 sets)
 - Electrical engineering plans (3 sets)
 - Fire service engineering plans (3 sets)
 - Mechanical engineering plans (3 sets)

Plans are to be full-sized and drawn to a suitable scale, they must also be “for construction” or “Construction Certificate” issue plans and include all details relevant to the construction of the building.
- Copy of the Development Consent including the stamped DA plans (1 copy)**
These plans are required for us to check the compatibility of the design with the plans approved under the Development Consent
- All details required by the conditions of the Development Consent**
A schedule of requirements provided following a thorough review of the Development Consent
- A receipt for the required Long Service Levy payment**
Payment details and calculations are contained on the Long Service Payments Corporation website at www.lspc.nsw.gov.au
- Schedule of existing Statutory Fire Safety Measures relating to the existing building (1 copy)**