

# CONSTRUCTION CERTIFICATE GUIDE & CHECKLIST

## For Housing Applications (Class 1 – Residential dwellings)

### About this guide

Obtaining a construction certificate is the next step in carrying out building works after receiving development consent.

Building works cannot commence until a valid construction certificate has been issued for the proposed building works and a principal certifying authority (PCA) is appointed.

When submitting a construction certificate for a house and/or house additions and alterations, the information listed in the table below must be included in your application. Please check your application contains all the information listed in the table, tick (✓) the column titled *Checklist – Applicant* and include this form with your application to Council.

### Important information to consider

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

A construction certificate can be obtained from either Leeton Shire Council or a private accredited certifier. There are three steps that must be completed before you can commence building work.

**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 National Construction Code (formerly known as the Building Code of Australia).

**Step 2** - Lodge a Contract for Certification Work with your application. A contract can be downloaded from Council's webpage. The Building and Development Certifiers Act 2018 (NSW) says Council must not carry out certification work for a person, such as issuing construction certificates to undertake building work, unless it has entered into a written contract with that person.

You must therefore complete and sign a Contract for Certification Work and attach it to the application form.

NOTE: Your application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract, is lodged the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

**Step 3** - Appoint a Principal Certifying Authority (PCA) who will monitor the building works as they progress to ensure compliance with the approved construction certificate. The PCA can be Council or a private accredited building surveyor. If you decide to use Council as the PCA you need to complete an appointment form, after you have obtained your Construction Certificate.

Office Hours: 8.30am  
– 5pm

23-25 Chelmsford Place  
Leeton NSW 2705  
council@leeton.nsw.gov.au

**General Enquiries**  
Phone: 02 6953 0911

All plans should be consistent with the approved development application, drawn to scale, in ink, on unlined paper, and coloured to clearly distinguish new work from existing structures.

SUBMISSION REQUIREMENTS FOR CONSTRUCTION CERTIFICATE APPLICATIONS	CHECKLIST	
	APPLICANT	STAFF
1. <b>A Completed Application Form</b> (1 copy) – to include consent of all owner/s, contact phone numbers for the applicant and owner, an accurate assessment of the cost and completion of Australian Bureau of Statistics data.		
2. <b>A Site Plan</b> (3 copies, drawn to a scale of 1:200) – to include: <input type="checkbox"/> North point <input type="checkbox"/> Boundary dimensions <input type="checkbox"/> Building footprint <input type="checkbox"/> Distances to the boundaries <input type="checkbox"/> The location and type of trees <input type="checkbox"/> Any easements <input type="checkbox"/> The proposed drainage <input type="checkbox"/> The location of all existing structures <input type="checkbox"/> Any structures to be demolished <input type="checkbox"/> The position of adjoining street/lane		
3. <b>Elevations</b> (3 copies, drawn to a scale of 1:100) – fully dimensioned plan of each face of the building and including: <input type="checkbox"/> the existing & finished floor levels <input type="checkbox"/> the height above natural ground level <input type="checkbox"/> Location and type of wall openings (such as doors/windows) <input type="checkbox"/> the type of material(s) to be used in construction		
4. <b>A Floor Plan</b> (3 copies, drawn to a scale of 1:100) – a fully dimensioned plan of each floor level, showing: <input type="checkbox"/> Dimensions of each room <input type="checkbox"/> Use of each room <input type="checkbox"/> Location(s) of any smoke alarms <input type="checkbox"/> Locations of wall openings (e.g. doors/windows)		
5. <b>A Section Through the Building</b> (3 copies, drawn to a scale of 1:100) – showing the proposed method of construction of key building elements (roof, wall, floor, footings/slab, beams etc.).		
6. <b>A Roof Plan</b> (3 copies, drawn to scale of 1:100) showing the general roof layout, member sizes and locations, guttering and downpipe types and dimensions.		
7. <b>A Full Specification &amp; Construction details</b> (2 copies) – detailing the method of construction, the soil classification, the standard to which any framing, wet area flashing and glazing shall be installed, a schedule of window sizes, a schedule of materials, the location of any smoke detectors, the method(s) of termite protection to be used, and for Bushfire Prone Land, the method of complying with.		
8. <b>Soil/Site Classification Report</b> (2 copies) – prepared by a qualified engineer or engineering geologist experienced in the field of geomechanics, in accordance with relevant standards (such as AS 2870).		
9. <b>Engineer's Design and/or Certification</b> (2 copies) – A design certificate from a practising structural engineer is required to verify the design complies with the appropriate standards, when the construction involves: <input type="checkbox"/> Steel (AS 4100 or AS/NZS 4600) <input type="checkbox"/> Earth-retaining Structures (AS 4678) <input type="checkbox"/> Slab or footing designs (AS 2870 s4) <input type="checkbox"/> Piled footings (AS 2159) <input type="checkbox"/> Timber elements outside AS 1684.2/4 or AS 1720.4 (AS 1720.1)		
10. <b>Storm Water Management Plan</b> (1 copy) – detailing what measures will be used and how storm water will be conveyed to the street, away from the building and neighbouring property.		

All plans should be consistent with the approved development application, drawn to scale, in ink, on unlined paper, and coloured to clearly distinguish new work from existing structures.

SUBMISSION REQUIREMENTS FOR CONSTRUCTION CERTIFICATE APPLICATIONS	CHECKLIST	
	APPLICANT	STAFF
11. <b>Evidence of Compliance with Development Consent</b> – for example: submission of colour schemes, submission of drainage plans, landscape plans, payment of fees and Long Service Levy.		
12. <b>Evidence of Compliance with the Building Code of Australia</b> – For example: <ul style="list-style-type: none"> <li>• details of proposed levels of fire construction</li> <li>• protection of windows within 900mm of the boundary</li> <li>• copies of any product certification/specification to be relied on</li> <li>• a report on any proposed Performance Solution.</li> </ul>		
13. <b>BASIX Certificate</b> – BASIX applies to <u>all</u> new residential dwellings and residential alterations valued at \$50,000 or more, and swimming pools or spas with a capacity of 40,000 litres or more. The BASIX Certificate lodged with your Development application nominated BASIX commitments to be reflected on the Construction Certificate (CC). Your CC plans must contain those commitments.		

**Applicants should be aware that if all the required information is not provided, the Construction Certificate Application WILL NOT be accepted by the Customer Services Officer.**

**Further information will be requested if not initially provided.**

#### PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected include Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information may be by law or voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email [council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au) or addressed to Leeton Shire Council, 23-25 Chelmsford Place, LEETON NSW 2705.

Your information will be collected and stored, in accordance with the *State Records Act 1998*, by Leeton Shire Council, 23-25 Chelmsford Place, LEETON NSW 2705

#### OFFICE USE

**Additional Comments:** *(outstanding information, action required before application can be lodged)*

#### CHECKED BY

Officer Name:

Date:

Officer's Signature: