# DOCUMENT CHECKLIST

**The following document must be completed & emailed to us prior to submitting your CDC application onto NSW Planning Portal:**

☐ **CERTIFICATION CONTRACT**

Complete & sign the **Certification Contract** - **email directly to admin@HomeBuildingCertifiers.com.au**

*Note: In accordance with cl.29 of the Building & Development Certifiers Regulation 2020, Certification fees **MUST** be paid before or upon submitting of a CDC application. If your contractor is paying the certification fees on your behalf, please indicate this in the checkbox in Part F of the Certification Contract.*

**The following mandatory documentation will be required to be uploaded into any of the 4 mandatory upload fields on the NSW Planning Portal:**

*Note: The field descriptions on the Portal relate to building work, so upload these items into any field marked with a red asterix.*

☐ **SITE PLAN** *(ie. existing Contour Survey Report)*

An existing contour survey of the property is recommended to use as your mandatory Site Plan.

*NSW Legislation requires that a Site Plan for CDC must include: Location, boundary dimensions, site area, north point, existing vegetation/trees, location/uses of buildings, existing levels, location of adjoining buildings, location of any registered easements.*

***Note: If you are only demolishing an ancillary structure such as a swimming pool or garage and do not have a contour survey report, please provide us with a copy of your Land Title & Deposited Plan, then we can provide you with advice to prepare a simple combined Site Plan/Demolition Plan.***

☐ **DEMOLITION PLAN**

The simplest way to prepare a Demolition Plan is to mark up the above Site Plan (ie. contour survey) as follows:

- Add title "Demolition Plan"
- By: …..(your name)…..
- Dated: …./…../….
- Write the word "Demolish" and draw arrow/s to the structure/s requiring approval to demolish (ie. Dwelling/garage/carport/swimming pool/ancillary structures).
  Do not specify any trees or vegetation for removal on the demolition plan as this cannot be approved under a demolition CDC.
  *Note: The Demolition Plan must include the same information as is listed above for the Site Plan.*

☐ **S.10.7(2) PLANNING CERTIFICATE**

- Must be current
- Request from your builder (if CDC for build); OR order online from www.fynd.info or your local Council

☐ **LAND TITLE** *(ie. evidence of ownership)*

- May be ordered from www.fynd.info
- An owners consent letter must also be provided where the Application is on behalf of land owners.

**The following additional documents do not apply to all demolition CDC applications and only apply in the circumstances described below:**

☐ STRUCTURAL ENGINEERS METHOD OF SUPPORT **&** DILAPIDATION REPORT

Only required in certain situations where there is a wall on an adjoining lot that is located within 900mm of the boundary – **Check with Certifier.**

☐ BUSHFIRE - 'BAL CERTIFICATE' – land must not be BAL-40 or BAL-FZ

Only required when the Planning Certificate identifies the lot or part of the lot as being **bushfire prone land.**

Note: Where a Bushfire BAL Certificate has identified the land as being in bushfire attack levels BAL-40 or BAL-FZ (Flame Zone), Complying Development is not permissible and a DA to Council will be required.