

BEFORE YOU LODGE

Alterations and additions

Extensions, renovations and upper-floor additions

Planning an extension, a renovation or a new upper floor? This list sets out the paperwork a certifier normally needs before a CDC or construction certificate application goes in through the NSW Planning Portal. Work down each section and tick items off as you gather them.

Needed for almost every application

- ☐ Copy of the title for the property, confirming ownership and the lot description.
- ☐ Consent from the owner, in writing, if a builder or designer is applying for you.
- ☐ Current section 10.7 planning certificate to show which complying codes may be used on the land.
- ☐ Survey of the lot with the existing house, levels and boundaries; certifiers usually expect one for additions.
- ☐ Scaled drawings with plans, elevations, sections and a site plan of setbacks, the new work clearly marked.
- ☐ Structural details from an engineer for new beams, footings, framing or extra floor loads.
- ☐ Written cost estimate for the renovation including GST, which also decides whether BASIX applies.
- ☐ Prior approvals for the land from the past 20 years, such as council or tree approvals, if easy to find.
- ☐ Long service levy if the renovation's GST-inclusive cost hits \$250,000; the 0.25% charge is paid before any CDC or CC issues.

What exists now and what will change

Internal work that adds a floor, converts a basement or creates a separate dwelling falls outside the simple renovation rules.

- ☐ Scaled plan of the existing building, so the certifier can compare what stays with what changes.
- ☐ BASIX certificate once the alterations and additions reach \$50,000 in value.
- ☐ Demolition plan marking the walls, roof sections or structures this work will remove.
- ☐ Elevations for any upper-floor addition, showing the overall height against the 8.5 m Housing Code limit.
- ☐ Waterproofing specification for any new bathroom, laundry or other wet area.
- ☐ Stormwater plan showing how water from the new roof area joins the existing system.
- ☐ Window and door schedule listing new openings, their sizes and the glazing.
- ☐ Specification of materials and any product certificates the design relies on.
- ☐ Attic conversion details proving the work stays inside the existing roof space and keeps the roof pitch.

Only if it applies to your lot

- ☐ Asbestos plan if the house was built before 1987, as a licensed contractor must remove it.
- ☐ BAL certificate on bush fire prone land, showing the site rates below BAL-40.
- ☐ Heritage conservation area check: complying work must leave the street-facing wall alone and cannot increase the height.

- ☐ Flood control lot information, as extra controls apply to work on these lots.
- ☐ Easement and sewer line locations, especially where the extension sits close to them.

Council fees, bonds and authority approvals

Amounts and triggers differ from council to council, so check the current figures with your council or certifier.

- ☐ Developer contributions (s 7.11 or s 7.12) if council's contributions plan applies, paid before CDC work begins or as the consent directs.
- ☐ DA holders: the approved consent and plans, plus evidence that conditions to be met before the CC are done.
- ☐ Council registration fee for each certificate your certifier lodges, a modest flat charge to confirm in your quote.
- ☐ Council bond against damage to the footpath, kerb and road during works, if your consent, CDC or council's policy requires it.
- ☐ Council s 68 approval if the lot is unsewered and needs on-site effluent disposal, or the drainage ties into council's system.
- ☐ Water authority sign-off on the plans, through Sydney Water's Tap in service or Hunter Water, before construction starts.

After approval and before work starts

- ☐ Principal certifier chosen by the owner and appointed on the Planning Portal before any work starts.
- ☐ Builder's licence details and an HBCF certificate for contracts over \$20,000, sorted before the deposit.
- ☐ Owner-builder permit for work over \$10,000 if no licensed builder is doing the job.
- ☐ Notice to council 2 or more days before site work begins.
- ☐ Neighbour notice for a CDC, 7 days before work in metropolitan areas or 2 days in regional areas.
- ☐ Inspection plan from your principal certifier, including the framework and waterproofing stages.

Renovations often strike trouble where the existing house does not match old records. Ask for a CertifiBuild plan assessment once you have a measured survey and sketches, so pathway issues are flagged before engineering is commissioned.