

BEFORE YOU LODGE

New homes

Single, double and three storey houses

Use this list to pull together the paperwork for a new house before you lodge. Most new homes go through as a complying development certificate (CDC), or as a development application (DA) plus a construction certificate (CC), and both are lodged on the NSW Planning Portal. Tick each item off as it comes in.

Needed for almost every application

- ☐ Certificate of title with the deposited plan and any 88B instrument, confirming ownership, lot and DP numbers and easements.
- ☐ Owner's consent in writing whenever the person applying is not the registered owner.
- ☐ Section 10.7 planning certificate from council, which helps show which complying codes may apply to the land.
- ☐ Survey plan from a registered surveyor with boundaries and levels; your certifier will usually ask for one.
- ☐ Architectural plans, elevations and sections at a stated scale, with finished floor levels marked.
- ☐ Structural engineering drawings and specifications for the footings, slab and frame, backed by a site classification (soil) report.
- ☐ Estimate of the total cost of the work including GST, which is used for fees and levies.
- ☐ 0.25% levy for long service on the GST-inclusive cost once work reaches \$250,000; the CDC or CC waits on payment.

Plans and reports for a new house

The Housing Code is written for homes up to two storeys, so a three storey design may need a DA plus CC instead.

- ☐ BASIX certificate for the new dwelling, and its commitments carried through to the plans and specifications.
- ☐ Site plan showing setbacks, the north point, existing trees and buildings on the neighbouring lots.
- ☐ Lot details confirming area and width; Housing Code lots need at least 200 m² and 6 m at the building line.
- ☐ Elevations showing overall building height, which the Housing Code limits to 8.5 m.
- ☐ Stormwater drainage plan showing how roof and surface water will be collected and discharged.
- ☐ Landscape plan marking the paved, grassed and planted parts of the lot.
- ☐ Driveway and parking layout showing where cars are kept and how they reach the street.
- ☐ Specification of materials and finishes, listing any product certificates or accredited products the design relies on.
- ☐ Earlier council, road or tree approvals for the land from the past 20 years, where you can readily find them.
- ☐ Erosion and sediment control plan showing how soil will be kept on site while the ground is disturbed.

Only if it applies to your lot

- ☐ BAL certificate where your lot is on bush fire prone land, prepared by council or a bush fire consultant.
- ☐ Flood information or certification your certifier requests, if the planning certificate shows a flood control lot.
- ☐ Heritage advice if the lot is a heritage item or sits in a heritage conservation area, where complying development is generally restricted.
- ☐ Easement details from the title, with any sewer or drainage lines plotted on the site plan.
- ☐ Council tree approval for any protected tree that has to come down for the build.

Council fees, bonds and authority approvals

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

- ☐ Contributions (s 7.11 or s 7.12) under council's plan or the consent, usually due before the CC, or before CDC work.
- ☐ If you hold a DA: the consent, stamped plans and proof each condition due before the CC has been satisfied.
- ☐ Council's small fixed fee for registering the issued CDC or CC; ask whether your certifier's quote covers it.
- ☐ Damage security bond paid to council where the consent, CDC or council policy calls for one, covering kerbs, footpaths and roads.
- ☐ Section 138 Roads Act consent from council for a new or changed driveway, kerb crossing or any work on the footpath.
- ☐ Section 68 approval from council where it requires one, for on-site sewage treatment or new sewer and stormwater connections.
- ☐ Building plan approval from Sydney Water through Tap in, or from Hunter Water in its area, before work starts.

After approval and before work starts

- ☐ Appoint a principal certifier through the NSW Planning Portal; the owner makes this choice, not the builder.
- ☐ Home Building Compensation Fund certificate from your builder for contracts over \$20,000, before any deposit is paid.
- ☐ Owner-builder permit through Service NSW instead, if you are running the job yourself and it exceeds \$10,000.
- ☐ Notice of commencement to council, given no less than 2 days before any work on site.
- ☐ Letters to neighbours within 20 m for a CDC: 7 days ahead in metro areas, 2 days in rural and regional ones.
- ☐ Critical stage inspection list from your principal certifier, with each stage booked ahead of time.

Book a CertifiBuild plan assessment while your design is still at sketch stage. We test it against Housing Code standards early, so any changes happen on paper rather than after full drawings and engineering have been paid for.