

BEFORE YOU LODGE

Duplexes, triplexes and townhouses

Dual occupancies and multi-dwelling housing

Building two or more homes on one lot calls for extra design paperwork. Use this list for a duplex, triplex or row of townhouses, whether you apply for a complying development certificate or a development application and construction certificate through the NSW Planning Portal. Tick each item off as you go.

Needed for almost every application

- ☐ Title search for the parent lot, confirming ownership, lot size and any restrictions recorded on title.
- ☐ Owner's written consent where the applicant is not the landowner.
- ☐ Planning certificate (section 10.7) showing the zoning and the complying codes that may apply.
- ☐ Contour and detail survey from a registered surveyor; certifiers will normally want one for multi-dwelling sites.
- ☐ Architectural set covering floor plans, elevations, sections and finished levels for every dwelling.
- ☐ Structural plans and specifications from an engineer for footings, slabs, frames and shared walls, citing the site's soil classification.
- ☐ Cost estimate including GST, covering every dwelling and the site works.
- ☐ Long service levy, paid to the state's Long Service Corporation, is 0.25% of cost with GST for jobs from \$250,000 up.

Extra items for two or more dwellings

Complying duplexes and terraces are limited to zones R1 to R3 and RU5, and only where the LEP permits the use.

- ☐ Design verification statement, prepared by a registered architect or an accredited building designer.
- ☐ Lot size check against the LEP, or 400 m² for a duplex and 600 m² for terraces where none is set.
- ☐ BASIX certificate covering every new dwelling in the development.
- ☐ Shared wall details, since attached dwellings must have a common wall between them.
- ☐ Terrace widths on the plans, with each terrace a minimum of 6 m across.
- ☐ Storey count on the elevations; complying dual occupancies are limited to one or two storeys.
- ☐ Site plan showing parking, landscaping and stormwater for each dwelling.
- ☐ Subdivision plans if you intend to split the lot, since complying duplexes and terraces can then be subdivided as complying development.
- ☐ Erosion and sediment control plan covering every part of the site disturbed by excavation or earthworks.

Only if it applies to your lot

- ☐ Heritage status check, as complying dual occupancies are not permitted on heritage items or in heritage conservation areas.
- ☐ BAL certificate on bush fire prone land, because complying development cannot proceed at BAL-40 or above.
- ☐ Flood information for flood control lots, along with any certification your certifier requests.

- ☐ Low and Mid-Rise Housing check for sites near a nominated centre or station; confirm the approval pathway with your certifier.
- ☐ Easement and sewer main locations, as they can limit where each dwelling can sit.

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.
- ☐ For a DA and CC: copies of the consent and stamped plans, showing how every pre-CC condition has been met.
- ☐ Council registration fee for each certificate your certifier lodges, a modest flat charge to confirm in your quote.
- ☐ Damage security bond paid to council where the consent, CDC or council policy calls for one, covering kerbs, footpaths and roads.
- ☐ Roads Act s 138 approval from council for any vehicle crossing, kerb change or works within the public road.
- ☐ Local Government Act s 68 approval for on-site wastewater treatment or a council stormwater connection, on lots where council asks for it.
- ☐ 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 appointment made by the owner on the Planning Portal; the builder must not choose or sway it.
- ☐ Home warranty cover (HBCF) from your builder for work over \$20,000 before a deposit; owner-builders need their own permit instead.
- ☐ Commencement notice to council no less than 2 days before work starts.
- ☐ Neighbour notice for a CDC, 7 days before starting in metropolitan areas and 2 days in rural or regional areas.
- ☐ Inspection schedule from the principal certifier, covering the critical stages for each dwelling.

Multi-dwelling sites succeed or stall on zoning, lot size and heritage status. Send CertifiBuild your planning certificate and a concept layout first, so we can point to the code that fits before the design team draws the full set.