

Table of information to accompany CDC
This table identifies the minimum information required for the most common types of development in accordance with the Environmental Planning and Assessment Regulation 2000.

	Residential								Commercial				Other			Applicant Checklist			
	Alterations/Additions	Attached dwellings	Dual Occupancy/Semi-detached dwelling	Dwelling house (Single storey)	Dwelling house (2 storey)	Multi-dwelling housing	Outbuildings (eg. sheds, carports)	Residential buildings (Class 2, 3 or 4)	Secondary Dwelling	Change of Use Application	Commercial/Retail/Office (Classes 2 to 9)	Home business/Home Industry	Industrial/Warehouse	Signage	Demolition		Earthworks	Swimming pools	Temporary Event/Land use
Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
BASIX Certificate	⊕	✓	✓	✓	✓	✓	✓	✓								⊕			<input type="checkbox"/>
Section J Report (for class 2 to 9 buildings)							✓			✓	✓	✓							<input type="checkbox"/>
Demolition Plan	✓													✓					<input type="checkbox"/>
Elevation Plan	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓			+			<input type="checkbox"/>
Floor Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		<input type="checkbox"/>
Site Plan (Include Landscaping)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		<input type="checkbox"/>
Section Drawing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		<input type="checkbox"/>
Specifications and Construction Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		<input type="checkbox"/>
Signage Plan										✓		✓	✓						<input type="checkbox"/>
Structural Engineer Design Drawings & Certification for the design	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	+		<input type="checkbox"/>
BCA Audit Report							✓		+	✓		✓							<input type="checkbox"/>
Principal Certifying Authority	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		<input type="checkbox"/>
Change of Use Information (Specifically Relevant to Part 5 Applications)										S	S		S						<input type="checkbox"/>
Fire Safety – Changes to Relevant Fire Safety Systems (Class 2 to 9 Buildings)							✓			✓		✓							<input type="checkbox"/>
Geotechnical Investigation Report (Inland Code Requirement)	S			S	S		S								S	S			<input type="checkbox"/>

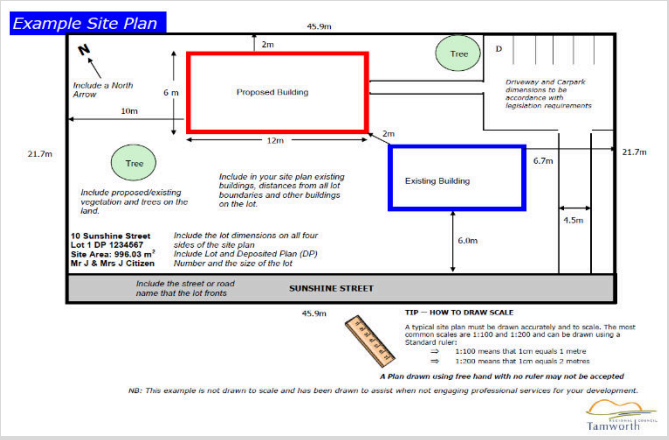
Initial:

Key

- ✓ Mandatory. Application will not be accepted without this documentation.
- ⊕ BASIX certificate is also required for residential alterations/additions with a value greater than \$50,000 and & for pools greater than 40,000 litres
- Ⓜ For two storey structure
- S The SEPP contains specific lodgement requirements for these documents and development types. Please refer to relevant section of the SEPP
- +
- May be required upon request

Documentation for CDC Lodgement

Note: certain applications may require submission of information not listed in the lodgement checklist.

Documentation	Explanation on why it is required	Applicant Checklist
BASIX Certificate	A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, 4 star showerheads and taps, landscaping, heat pump or solar water heaters, gas heaters, roof eaves/awnings and wall/ceiling insulation.	<input type="checkbox"/>
Section J Report	Section J Reports relate to Energy Efficiency measures for new commercial developments. They are typically required for buildings with a BCA Classification of 2 to 9 Residential developments which are classified as 2-9 under the BCA will also require Section J reports. Examples of such developments are: boarding houses and accommodation types for unrelated people	<input type="checkbox"/>
Demolition Plan	A demolition plan should contain the following details to confirm compliance with AS2601: <ul style="list-style-type: none"> The location of the structure to be demolished, shown via a dotted lines, elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information, Description of the type of building, e.g. house, shops Description of the methods of demolition proposed to be used, and the number of types of major items of equipment to be used in demolition a description of the methods proposed for handling and disposing of demolished materials and any hazardous materials Description of the proposed demolition works, and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work Details of the proposed hoardings, fencing, overhead protection and scaffolding 	<input type="checkbox"/>
Elevations <i>(Scaled Drawing - Every plan must show the scale in ratio figures and a bar scale so dimensions can be easily determined on photocopy reductions)</i>	Elevation plans must be provided for all four views of the building labelled with relevant orientation (e.g. north, southwest) and show: <ul style="list-style-type: none"> The extent of any excavation and/or filling on the site Building façade including windows Roof profile and roof pitch External finishes (including wall, roof, window, door and fence materials, and paint colour) and building finishes Must show heights of any existing or proposed retaining walls Existing buildings if they are in close proximity to development or if development involves extensions to existing buildings Natural ground levels, floor levels and ceiling levels to and Services located on the roof of the proposed buildings Air conditioning services or gas systems located on balconies or external walls 	<input type="checkbox"/>
Floor Plan New work must be clearly distinguished preferably with the use of contrasting colours	Floor plans must show: <ul style="list-style-type: none"> Fully dimensioned floor plan showing room layouts, usage including any partitioning location of windows and doors disabled access where appropriate room and courtyard dimensions and areas the finished ground levels and finished floor levels demonstration of BASIX commitments e.g. skylight, rainwater tank Where there is a wood fire noted on the floor plan, must provide details of the fire demonstrate compliance with the NCC and/or Test Certificate by Manufacturer Layout of building, all processes, storage areas, location of machinery, racking layout and height Existing and proposed fire safety measures Shop fit-out details 	<input type="checkbox"/>
Site plan New work must be clearly distinguished preferably with the use of contrasting colours	Site plans must show: <ul style="list-style-type: none"> North point Legal Description, Lot & DP, Boundary Dimensions, site area (m2), easements, sewer mains Fall of the site showing natural drainage Building footprint and the distances of the proposal from any buildings on site Setback distances from all boundaries. Major trees on adjacent properties, particularly those within 3 metres of the site; Landscaping including retaining walls Location of all structures and those to be demolished Identify Street or lane adjoining the site Sediment and erosion controls Stabilized access Waste facilities <p>Greenfields Sites</p> <ul style="list-style-type: none"> Location & Name of trees to be planted are to be identified on the site plan, identifying scientific name with specified height at Maturity 	 <p>Example Site Plan</p> <p>45.9m</p> <p>2m</p> <p>6m</p> <p>10m</p> <p>12m</p> <p>2m</p> <p>6.7m</p> <p>4.5m</p> <p>6.0m</p> <p>21.7m</p> <p>SUNSHINE STREET</p> <p>45.9m</p> <p>21.7m</p> <p>Proposed Building</p> <p>Existing Building</p> <p>Tree</p> <p>Driveway and Carpark</p> <p>Include a North Arrow</p> <p>Include proposed/existing vegetation and trees on the land.</p> <p>Include in your site plan existing buildings, distances from all lot boundaries and other buildings on the lot.</p> <p>10 Sunshine Street Lot 1 DP 1234567 Site Area: 996.03 m² Mr J & Mrs J Citizen</p> <p>Include the lot dimensions on all four sides of the site plan Include Lot and Deposited Plan (DP) Number and the size of the lot</p> <p>Include the street or road name that the lot fronts</p> <p>TIP - HOW TO DRAW SCALE</p> <p>A typical site plan will be drawn accurately and to scale. The most common scales are 1:100 and 1:200 and can be drawn using a Standard ruler.</p> <p>1:100 means that 1cm equals 1 metre 1:200 means that 1cm equals 2 metres</p> <p>A Plan drawn using free hand with no ruler may not be accepted</p> <p>NB: This example is not drawn to scale and has been drawn to assist when not engaging professional services for your development.</p> <p>Tamworth</p>
Section Drawing	Section plans must show: <ul style="list-style-type: none"> Section to show proposed method of construction (Structural Section) and be fully dimensioned. Sections for buildings with suspended floors must indicate the subfloor clearance of the floor. Section names and location on plan, e.g. A/A, B/B etc. with reference to room names Outline of existing building/development on site (shown dotted) 	<input type="checkbox"/>

Specifications & Construction Details

The specifications are to:

- Describe construction methods and to confirm how compliance is achieved with the NCC and the referenced adopted Australian Standards;
- Description of construction methods, including the standards that will be met, the materials which will be used to construct the building and the methods of drainage, sewerage and water supply.
- Indicate the fire safety and fire resistance measures (if any), and their height, design and construction
- If a Performance Solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the performance solution by a suitably qualified person as defined in the BCA.
- Evidence of any accredited building product or system proposed to be used.

Details around the following should be included in the Specification:

- **Footing/slab design** - a design that demonstrates compliance with AS2870 Residential Slabs and Footings
- **Termite protection** - Details on the proposed method of termite protection in accordance with AS3660.1
- **Frame construction design/detail** – Steel frames and beams will be required to be certified by a structural engineer in accordance with any relevant Australian Standards.
- **Timber frames** - specify the size, spacing and stress grading of all timber components in accordance with AS1684, Bracing, tie down and joint schedules required. Council will require a producer statement prior to frame inspection
- **Roof Construction** should incorporate details of steel or timber roof trusses, indicate where roof trusses are to be provided by Truss manufacturer specifications.

Additional information that may be to be required:

- Smoke alarm locations are to be indicated on floor plan demonstrating compliance with BCA
- Subfloor clearance (where applicable) - the elevation plans are to clearly indicate the clearance dimension between the underside of the bearer and the finished ground level demonstrating compliance with BCA (Part 3.4.1)
- Masonry construction (where applicable) - information is to be provided on the relevant plans indicating subfloor pier construction, location of masonry articulation joints and method of bearer tie-down as required by Part 3.3 BCA
- Stairs & Balustrades (where applicable) - information is to be provided on the relevant plans demonstrating proposed stair construction complying with Part 3.9.1 and balustrade construction to Part 3.9.2. of BCA

Signage Plan

Required where signage is proposed. The following shall be submitted:

- Details of the proposed structure and construction materials size, colours, type and overall design of the sign, including overall height dimension
- Proposed sign wording and method of any illumination
- Location/s of proposed signs to be shown on a site plan

Structural Engineer Design Drawings & Certified Design

- Structural Design Drawings and Certification for Structural Components
- Wind classification for the site shall be nominated, in accordance with AS4055 where any timber framing is proposed
- Site/Soil classification, in accordance with AS2870, where any concrete footing or slab is proposed.
- The use of Steel Beams within framing should also be incorporated in Structural Design

Change of Use

The application is to include the following for change of use:

Specifically, Part 5 Commercial/

Industrial Alterations Code

- The current use of the building and the details of how it is lawful (copy of an approved consent).
- The gross floor area of the use and any individual components (i.e. percentage of office and industrial space)
- Statements of compliance with the most recent development consent in relation to the hours of operation, car parking and landscaping.
- Where there are no existing conditions relating to car parking, the new use must comply with provision on the Tamworth Regional Development Control Plan. Where applicable these provisions should be indicated on the plans.

BCA Audit Report

The report should include:

Required for all Class 2, 3 & 4

- To be conducted by a Suitably Qualified Person as defined in the BCA
- Audit of the building and how it meets the performance requirements for Parts C, D & E of the BCA.
- Existing & proposed fire safety measures including the standard to which they are/will be installed.

Required for Other Buildings on request

- Evidence of any required fire rating between different classes of building
- The location of any openings used to provide light and ventilation or if the building is mechanically ventilated, a statement to that effect
- Access Consultant report where Part D has not been included into BCA Audit report or upon request.
- Proposed Fire Safety Schedule with fire safety measures proposed

Changes to Relevant Fire Safety Systems for all Class 2 to 9 Buildings

Any changes made to any **relevant fire safety system** (hydraulic fire safety system, fire detection and alarm system, mechanical ducted smoke control) are to have plans and specifications endorsed by an accredited practitioner (fire safety) with a certificate of compliance provided to the Principal Certifier in accordance with clause 136AA of the EP&A Regulation.

Bushfire assessment report or BAL Certificate

Development is occurring on bushfire prone land (refer to RFS website).

Bushfire Assessment Reports are required to be conducted by an Accredited BPAD Consultant – refer to [FPA Australia | Bushfire Planning & Design \(BPAD\)](#).

Plans must reflect compliance with the endorsed “Bushfire Attack Level (BAL Level)” and compliance with AS3959-2018 “Construction of buildings in bushfire-prone areas”.

Reports are not required for demolition, internal alterations, minor external works (under the Housing Alterations Code) swimming pools, non-combustible fence or retaining walls.

Complying Development not permitted in BAL-40 or BAL-FZ - A Development Application is required for these sites

Driveway profile

Required to be lodged with the S138 Application. It should be noted that a Section 138 is required to be approved before a complying development certificate can be issued.

Geotechnical Investigation Report

Required for Inland Code Applications where excavation exceeds maximum depth as outlined in Clause 3D.61, a Geotechnical Investigation Report must be provided by a Professional Engineer confirming no groundwater is present as per the requirements of the clause or where development proposes significant bulk, excavation works

Principal Certifying Authority

The role of the Principal Certifying Authority (PCA) is to oversee building work in accordance with the development consent and relevant building regulations. The PCA is the only person who can issue an Occupation Certificate. The role can be performed by Council Certifiers or a Private Certifier.

Only persons with the Benefit of the Consent or Owners of the Land are able to appoint the PCA

The requirements will be dependent on who is carrying out the work and the value of the works, you will need to:

Providing the name and licence number of the builder;
Providing a copy of your residential building work insurance;
Providing a copy of your owner builders permit.

You will need a permit if the cost of the residential work exceeds \$5000 and if the cost of work is over \$12000 you will need to complete and approved education course.

You should ensure that you have fulfilled your statutory responsibilities in relation to these matters prior to commencement of work. To appoint Council as the Principal Certifier – Refer to the following link to access the forms [Critical stage inspections | Tamworth Regional Council \(nsw.gov.au\)](#)

Waste Water Report

Where a lot does not have direct access to the reticulated sewer system and requires on-site waste water disposal. Refer to On-site Sewage Management Systems information on Tamworth Regional Councils' Website for further information required to be submitted for assessment; [Wastewater | Tamworth Regional Council \(nsw.gov.au\)](#)

For the purposes of development application or complying development assessment, Council must be satisfied that the lot is capable of accommodating an on-site wastewater management system based on the circumstances of the proposed development and constraints of the site.

To demonstrate this (at lodgement stage) an applicant is to submit a Section 68 application concurrently with the DA or CDC for the wastewater design to be assessed as part of the application.

When assessing Section 68 applications for non-domestic systems, Council will consider these applications on a site-specific basis and will require a wastewater management report to be prepared by a suitably qualified and experienced designer

Initial:

Further Information can be obtained on the types of applications that can be approved as Complying development under the following Codes: [Complying Development | Planning Portal - Department of Planning and Environment \(nsw.gov.au\)](#)

Part 3B - Low Rise Housing Diversity Code – Erection of or the alteration to any 1 or 2 storey Dual Occupancy, Manor House or Multi -Dwelling Housing or conversion of an existing dwelling o Dual Occupancy

Part 3C - Greenfield Housing Code – Specifically for development within Greenfields Designated areas including erection of new 1 or 2 storey dwellings and any attached development or alterations & additions to existing 1 or 2 storey dwellings and detached development including Swimming Pools.

Part 3D - Inland Code for NSW (not applicable to land identified in Greenfield area), applicable in the following zones RU1, RU2, RU3, RU4, RU5, RU6, R1, R2, R3, R4 and R5 in inland local government areas for erection of new 1 or 2 storey dwellings or alterations & additions to existing 1 or 2 storey dwellings, Farm Buildings, detached developments including Swimming Pools.

Part 4 – Housing Alterations Code – Specific to the following types of Developments - Internal & External Alterations to existing Dwellings & Ancillary Development, Attic Conversions.

Part 4A – General Development Code Specific to the following types of Developments, Bed & Breakfasts & Home Businesses.

Part 5 – Commercial & Industrial Alterations Code (Internal Building Alterations, Change of Use & First Use of Premises, Mechanical Ventilation Systems, Shop Front Awnings, Wall signs, Pylon Signs, Directory Boards, Earthworks Retaining Walls, Fences, Ancillary)

Part 5A – Commercial & Industrial (New Buildings and Additions) Code – New Commercial Buildings & Alterations & Additions to existing) specific to the following zones B1, B2, B3, B4, B5, B6, B7, B8, IN1, IN2, IN3, IN4 or SP3.

5B – Container Recycling Facilities Code – Specified in the following zones only - Zone B1, B2, B3, B4, B5, B6, B7, B8, IN1, IN2, IN3, IN4 or SP3 for reverse encased automatic, vending recycling machines on railway land or ferry terminals.

Part 6 – Subdivisions Code – Strata, Torrens & Subdivision

Part 7 – Demolition Code – Allows for demolition of Dwellings, Secondary Dwellings, Ancillary Development to Dwellings, Swimming Pools , Industrial Buildings or commercial buildings that would have been able to be approved as complying development under Part 5 & attached & detached development.

Part 8 – Fire Safety Code – for installation of water storage tanks, fixed on-site fire pump sets and associated external pump houses, fire mains, pipes and booster connections, & fire alarm communications link works

Other Application Types	Explanation
S68 Approval	<p>Require prior approval to conduct the following activities as required by the Local Government Act:</p> <ol style="list-style-type: none"> 1. Carry out water supply work (water plumbing connected to a Council supply) 2. Draw water from a council water supply or a standpipe or sell water so drawn 3. Install, alter, disconnect or remove a meter connected to a service pipe 4. Carry out sewerage work (sanitary drainage connection to Council sewer or onsite sewerage management system) 5. Carry out stormwater drainage work (connected to a Council main, gutter or channel) 6. Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer 7. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device (Onsite Sewerage Management System such as a septic tank or grey water treatment device) <p>Inspections are required to be undertaken by the Plumbing Regulator (Tamworth Regional Council) in accordance with the Plumbing & Drainage Act & Regulation requirements.</p> <p>Council undertakes the following inspections:</p> <ol style="list-style-type: none"> 1. Underfloor drainage under hydrostatic test prior to covering 2. Hot and cold water plumbing under pressure test prior to covering; 3. External drainage (under hydrostatic test) prior to backfilling trenches or covering; 4. The installation of any AWTS or septic tank prior to backfilling or covering; 5. Final inspection of all plumbing and drainage works;
S138 Approval	A complying Development Certificate cannot be issued unless a Section 138 has been issued for the subject land.

Applicant Signature: _____

Date: ____ / ____ / ____