



BUILT
ENVIRONMENT
CONSULTING

Application Form Check List – Complying Development Certificate

Applicant:

Development:

Address:

Date:

Local Government Area:

Notes:

- This checklist is provided as a guide only.
- Additional information may be required.
- We recommend you are familiar with and supply the required information to avoid delays in assessment of the application.
- Please complete the following checklist.

Documentation required	Copies	Provided	N/A
Application Form	1		
Service Agreement	1		
Section 149(2) Certificate (used to verify if your property complies with complying development legislation and is obtained from your local Council)	1		
88b Instrument (used to verify if the proposed works are breaching any covenants or restrictions on your land)	1		

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Documentation required	Copies	Provided	N/A
Architectural Plans (The following details are to be included on the architectural plans provided with any application for a Complying Development Certificate) <ul style="list-style-type: none"> ○ <i>Basix requirements</i> ○ <i>The setback to all adjoining dwellings within 40m</i> 	3		
Basix Report/Certificate (for works more than \$50,000)	3		
If Applicable- Council Bonds, Sections 94 and Sections 94A Contributions (receipt issued by Council) Road Opening Approval (Council) Vehicle Crossings, storm water drainage	2		
Long Service Levy if value of works is over \$25K (Receipt issued by the Long Service Payments Corporation or Council)	2		
Water Authority Approval	2		
Home Builders Insurance or Owner Builders Permit	2		
Structural Engineers Details	3		
Waste Management Plan	3		

Additional information may be required depending on the contents of Council's DCP, the 149 Certificate or Section 88(b).