

# Plans and Documentation required for Commercial/Industrial Construction Certificate Applications

Development Type	New Industrial Development	New Commercial Development	Alterations and Additions to existing building	Change of use of existing building (no building work)	Ancillary Structures	Subdivision	Demolition	New Dual Occupancy	Residential Flat Building	Tourist Development	Other Development	Applicant to complete	PSC check-included at lodgement
✓ Plans/Documents Required; # Plans/Documents may be required depending on development; ✗ Not required for this application type													
<b>Plans – Electronic and two (2) hard copies (all plans to identify the new work in colour)</b>													
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor plan - Existing floor plan required (All plans to identify the new work differentiated by colour or other identifying method)	✓	✓	✓	✓	✓	#	✗	✓	✓	✓	✓		
Elevation Plans	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓		
Section Plans	#	#	#	#	#	#	✗	✓	#	#	#		
Stormwater design plan and Engineering design plans	✓	✓	✓	#	#	✓	✗	✓	✓	✓	✓		
Soil Erosion and Sedimentation Plan	✓	✓	✓	#	#	✓	✓	✓	✓	✓	#		
Demolition Plan	✗	✗	#	#	✗	✗	✓	✗	✗	✗	#		
Landscape Plan	✓	✓	#	✓	✗	#	✗	✓	#	✓	#		
Fire Safety Plan	✓	✓	✓	✓	✗	✗	✗	✗	✗	#	#		
Services Plans (hydraulic, mechanical)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Structural Engineering Design Plans	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓		
<b>Supporting Documentation – Electronic and two (2) hard copies</b>													
BASIX Certificate	✗	✗	#	#	✗	✗	✗	✓	#	#	#		
Contract for Certification work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Specifications detailing standards to compliance with Building Code of Australia	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓		
All structural components eg; pier, footing, slab, steel beams, laminated beams, steel frame etc Structural Engineer Design Certificate	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓		





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Building Code of Australia - Section J Design Report	✓	✓	✓	✗	✗	✗	✗	✗	✓	✓	#		
Structural Engineer Certification of building capacity for use	✗	✗	#	✓	✗	✗	✗	✗	✗	✗	#		
Statement of BCA Compliance and whether performance (alternate) solutions will be relied upon	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓		
Fire engineering BCA Performance (alternate) solution design and justification report (where being relied upon)	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓		
List of the Category 1 Fire Safety provisions currently applied to the existing building	✗	✗	✓	✓	✓	✗	✗	✗	✗	✓	#		
List of the Category 1 Fires Safety provisions that are to apply to the building	✓	✓	✓	✓	#	✗	✗	✗	✗	✓	#		
Documentary evidence of satisfaction of Development Consent conditions required to be met prior to CC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Bushfire Hazard Assessment / Certificate (Bushfire Prone Land)	#	#	#	#	#	✓	#	✓	✓	✓	#		
AS 3959 Building in Bushfire details	#	#	#	#	#	#	#	#	#	#	#		
Survey Plan	#	#	#	#	#	✓	#	#	#	#	#		
Recognition as a Competent Fire Safety Practitioner Form	✓	✓	✓	✓	#	✗	✗	✗	✓	✓	#		

I/We declare that

- To the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information provided, as set out in this checklist, has been supplied.
- I acknowledge that if the required information is not provided the application may not be accepted.
- I acknowledge that if the submitted information is found to be incorrect or not to the required standard to enable proper assessment the application may not be accepted or may be rejected after lodgement or the assessment delayed until I provide the required information.
- I acknowledge that during the assessment of the application matters may be identified that give rise to the need for additional information indicated in the document matrix or alteration, clarification or expansion of the documentation lodged may be required and delay in provision of information may lead to delay in the assessment of the application.

Signature of applicant/s: \_\_\_\_\_

Date: \_\_\_\_\_



## Plan Requirements | Minimum information to be shown on plans

All Plans
<ul style="list-style-type: none"><li>• Scale and plan size adequate to show required detail</li><li>• Plan name</li><li>• Plan name, date, plan number, revision number, space available for Council approval stamp</li></ul>
Site Plan
<ul style="list-style-type: none"><li>• North point</li><li>• Detail plan where overall site plan for large property does not demonstrate adequate detail below</li><li>• Dimensions on land</li><li>• Area of land</li><li>• Lot number and Deposited Plan or Strata Plan number</li><li>• Dimensioned plan of the building(s) in the site including existing and proposed dimensions of eaves and eaves from boundary</li><li>• Location of Air Conditioner units</li><li>• Distances/location of all existing buildings and structures in relation to all site boundaries and other buildings on the allotment including retaining walls</li><li>• Distances/location of existing vegetation and trees and other natural features such as water courses and rock outcrops on the land</li><li>• Existing encumbrances (easements, right of way etc) on the land such as easements, services and distances of building from them</li><li>• Proposed encumbrances (easements, right of way etc) on the land such as easements, services and distances of buildings from them</li><li>• Location of any cut and fill, proposed retaining walls and or batters</li><li>• Existing ground level (contours), proposed finished ground levels - where altered by cut or fill. Proposed buildings floor level and adjoining road level, level at any existing or proposed On-site Sewage Management System</li><li>• Location of existing and proposed on-site sewage management system (both tank and proposed disposal area) including dimensions to any environmental features such as water courses, wells, dams, drainage channels, bores and swimming pools</li><li>• Proposed access and parking arrangements, including entry/exit points for vehicles, driveways and provision for movement and parking of vehicles within the site</li><li>• Proposed method of stormwater management including proposed location of point of discharge from the property</li><li>• Details of environmental constraints (eg; flooding, slope, dams, creeks, water courses, water bores, wells, bushfire hazard, groundwater vulnerability, adjoining land-uses that are particularly sensitive to the proposal)</li><li>• Location of reticulated sewer and water connections (where property within reticulation areas)</li><li>• Location and uses of building on sites adjoining the land</li><li>• Location of proposed fencing</li><li>• Area calculation of landscaping and footprint of existing and proposed development on the site</li><li>• Loading and unloading areas</li><li>• Outdoor storage areas</li><li>• Waste storage areas/facilities</li><li>• Areas of landscaping</li></ul>
Floor Plan
<ul style="list-style-type: none"><li>• Dimensioned plan of each level in the building(s) including dimensions of eaves</li><li>• Floor plan of existing and proposed building work. Floor plans must show all areas of the building including existing areas and other stories and mezzanines. Coloured/marked to show new work in relation to existing parts of the building</li><li>• Layout, partitioning, room sizes, stairs, voids, and internal uses of each part of the building</li><li>• Layout of fixtures including sinks, bathroom and kitchen plumbing etc</li><li>• Levels of floor, stairs, mezzanines, etc</li><li>• Windows, doors and other openings sizes and location</li><li>• Electricity substations</li><li>• Food premises fit out (if commercial food storage, preparation or service is proposed including in residential premises)</li><li>• Layout, partitioning, room sizes, stairs, voids and internal uses of each part of the building</li><li>• Layout of fixtures including sinks, bathroom and kitchen plumbing etc</li><li>• Levels of floor, stairs, mezzanines, etc</li><li>• Windows, doors and other openings sizes and location</li><li>• Access for disabled (if required)</li><li>• Food premises fit out (if commercial food storage, preparation or service is proposed)</li><li>• Exit doors</li><li>• Location of specialised equipment such as boilers, grease traps, mechanical exhaust, chimneys flues, vents, ducts and air condition units</li><li>• Proposed fire safety measures</li><li>• Bunded areas</li><li>• Waste storage areas/facilities</li><li>• Electrical distribution boards</li></ul>
Elevation Plans
<ul style="list-style-type: none"><li>• Heights of wall relative to existing and proposed ground level</li><li>• Overall height of development (apex height) - relative to natural and proposed ground level</li><li>• Location and height of retaining walls relative to natural ground level</li><li>• External Finishes and Materials</li><li>• Location and height of any cut and fill including batters and the slope angle/ratio of the batter</li></ul>
Section Plans
<ul style="list-style-type: none"><li>• Ground level relative to walls</li><li>• Construction detail including proposed buildings, retaining wall, footing and drainage structures</li></ul>



<b>Landscape Plan</b>
<ul style="list-style-type: none"><li>• All existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary</li><li>• Plant schedule including species, pot size and maturity height with appropriate symbols</li><li>• Location of planting of proposed species</li><li>• All proposed natural/soft landscaped areas</li><li>• Existing natural landscape features of a site such as cliffs or rock outcrops</li><li>• All existing natural site levels (contours) to AHD</li><li>• Proposed finished levels to AHD</li><li>• Proposed hard paved surfaces including materials</li><li>• Planting layout of proposed vegetation</li><li>• Location, height, construction details and materials of fencing and retaining walls.</li><li>• Sectional details of retaining walls, paving, edging turf, mulched gardens and other relevant works.</li><li>• Proposed drainage and irrigating systems</li></ul>
<b>Demolition Plan</b>
<ul style="list-style-type: none"><li>• Identifies all structures, or parts of structures, to be removed</li></ul>
<b>Fire Safety Plan</b>
<ul style="list-style-type: none"><li>• Fire Hydrant locations</li><li>• Fire Hose Reel locations</li><li>• Portable Fire Extinguisher locations</li><li>• Emergency Lighting locations</li><li>• Exit Sign locations</li><li>• Automatic Smoke Detection &amp; Alarm System</li><li>• Location of Fire Walls</li><li>• Location of walls with Fire Rating Level</li><li>• Location of Smoke wall/doors</li><li>• Location of Fire doors</li></ul>