

Plans and Documentation required for Residential Construction Certificate Applications

Development Type	New Dwelling-house	Alterations and Additions to existing dwelling	Ancillary Structures	Alterations and Additions to existing ancillary	Swimming Pools	Internal fitout where no external change	Secondary dwelling	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									
Plans – Electronic and two (2) hard copies (all plans to identify the new work in colour)									
Site Plan	✓	✓	✓	✓	✓	✓	✓		
Floor Plan	✓	✓	✓	✓	#	✓	✓		
Elevation Plans	✓	✓	✓	✓	#	✓	✓		
Section Plans	✓	✓	✓	✓	✓	✓	✓		
Stormwater design plan	✓	✓	✓	✓	✗	✓	✓		
Stormwater Engineering design	#	#	#	#	#	#	#		
Soil Erosion and Sedimentation Plan	#	✓	#	✓	#	✓	✓		
Demolition Plan	✗	#	✗	#	✗	#	✗		
Structural Engineering Design Plans	✓	✓	✓	✓	✓	✓	✓		
Supporting Documentation – Electronic and two (2) hard copies									
BASIX Certificate	✓	#	✗	#	✓	#	✓		
Contract for Certification Work & Appointment of PCA form	✓	✓	✓	✓	✓	✓	✓		
Specifications detailing standards to compliance with Building Code of Australia	✓	✓	✓	✓	✗	✓	✓		
Structural Engineer Design and Certificate - Slab	✓	✓	✓	✓	✓	✓	✓		
Geotech Soil Reactivity Test Report	✓	✓	✓	✓	#	✓	✓		
Wind Design Classification	✓	✓	✓	✓	✗	#	✓		
AS 3959 Building in Bushfire design specification	#	#	#	#	✗	#	#		
Bushfire Hazard Assessment/Certificate (Bushfire Prone Land)	#	#	#	#	✗	#	#		
Survey Plan	#	#	#	#	#	#	#		
All other structural components eg; steel beams, laminated beams, steel frame etc. Structural Engineer Certificate	✓	✓	✓	✓	✗	✓	✓		
Copy Deposited Plan/88B Instrument	✓	✓	✓	✓	✓	✓	✓		

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 the need for additional information not indicated in this document or the 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">• All plans to have a scale and plan size adequate to show required detail• Plan name• Date, plan number, revision number, space available for Council approval stamp
Site Plan
<ul style="list-style-type: none">• North point• Detail plan where overall site plan for large property does not demonstrate adequate detail below• Dimensions on land• Area of land• Lot number and Deposited Plan or Strata Plan number• Dimensioned plan of the building(s) in the site including existing and proposed dimensions of eaves and eaves from boundary• Location of Air Conditioner Units• Distances/location of all existing buildings and structures in relation to all site boundaries and other buildings on the allotment including retaining walls• Distances/location of existing vegetation and trees and other natural features such as water courses and rock outcrops on the land• Existing encumbrances (easements, right of way etc) on the land such as easements, services and distances of building from them• Proposed encumbrances (easements, right of way etc) on the land such as easements, services and distances of buildings from them• Location of any cut and fill, proposed retaining walls and or batters• Natural 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• 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• Proposed access and parking arrangements, including entry/exit points for vehicles, driveways and provision for movement and parking of vehicles within the site• Proposed method of stormwater management including proposed location of point of discharge from the property• 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)• Location of reticulated sewer and water connections (where property within reticulation areas)• Location and uses of building on sites adjoining the land• Location of proposed fencing• Area calculation of landscaping and footprint of existing and proposed development on the site• Basix commitments• Rainwater tank locations• Location of swimming pool barrier including gates• Location of swimming pool filter and pump
Floor Plan
<ul style="list-style-type: none">• Dimensioned plan of each level in the building(s) including dimensions of eaves• 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• Layout, partitioning, room sizes, stairs, voids, and internal uses of each part of the building• Layout of fixtures including sinks, bathroom and kitchen plumbing etc• Levels of floor, stairs, mezzanines, etc• Windows, doors and other openings sizes and location• Basix Certificate commitments• Stormwater downpipe locations• Location of smoke alarms• Floor area calculations (including new and existing areas)
Elevation Plans
<ul style="list-style-type: none">• Heights of wall relative to existing and proposed ground level• Overall height of development (apex height) - relative to natural and proposed ground level• Location and height of any cut and fill including batters and the slope angle/ratio of the batter relative to natural ground level• Location and height of retaining walls and associated drainage structures• External Finishes, Colours and Materials• Downpipe and gutter location
Section Plans
<ul style="list-style-type: none">• Natural and proposed ground level relative to structure• Construction detail including proposed buildings, retaining wall, footing and drainage structures• Gutter type and method of overflow
Landscape Plan
<ul style="list-style-type: none">• All existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary• Plant schedule including species, pot size and maturity height with appropriate symbols• Location of planting of proposed species• All proposed natural/soft landscaped areas• Existing natural landscape features of a site such as cliffs or rock outcrops• Natural site levels (contours)• Proposed finished levels• Proposed hard paved surfaces including materials• Planting layout of proposed vegetation• Location, height, construction details and materials of fencing and retaining walls.• Sectional details of retaining walls, paving, edging turf, mulched gardens and other relevant works.• Proposed drainage and irrigating systems
Demolition Plan
<ul style="list-style-type: none">• Identifies all structures, or parts of structures, to be removed