SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

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Construction Certificate Checklist

New Homes, Granny Flats, Dual Occupancies, Terraces and other Multi Dwelling Housing, and Alterations and Additions approved by a Development Application (DA)

The documents below are needed before Site Certified can issue your Construction Certificate (CC). Applications are lodged through the NSW Planning Portal against your approved DA, with Site Certified Pty Ltd nominated as the certifier.

Items in the first table are the minimum needed to lodge and get your assessment started. The rest can follow, but the CC cannot be issued until every applicable item is in. Building work must not start until the CC is issued.

> **What the CC confirms.** That the construction plans comply with the Building Code of Australia, are consistent with your development consent, and that every condition to be met before the CC has been satisfied (EP&A (Development Certification and Fire Safety) Regulation 2021, sections 19 and 20). A CC has no effect if it is issued after the work has started (EP&A Act, section 6.8), so please do not start early.

Required documents

Minimum to lodge

	Document	Description
☐	**Planning Portal application**	CC application lodged on the NSW Planning Portal against the approved DA, with Site Certified nominated as certifier. Include the estimated cost of works (materials and labour, incl. GST). Every registered owner must give consent.
☐	**Certification agreement**	Site Certified's signed Agreement for the Performance of Certification Work. This written contract is required under the *Building and Development Certifiers Act 2018* before we can start.
☐	**Development consent**	The DA Notice of Determination with all conditions, plus any approved modifications (section 4.55).
☐	**DA-stamped plans and documents**	The plans and reports approved and stamped by council with the DA.
☐	**Construction plans**	Architectural plans prepared by an architect or building designer, drawn to scale: site plan, floor plans, elevations, sections and construction details. Must be consistent with the DA-stamped plans. Any change from the DA needs a modification or our confirmation it is consistent.

Required before the CC is issued

	Document	Description
☐	**Structural engineering plans**	Signed drawings from a structural engineer covering the slab, footings, piers, retaining walls and any structural framing. Must state the site soil classification, which cannot be assumed.
☐	**Stormwater plan**	Shows downpipes, pits, rainwater tank, any on-site detention (OSD) and the legal point of discharge, designed to meet the DA conditions.
☐	**Water authority approval**	Your water authority's building plan approval (for example Sydney Water Tap in), confirming the work does not affect sewer or water assets.
☐	**Building specification**	Describes the materials to be used and the standard the work will be built to. We can provide one on request.

	Document	Description
☐	**BASIX certificate**	The certificate approved with the DA, or an updated one consistent with it. Commitments must be shown on the construction plans.
☐	**Fire and sound separation details**	For attached dwellings (dual occupancies, terraces and multi dwelling housing): plans and sections showing the separating walls, with their fire resistance and sound insulation ratings (ABCB Housing Provisions Parts 9.3 and 10.7).
☐	**Long Service Levy receipt**	Charged at 0.25% of the cost of the building work (incl. GST) where that cost is $250,000 or more. Once the application is lodged, we will confirm the amount and send you the payment details. Pay online through Service NSW. The CC cannot be released until it is paid.
☐	**Contributions receipt**	Section 7.11 or 7.12 contributions paid to council, where the DA conditions require payment before the CC.
☐	**Security bond receipt**	Any security the DA requires to be paid to council (e.g. for damage to kerbs, gutters, footpaths or the road). Where the DA requires it, the CC cannot be issued until it is paid.
☐	**"Prior to CC" conditions**	Evidence that every DA condition to be met before the CC is issued has been satisfied (e.g. amended plans, reports, approvals).
☐	**Section 138 Roads Act approval**	Council's approval for any new or altered driveway crossing, or other work in the road reserve or footpath.

Documents your DA conditions may require

Your DA conditions set what else is needed. These are the most common items we see on residential consents.

	Document	When it applies
☐	**Bushfire (BAL) compliance**	Lot is bushfire prone land. Construction plans must show the BAL and any NSW RFS requirements in the consent.
☐	**Flood compliance**	Lot is flood affected. Plans must show the floor levels and flood-compatible materials set by the consent, often with an engineer's certification.
☐	**Geotechnical report**	Sloping or landslip-affected sites, deep excavation, or where the consent requires one.
☐	**Acoustic report**	Land affected by aircraft, road or rail noise, where the consent requires noise attenuation details.
☐	**Arborist report and tree protection plan**	Trees to be retained on or near the site, or tree removal approved by the DA.
☐	**Dilapidation reports**	Excavation or work close to neighbouring buildings. Usually required before work starts.
☐	**Erosion and sediment control plan**	Most work involving earthworks.
☐	**Waste management plan**	Demolition and construction waste, where the consent requires one.
☐	**Construction traffic management plan**	Sites on busy or narrow roads, where the consent requires one.
☐	**Landscape plan**	Where the consent requires landscaping to be detailed before the CC.
☐	**Section 68 Local Government Act approval**	On-site sewage management systems, or stormwater work that council approves separately.
☐	**Sydney Water Section 73 Compliance Certificate**	Where the consent requires it, usually for dual occupancies and subdivision. Often needed before the OC.

	Document	When it applies
☐	**Subsidence Advisory NSW approval**	Lot is in a mine subsidence district. Approval is required to erect or alter structures.

Following your DA conditions

Your development consent applies to the whole build, not just the CC. Its conditions are grouped by stage, and every one must be met at the right time. We check them at each stage, but the owner and builder are responsible for complying.

Stage	What it usually involves
Before the CC is issued	Plans updated to show any design changes the conditions require, plus the reports, approvals, bonds and contributions listed. We cannot issue the CC until these are met.
Before work starts	Tree protection, site fencing and signage, erosion and sediment controls and a site toilet in place, and the Notice of Commencement lodged.
During construction	Approved working hours, dust, noise and sediment control, protection of trees and neighbouring property, and the consent and stamped plans kept on site.
Before the OC is issued	Landscaping completed, driveway signed off by council, BASIX commitments installed, covenants registered and any final certificates the consent requires.

- **Build only what is approved.** Any change to the approved plans or conditions needs a section 4.55 modification from council before that work is done. Unapproved changes can stop us issuing the OC.
- **Share the conditions.** Give your builder and trades a copy of the consent and stamped plans.
- **Send us evidence as you go.** Receipts, reports and certificates for each condition, so nothing is outstanding at the end.

Before work starts

We need the items below no later than 2 days before work begins.

	Document	Description
☐	**Principal Certifier appointment**	Site Certified must be appointed as Principal Certifier before any work begins.
☐	**Principal contractor details**	**Licensed builder:** must hold a licence covering all the building work. Where the contract is over $20,000 (incl. GST), provide the Home Building Compensation (HBC) insurance certificate. More information at SIRA. **OR** **Owner-builder:** a permit is required where the work (materials and labour, incl. GST) is over $10,000. You can apply once the DA is approved, and must hold the permit before appointing the Principal Certifier. More information at NSW Government.
☐	**Notice of Commencement**	Lodged on the NSW Planning Portal no later than 2 days before any work begins.
☐	**"Prior to commencement" conditions**	Evidence that every DA condition to be met before work starts has been satisfied (e.g. dilapidation reports, tree protection, site fencing and erosion controls).

Long service levy, owner-builder, home building compensation, asbestos and demolition licensing thresholds checked against NSW Government sources on 17 November 2026. This checklist is general guidance only; the documents needed for your project are confirmed once your application is assessed. The Building (Approvals and Practitioners) Act 2026 was assented to on 14 August 2026 but its building approval provisions have not commenced; this checklist will be updated when they do.