SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

SITE CERTIFIED PTY LTD
ABN 15 689 132 492
Suite 1.02, Level 1, 4 Burbank Place, Norwest NSW 2153
hello@sitecertified.com.au | sitecertified.com.au

Construction Certificate Checklist

Retaining Walls and Earthworks 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**	Consistent with the DA-stamped plans: a site plan showing each wall dimensioned to boundaries, buildings and easements; sections or elevations showing wall height, existing and finished ground levels; and the wall type (for example masonry block, concrete sleeper, crib or timber).

Required before the CC is issued

	Document	Description
☐	**Structural engineering**	A structural engineer's signed design for each wall to AS 4678, including footings, reinforcement and any surcharge from driveways, buildings or sloping ground above. For a proprietary wall system, the engineered specification showing footing depth, post spacing and drainage for the height being built.
☐	**Drainage details**	Subsoil drainage behind the wall and its connection to the site stormwater system, 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.

	Document	Description
☐	**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).

Documents your DA conditions may require

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

	Document	When it applies
☐	**Geotechnical report**	Sloping or landslip-affected sites, deep excavation, or where the consent requires one.
☐	**Dilapidation reports**	Excavation or work close to neighbouring buildings. Usually required before work starts.
☐	**Arborist report and tree protection plan**	Trees to be retained on or near the site, or tree removal approved by the DA.
☐	**Erosion and sediment control plan**	Most work involving earthworks.
☐	**Barrier details**	A path, driveway or other trafficable surface runs along the top of the wall with a drop of 1 m or more.
☐	**Imported fill certification**	Where the consent requires fill to be virgin excavated natural material or otherwise validated.
☐	**Landscape plan**	Where the consent requires landscaping to be detailed before the CC.
☐	**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	Engineer's certificate that the walls were built to the design, a surveyor's check of position where walls are on or near a boundary, drainage connected 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 the 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.