SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

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Complying Development Certificate Checklist

Decks, Patios, Pergolas, Verandahs, Awnings and Similar Structures

The documents below are needed before Site Certified can issue your Complying Development Certificate (CDC). Applications are lodged through the NSW Planning Portal 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 CDC cannot be issued until every applicable item is in.

> **Smaller structures may not need approval.** Under clauses 2.11 and 2.12 of the Codes SEPP a deck, patio, pergola or similar structure can be exempt development where, among other things, it is no larger than 25 m², its floor is no more than 1 m above existing ground level, it is no higher than 3 m, it is behind the building line and it is at least 900 mm from each boundary (5 m in rural and large-lot zones). If yours does not fit, a CDC or DA is needed.

Required documents

Minimum to lodge

	Document	Description
☐	**Planning Portal application**	CDC application lodged on the NSW Planning Portal, 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.
☐	**Plans**	Drawn to scale: a site plan with the structure dimensioned to every boundary and to the dwelling; a floor plan; elevations and a section showing floor level and overall height above existing ground level; the materials; and the landscaped area of the lot after the work.
☐	**Title search, Deposited Plan and 88B instrument**	Confirms ownership and any restrictions, covenants or easements on the lot. Available from NSW Land Registry Services through an information broker, or we can order them for you.
☐	**Section 10.7 Planning Certificate**	A current full certificate (sections 10.7(2) and (5)) from council. Confirms zoning, whether complying development is permitted, and any hazards affecting the lot. Apply to your council, or online through the NSW Planning Portal where your council offers it.

Required before the CDC is issued

	Document	Description
☐	**Structural details**	A framing plan with member sizes, spans, bracing, tie-down and footings. Proprietary patio and awning systems need the manufacturer's engineering for your site. Steel framing, long spans, raised decks and roofs fixed to the house fascia generally need a structural engineer's design.
☐	**Connection to the dwelling**	How the deck or roof is fixed to the house (ABCB Housing Provisions Part 12.3 for framed decks and balconies).
☐	**Balustrade details**	Where the floor is 1 m or more above the surface below: the balustrade height, openings and material (ABCB Housing Provisions Part 11.3).
☐	**Stormwater plan**	For roofed structures: downpipes and where roof water is discharged.

	Document	Description
☐	**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.
☐	**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 CDC cannot be released until it is paid.

Rules the design must meet

Type	Main standards (Codes SEPP, Housing Code)
Attached to the side or rear of the dwelling	Only on lots larger than 300 m² and wider than 10 m at the building line. Floor level no more than 2 m above existing ground within 3 m of a side or rear boundary, 3 m between 3 m and 6 m, and 4 m beyond 6 m (cl 3.12). Floor area limits and privacy screens may also apply (cl 3.12, 3.12A and 3.15).
Detached from the dwelling	Finished floor level no more than 600 mm above existing ground level. Rear setback of 900 mm on lots of 200 m² to 900 m², 1.5 m on lots over 900 m² up to 1,500 m², and 2.5 m on larger lots (cl 3.24).
All structures	Minimum landscaped area for the lot must still be met after the work (cl 3.13 and 3.27). Other codes, such as the Rural Housing Code and Inland Code, have their own standards.

Site-specific documents

Your certifier may ask for further documents once the application is lodged and assessed. These are the most common, usually triggered by the Section 10.7 Planning Certificate.

	Document	When it applies
☐	**BAL certificate (Bushfire Attack Level)**	Lot is bushfire prone land and the structure is attached to, or within 6 m of, a dwelling. Must confirm the work is not in BAL-40 or the Flame Zone, and the plans must show construction to the BAL (Codes SEPP cl 1.19A and 3.4).
☐	**Flood certificate**	Lot is a flood control lot. Issued by council or a suitably qualified hydraulic engineer, confirming the part of the lot being built on is not a floodway, flow path, flood storage, high hazard or high risk area and that the work meets the complying development flood requirements (Codes SEPP cl 3.5).
☐	**Arborist report**	Work, including excavation or fill, is within 3 m of a tree on the lot or on a neighbouring lot. Confirms whether the tree is protected and how it will be kept safe (Codes SEPP cl 3.33).
☐	**Engineer's report for adjoining walls**	A wall is to be built within 900 mm of a boundary. A professional engineer's report on how neighbouring walls will be supported must be lodged with the application, and the work built to it (Codes SEPP cl 3.32).
☐	**Tree permit**	A tree or other vegetation that needs council approval is to be removed or pruned. The permit must be held before the CDC is issued (Codes SEPP cl 1.18).
☐	**Subsidence Advisory NSW approval**	Lot is in a mine subsidence district. Approval is required under the *Coal Mine Subsidence Compensation Act 2017* to erect or alter structures, and must be held before the CDC is issued (Codes SEPP cl 1.18).
☐	**Owners corporation or community association approval**	Property is in a strata or community scheme. Prior written approval is required for work to the lot.

How your application is assessed

- **Every standard must be met.** A CDC cannot vary a development standard. One shortfall means a redesign or a development application to council.
- **We inspect the site before we determine.** This is required for every CDC, so please make sure we can get access.
- **Neighbour notification before approval.** In most established Greater Sydney council areas we must notify the council and neighbours within 20 m, then wait 14 days before we can determine the application (EP&A Regulation 2021, section 134). We will tell you if this applies.
- **Build only what is approved.** Changes after the CDC is issued need a modified CDC before that work is done.

Before work starts

We need the items below no later than 2 days before work begins. Anything not supplied with the application becomes a requirement of the CDC to be met 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 CDC is issued. More information at NSW Government.
☐	**Notice of Commencement**	Lodged on the NSW Planning Portal no later than 2 days before any work begins.
☐	**Notice to neighbours**	Written notice to neighbours within 20 m of the lot. At least 7 days before work starts in metropolitan Sydney, or 2 days in regional, rural and residential release areas. See the Planning Portal.
☐	**Security bonds**	Some councils charge a refundable bond to cover damage to kerbs, gutters and footpaths. We will tell you during assessment if one applies.

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. Codes SEPP clause references are to the version in force from 8 July 2026. 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.