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CERTIFICATORES AEDIFICIORUM

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Complying Development Certificate Checklist

Dual Occupancies and Terraces (Multi Dwelling Housing) under the Low Rise Housing Diversity Code

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.

These projects are assessed under Part 3B of the Codes SEPP (the Low Rise Housing Diversity Code) and the design criteria in the Low Rise Housing Diversity Design Guide. Both must be met in full.

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.
☐	**Architectural plans**	Drawn to scale by the registered architect or accredited building designer who signs the design verification statement. Provide the site plan, a floor plan for every dwelling, elevations, sections and construction details, with setbacks, building height, gross floor area, landscaped area, private open space, car parking and the building envelope dimensioned.
☐	**Design verification statement**	A written statement from a registered architect, or a building designer accredited by the Building Designers Association of Australia, confirming they designed or directed the design and explaining how it meets the design criteria in the Low Rise Housing Diversity Design Guide. The EP&A Regulation 2021 requires it to be lodged with the application.
☐	**Survey plan**	Detail and level survey by a registered surveyor showing boundaries, levels (AHD), existing structures, easements and trees. Needed for every project of this type.
☐	**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 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.

	Document	Description
☐	**Stormwater design**	Prepared by a civil or hydraulic engineer to AS/NZS 3500.3 and council's stormwater requirements. Shows roof and surface drainage for each dwelling, any on-site detention (OSD) and the legal point of discharge.
☐	**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.
☐	**BASIX certificate**	One for each dwelling, issued no more than 3 months before the application is lodged. Commitments must be shown on the plans.
☐	**Fire and sound separation details**	Plans and sections showing the separating wall between dwellings, with its 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 CDC cannot be released until it is paid.
☐	**Section 138 Roads Act approval**	Council's approval for each new or altered driveway crossing, or other work in the road reserve or footpath.

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. Issued by council or a bushfire consultant recognised by the NSW RFS, using Planning for Bush Fire Protection. Must confirm the work is not in BAL-40 or the Flame Zone for a CDC to proceed (Codes SEPP cl 1.19A and 3B.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 3B.5).
☐	**Geotechnical report (groundwater)**	Excavation deeper than 1 m. A geotechnical engineer's investigation must show there is no groundwater where the excavation is to occur, or that it sits below the excavation level (Codes SEPP cl 3B.58).
☐	**Geotechnical report (landslip)**	Lot is in a landslip or slip risk area. Sets out any extra construction or engineering requirements for the design.
☐	**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 3B.61).
☐	**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 3B.60).
☐	**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).

	Document	When it applies
☐	**Sydney Water Section 73 Compliance Certificate**	Commonly required where a second dwelling is added or the land will be subdivided. Apply early through a Water Servicing Coordinator; it is usually needed before the OC.
☐	**Subdivision approval**	The dwellings are to go on separate titles. Torrens or strata subdivision is a separate approval and is not covered by this CDC. Tell us at the start so the design suits it.

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 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. For a dual occupancy a permit is only issued in special circumstances, and it cannot be applied for until 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.
☐	**Council and State contributions**	Section 7.11 or 7.12 contributions usually apply to an additional dwelling, and a Housing and Productivity Contribution may also apply. We will confirm the amounts during assessment. Evidence of payment is needed before work starts.
☐	**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.