SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

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Complying Development Certificate Checklist

New Homes, Granny Flats (Secondary Dwellings), and Alterations and Additions to a Home

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.

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**	Prepared by an architect or building designer, drawn to scale. Include site plan, floor plans, elevations, sections, construction details and the CDC building envelope, with setbacks, site coverage and landscaped area shown.
☐	**Survey plan**	Detail and level survey by a registered surveyor showing boundaries, levels (AHD), existing structures, easements and trees. Needed for new dwellings and for additions that add floor area or height.
☐	**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 and any structural framing. Must state the site soil classification, which cannot be assumed.
☐	**Stormwater plan**	Shows downpipes, pits, rainwater tank and the legal point of discharge (kerb, easement or absorption).
☐	**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**	Needed for every new dwelling, for alterations and additions costing $50,000 or more, and for pools or spas over 40,000 litres. Must be issued no more than 3 months before the application is lodged, and its commitments must be shown on the plans.
☐	**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 any 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. Pools, landscaped areas, non-combustible fences and non-habitable detached structures more than 6 m from a dwelling are excluded (Codes SEPP cl 1.19A).
☐	**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).
☐	**Geotechnical report (landslip)**	Lot is in a landslip or slip risk area. Sets out any extra construction or engineering requirements for the design.
☐	**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).
☐	**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).
☐	**Aircraft noise (acoustic) report**	Lot is within the ANEF 20 to 25 contours. A new dwelling or addition must be designed and built to AS 2021:2015 (Codes SEPP cl 1.18).
☐	**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).
☐	**Section 68 approval (unsewered lots)**	Lot is not connected to sewer. Council approval for the on-site sewage management system 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

Type of work	Assessed under
New dwelling, or additions to a dwelling	Codes SEPP Part 3 (Housing Code). Part 3A (Rural Housing Code) applies in rural and large-lot zones, Part 3C (Greenfield Housing Code) on mapped release areas and Part 3D (Inland Code) in listed inland council areas.

Type of work	Assessed under
Internal alterations, external alterations with no added floor area, attic conversions	Codes SEPP Part 4 (Housing Alterations Code).
Secondary dwelling (granny flat)	State Environmental Planning Policy (Housing) 2021, Chapter 3 Part 1 and Schedule 1.
Construction standard	National Construction Code 2022, Volume Two and the ABCB Housing Provisions, for applications lodged up to 30 April 2027.

- **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. 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.
☐	**Council contributions**	Some councils charge section 7.11 or 7.12 contributions on new development. We will tell you during assessment if they apply.
☐	**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.