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

Complying Development Certificate Checklist

Sheds, Detached Garages, Carports and Similar Outbuildings

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.

> **A small shed may not need approval.** Under clauses 2.17 and 2.18 of the Codes SEPP a garden shed or similar structure can be exempt development where, among other things, its floor area is no more than 20 m² (50 m² in rural and large-lot zones), it is no higher than 3 m, it is at least 900 mm from each boundary (5 m in those zones) and 1 m from any registered easement, and it is not a shipping container. 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 building dimensioned to every boundary, the dwelling and any easement; a floor plan; elevations with wall and overall heights above existing ground level; and the cladding material and colour. Show the floor area of all existing and proposed outbuildings and the landscaped area 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
☐	**Shed engineering**	For kit and prefabricated sheds: the manufacturer's engineer-certified drawings for the frame, bracing, connections and hold-down, designed for the wind classification of your site. A sales brochure is not enough; the engineering must relate to your site.
☐	**Slab and footing design**	Engineer's design for the slab, piers or footings, stating the soil classification it is based on. This often comes with the shed supplier's engineering package.
☐	**Stormwater plan**	Shows downpipes, any rainwater tank and where roof water is discharged (street, easement, the existing system or an absorption trench).

	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

Where the lot is	Standards we check
Residential zones	Housing Code detached development standards, Codes SEPP clauses 3.17 to 3.27: height, floor area, setbacks, built-to-boundary walls and landscaped area.
Rural and large-lot zones	Rural Housing Code: outbuilding floor area (cl 3A.12), height (cl 3A.14) and side and rear setbacks (cl 3A.18).
Inland council areas	Inland Code, Codes SEPP Part 3D.
All lots	National Construction Code 2022, Volume Two, as a Class 10a building. The building must be non-habitable; it cannot be lived in or fitted out as a dwelling.

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 building is attached to, or within 6 m of, a dwelling. A non-habitable detached building more than 6 m from any dwelling is excluded (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).
☐	**Section 138 Roads Act approval**	Council's approval for a new or altered driveway crossing to reach the shed or garage.
☐	**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 or shed builder:** must hold a licence that covers the work, including the slab. 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.