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

Swimming Pools and Spas for Private Use with a Dwelling

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.

Pools are assessed under clause 3.28 of the Housing Code (or the matching clause of the Rural, Low Rise Housing Diversity or Greenfield code), the *Swimming Pools Act 1992* and National Construction Code 2022, Volume Two. For lots in inland council areas, use our Inland Code pool checklist.

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.
☐	**Pool plans**	Drawn to scale. A site plan showing the dwelling, every existing structure, trees and easements, with the pool water line dimensioned to each boundary; sections showing the pool, coping and any decking against existing ground level; and where the pump and filter will be housed.
☐	**Pool barrier plan**	The full line of the child-resistant barrier marked on the site plan, with fence heights, gate positions and swing direction, non-climbable zones, any boundary fence used as part of the barrier, and how windows opening onto the pool area will be restricted. Must comply with AS 1926.1-2012 and the *Swimming Pools Act 1992*. A door from the house cannot form part of the barrier for a new outdoor pool.
☐	**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
☐	**Pool engineering**	Concrete pools: a structural engineer's drawings for the shell. Fibreglass and other prefabricated pools: the manufacturer's engineering and installation specification for the model being installed.
☐	**Water recirculation details**	Confirmation that the skimmer, outlets and filtration system are designed to AS 1926.3 (NCC Volume Two, NSW H7D2).

	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.
☐	**BASIX certificate**	Required where the pool or spa holds more than 40,000 litres. Commitments, such as a pool cover, pump timer or rainwater tank, 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.

Rules the design must meet

These are the main Housing Code standards we check your plans against. Getting them right on the drawings avoids most requests for more information.

Standard	Requirement (Codes SEPP cl 3.28 and 3.30)
Use	Private use only, with a dwelling house on the lot.
Location	Behind the building line of the dwelling. Water line at least 1 m from side and rear boundaries. On a corner lot, no closer to the secondary road than the dwelling.
Coping and decking	Coping no more than 1.4 m above existing ground level, and no wider than 300 mm where it is more than 600 mm above ground. Decking no more than 600 mm above existing ground level.
Pump	Housed in a soundproofed enclosure and more than 450 mm from every boundary.
Excavation	No deeper than 1 m within 1 m of a boundary, 2 m between 1 m and 1.5 m from a boundary, and 3 m beyond that. Limited to 1 m on Class 3 or 4 acid sulfate soils or within 40 m of a natural waterbody.
Trees	At least 3 m from each protected tree on the lot or next door (cl 3.33).
Heritage conservation areas	Behind the rear building line of the dwelling and no closer to each side boundary than the 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
☐	**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).
☐	**BAL certificate (Bushfire Attack Level)**	Lot is bushfire prone land and the job also includes a deck, cabana or other structure attached to, or within 6 m of, a dwelling. The swimming pool itself is excluded from the bush fire provisions (Codes SEPP cl 1.19A and 3.4).
☐	**Section 68 approval (unsewered lots)**	Lot is not connected to a sewer main. Council approval is needed for discharging pool water (Codes SEPP cl 3.28).
☐	**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).
☐	**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).

	Document	When it applies
☐	**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.

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 pool builder:** must hold a licence that covers swimming pool building and any other building work in the job. 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.
☐	**Temporary pool barrier**	A child-resistant barrier to AS 1926.1-2012 must be in place around the pool work for the whole of construction. This is a condition of every pool CDC (Codes SEPP Schedule 6).
☐	**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.

When the pool is finished

	Document	Description
☐	**Pool barrier inspection**	Book us as soon as the permanent barrier is complete. Keep the temporary fencing in place until it passes.
☐	**NSW Swimming Pool Register**	Register the pool at swimmingpoolregister.nsw.gov.au and send us the registration certificate (*Swimming Pools Act 1992*, section 30B).
☐	**Warning (CPR) sign**	Displayed in a prominent position close to the pool, where it can be read from the pool area (section 17).
☐	**Completion certificates**	Engineer's or installer's certificate for the pool shell, glass fencing certificate where glass is used, and the electrical certificate (CCEW).
☐	**Occupation Certificate**	Apply on the NSW Planning Portal against your CDC. The pool must not be used until the OC is issued.

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.