SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

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Crown Certificate Checklist

Houses, Dual Occupancies and Terraces (Class 1a buildings) built by or for the Crown

Building work carried out by or on behalf of the Crown, such as housing delivered by a NSW Government agency, does not need a Construction Certificate. Instead, section 6.28 of the *Environmental Planning and Assessment Act 1979* provides that the work cannot start until it has been certified, by or on behalf of the Crown, as complying with the Building Code of Australia. Site Certified provides that certification on the agency's behalf.

The documents below are what we need to review the design and issue the Crown Certificate. Items in the first table are enough for us to start. The certificate cannot be issued until every applicable item is in, and work must not start until it is issued.

Required documents

Minimum to start

	Document	Description
☐	**Engagement and authority**	Site Certified's signed engagement agreement, and written confirmation from the Crown agency or its project manager that we are to certify the work on its behalf under section 6.28.
☐	**Planning approval**	The approval the work is being carried out under, with its stamped plans and every condition: a Crown development consent, a Part 5 determination (review of environmental factors) or another pathway. If no approval is considered necessary, tell us the basis.
☐	**Tender date**	The date tenders were invited for the building work, or confirmation that the work is not being tendered. This fixes the edition of the Building Code of Australia the design is certified against.
☐	**Architectural plans**	Construction-issue drawings to scale: site plan with setbacks, floor plans, elevations with heights above existing ground level, sections, and construction details and materials. For attached dwellings, show the separating walls with their fire resistance and sound insulation ratings.
☐	**Title search, Deposited Plan and 88B instrument**	Confirms ownership and any restrictions, covenants or easements on the lot.

Required before the Crown Certificate is issued

	Document	Description
☐	**Structural engineering**	Signed structural drawings for the footings, slab, framing, bracing and tie-down, any structural steel and retaining walls. Must state the site soil classification and the wind classification.
☐	**Design certificates**	A certificate from each design consultant (structural, hydraulic and any others engaged) confirming their design complies with the National Construction Code and the Australian Standards named.
☐	**Building specification**	Sets out the materials and workmanship, and lists the National Construction Code provisions and Australian Standards the work will be built to.
☐	**BASIX certificate**	For each new dwelling, and for alterations and additions costing $50,000 or more. Commitments must be shown on the plans.

	Document	Description
☐	**Stormwater plan**	Shows downpipes, pits, rainwater tanks, 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.
☐	**Long Service Levy**	Charged at 0.25% of the cost of the building work (incl. GST) where that cost is $250,000 or more. Provide the receipt, or the agency's confirmation of how the levy is being paid.

Site-specific documents

These depend on the site and the planning approval. We will confirm which apply once we have reviewed the documents above.

	Document	When it applies
☐	**Section 10.7 Planning Certificate**	Recommended on every project so bushfire, flood and other site hazards are identified before the design is certified.
☐	**Conditions of the planning approval**	Evidence that conditions to be met before work starts have been satisfied. The Crown Certificate certifies compliance with the Building Code of Australia; meeting the conditions of the planning approval remains the agency's responsibility.
☐	**Bushfire assessment**	Lot is bushfire prone land. A bushfire assessment setting the BAL for each building, with construction to AS 3959 shown on the plans.
☐	**Flood compliance**	Lot is flood affected. Floor levels and flood-compatible materials shown on the plans, with an engineer's certification where the approval requires it.
☐	**Geotechnical report**	Sloping or landslip-affected sites, or deep excavation.
☐	**Subsidence Advisory NSW approval**	Lot is in a mine subsidence district.
☐	**Section 138 Roads Act approval**	Council's approval for any new or altered driveway crossing, or other work in the road reserve or footpath.
☐	**Sydney Water Section 73 Compliance Certificate**	Usually required where dwellings are added or the land is to be subdivided.
☐	**Performance Solution report**	Any part of the design that departs from the Deemed-to-Satisfy Provisions. Raise it with us before the design is finalised.
☐	**Prefabricated and manufactured homes**	The manufacturer's design, engineering and compliance documents for the modules, plus the site footing and connection details. Since 14 August 2026 a manufactured home installed by or for the Crown is treated as Crown building work.

During and after construction

- **No Construction Certificate or Occupation Certificate.** Crown building work certified under section 6.28 does not need a CC, and a new building erected by or for the Crown does not need an OC before it is occupied.
- **Staged certificates.** We can certify the work in stages, for example footings and slab first and the balance later, where the documents for each stage are complete.
- **Inspections and completion.** Most agencies still require inspections during construction and a completion statement at the end. Tell us what your agency or contract requires so it is included in our engagement.
- **Design changes.** Send us any change to the certified design before it is built, so the certificate can be updated.

Long service levy threshold checked against NSW Government sources on 17 November 2026. This checklist is general guidance only; the documents needed for your project are confirmed once we have reviewed it. 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.