



Construction Certificate Checklist

Use this checklist to identify the documents required to submit a Construction Certificate with Byron Shire Council.

The checklist and documents identified below **MUST** be uploaded to the NSW Planning Portal when submitting your application. Failure to submit the required documentation may cause delay in processing your application.

Documents to be submitted		Yes	NA
1.	<p>Architectural plans which include the following:</p> <ul style="list-style-type: none"> • In a schedule on the plan provide the plan author details, plan numbers, date and revisions numbers. • Architectural Plans including detailed plans, drawn to a suitable scale, and consisting of a block plan and a general plan, that show: <ul style="list-style-type: none"> ▪ a plan of each floor section. ▪ a plan of each elevation of the building. ▪ section through details of all levels within buildings. ▪ block plan: showing any restrictions on site such as services (above and below ground), easements, retaining walls, battered slopes, sedimentation controls and trees, ▪ the levels of the lowest floor and of any yard or unbuilt on area belonging to the floor and the levels of the adjacent ground, the height, design, construction and provision for fire safety and fire resistance (where applicable). 	<input type="checkbox"/>	<input type="checkbox"/>
2.	Provide Structural (Engineering) plans for all structures subject to the Construction Certificate application.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provide certification of structural engineering design works to relevant section of the Building Code of Australia (Part 2.1 for Class 1 & 10 OR Section B for Class 2-9).	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provide a geotechnical report for the site.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identify on plans how stormwater from the site will be disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide a general building specifications for the development that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p>Provide a statement as to how the Performance Requirements of the <i>Building Code of Australia</i> are to be complied with (if an alternative solution, to meet the Performance Requirements, is to be used) (where applicable).</p> <p>Please note additional assessment fees are applicable</p>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provide a description of any accredited building product or system sought to be relied on.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Provide copies of any compliance certificate to be relied on (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provide a scaled plan of the existing building (where the development involves building work to alter, expand or rebuild an existing building).	<input type="checkbox"/>	<input type="checkbox"/>
11.	Provide plans demonstrating compliance with all Basix Commitments.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Provide plans demonstrating compliance ABSA/ NatHERS Report – When referenced in thermal section of Basix Certificate.	<input type="checkbox"/>	<input type="checkbox"/>

13.	Demonstrate under separate cover how all conditions of Development Consent will be satisfied- Please detailed how compliance is achieved.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Provide a list of Fire Safety measures (BCA Class 2-9) if the development involves building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)— a) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and b) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work,	<input type="checkbox"/>	<input type="checkbox"/>
15.	Provide evidence of payment of Long Service Levy (for civil and building works over \$25,000).	<input type="checkbox"/>	<input type="checkbox"/>
16.	Provide Home Owners Warranty Insurance OR Owner Builder Permit.	<input type="checkbox"/>	<input type="checkbox"/>
17.	The owner or the person who benefits from the development is to complete Byron Shire Council certifier contract and submit this to Council via the NSW Planning Portal.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Other information relating to the Construction Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

1. You may be required to submit further documentation as specified in consent conditions of the development approval. Council's Development Support Officers can assist if you require assistance.
2. Refer to Council's factsheet on [digital application requirements](#) for the required format and file sizes when lodging your application.