



Local Certification Services Pty Ltd  
 48B Princes Highway  
 FAIRY MEADOW 2519  
 P: 1300 368 534  
 E: [info@localgroup.com.au](mailto:info@localgroup.com.au)

# Checklist Complying Development Certificate (Administration)

APPLICANT: \_\_\_\_\_  
 DEVELOPMENT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CDC NO.: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 LGA: \_\_\_\_\_

NB: THIS CHECKLIST IS PROVIDED AS A GUIDE ONLY. ADDITIONAL INFORMATION MAY BE REQUIRED UPON REVIEW OF THE APPLICATION ONCE RECEIVED. IT IS RECOMMENDED THAT YOU FAMILIARISE YOURSELF WITH THE INFORMATION REQUIRED BY THIS LIST TO AVOID ANY UNNECESSARY DELAYS IN THE ASSESSMENT OF THE APPLICATION FOR THE COMPLYING DEVELOPMENT CERTIFICATE.

Documentation Required	Provided	N/A
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Owners Signature	<input type="checkbox"/>	<input type="checkbox"/>
Provide proof of ownership (e.g. Rates Notice)	<input type="checkbox"/>	<input type="checkbox"/>
Principal Certifying Authority Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Australian Bureau of Statistics Information	<input type="checkbox"/>	<input type="checkbox"/>
Home Builders Insurance or Owner/Builder Permit	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Report/Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Assessment Report (ie Nat HERS)	<input type="checkbox"/>	<input type="checkbox"/>
Planning Certificate (Issued within 3 months of Application Date)	<input type="checkbox"/>	<input type="checkbox"/>
Section 88b Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Council Bonds, Sections 94 and Sections 94A Contributions (Receipt issued by Council)	<input type="checkbox"/>	<input type="checkbox"/>
Road Opening Approval	<input type="checkbox"/>	<input type="checkbox"/>
Property Alignment Levels	<input type="checkbox"/>	<input type="checkbox"/>
Long Service Levy (Receipt issued by the Long Service Payments Corporation or Council)	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Order or payment	<input type="checkbox"/>	<input type="checkbox"/>
Utilities: <input type="checkbox"/> Sydney Water <input type="checkbox"/> Integral Energy <input type="checkbox"/> Telecom <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
Plans and Information	Provided	N/A
Architectural Plans (See additional "Checklist – Plan Requirements")	<input type="checkbox"/>	<input type="checkbox"/>
Contour Plan	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater drainage plans (See Hydraulic Details below)	<input type="checkbox"/>	<input type="checkbox"/>
Sediment and Soil Erosion Plan	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering Details <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Colour and Materials Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information (That may be required depending on the contents of Councils DCP or the Section 88b)	Provided	N/A
Tree Management Order	<input type="checkbox"/>	<input type="checkbox"/>
Dilapidation Report	<input type="checkbox"/>	<input type="checkbox"/>
Geotech Report	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic details <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Landscape plans <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Retaining wall details	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
 Name  
 (Please provide name as it helps with enquires)