



Local Certification Services Pty Ltd  
 P O Box 423  
 FAIRY MEADOW NSW 2519  
 P: 1300 368 534  
 E: info@localgroup.com.au

# CHECKLIST

## Construction Certificate

(Administration)

APPLICANT: \_\_\_\_\_  
 DEVELOPMENT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CC NO.: \_\_\_\_\_ DA NO.: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 LGA: \_\_\_\_\_

NB: THIS CHECKLIST IS PROVIDED AS A GUIDE ONLY. ADDITIONAL INFORMATION MAY BE REQUIRED UPON REVIEW OF THE DEVELOPMENT CONSENT. IT IS RECOMMENDED THAT YOU FAMILIARISE YOURSELF WITH THE DEVELOPMENT CONSENT AND PROVIDE ANY ADDITIONAL INFORMATION THAT MAY BE REQUIRED TO AVOID ANY UNNECESSARY DELAYS IN ISSUING THE CONSTRUCTION CERTIFICATE.

Documentation Required	Provided	N/A
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plans	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Council Stamped Plans	<input type="checkbox"/>	<input type="checkbox"/>
Development Consent	<input type="checkbox"/>	<input type="checkbox"/>
Home Builders Insurance or Owner Builder Permit	<input type="checkbox"/>	<input type="checkbox"/>
Long Service Levy	<input type="checkbox"/>	<input type="checkbox"/>
Owners Signature	<input type="checkbox"/>	<input type="checkbox"/>
Principal Certifier Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Order or Payment	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Finishes	<input type="checkbox"/>	<input type="checkbox"/>
Sediment and Soil Erosion Plan <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Specification	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering Details <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Assessment Report (ie Nat HERS)	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Utilities: <input type="checkbox"/> Sydney Water <input type="checkbox"/> Integral Energy <input type="checkbox"/> Telstra <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>

### Subject to Advice

Acoustic Report	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Specification	<input type="checkbox"/>	<input type="checkbox"/>
Council Bonds and Section 7.11 Contributions	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Details (ie. Development Consent, Demolition Work Plan, Insurance etc)	<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 Plan <input type="checkbox"/> "Design Certificate"	<input type="checkbox"/>	<input type="checkbox"/>
Retaining Wall Details	<input type="checkbox"/>	<input type="checkbox"/>