

COMMERCIAL, INDUSTRIAL AND FIRE SAFETY COMPLYING DEVELOPMENT CERTIFICATE LODGEMENT CHECKLIST

This checklist is to be completed and submitted with your COMPLYING DEVELOPMENT CERTIFICATE (CDC) APPLICATION. For detailed information on plan/document requirements please consult the COMPLYING DEVELOPMENT CERTIFICATE APPLICATION – SUPPLEMENTARY INFORMATION and Council’s Electronic Application Requirement documents.

DISCLAIMER – This COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST identifies the main requirements for lodging a CDC Application for a commercial, industrial and/or fire safety code development. Any person using the checklist must do so on the basis that not every scenario and issue can be addressed, and discussion with the relevant Council staff may be required. These documents are subject to change without notice.

Property Address: _____

Q1:	If proposing additions, is the site a flood control lot? If yes , you are required to provide an engineer’s report addressing Part 5A.30 of SEPP.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q2:	Does the proposal include work to Council’s road, footpath or nature strip? If yes , you are required to submit a permit for the building of any kerb, crossover, or driveway.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q3:	Is the development for a change of use which does not involve any construction work? If yes , you are required to submit a fire safety schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q4:	Is the development likely to involve the removal or pruning of a tree? If yes , you are required to submit a tree removal permit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q5:	Are you altering any existing landscape areas or increasing site coverage as a result of your development? If yes , then a natural landscaped area calculation plan is required for the whole site.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q6:	Does the site have an approved connection into Sydney Water’s sewer main? If no , you are required to provide written information on how you propose to dispose of your wastewater e.g. install or use an existing pump sewer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q7:	Where asbestos is to be disturbed, repaired or removed indicate the estimated area in square metres of non friable (bonded) or friable material?	Area ____sqm Type _____	N/A <input type="checkbox"/>
Q8:	If you are increasing the floor area of a building have you submitted a floor area calculation plan?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q9:	Is there a current development consent or complying development certificate that has not yet commenced or been completed? If yes , please provide approval number(s) _____	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q10:	If an alternative solution is proposed, has an alternative solution report been submitted?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q11:	Are there any easements on the subject property? If yes , have you submitted a certificate of title and a title diagram?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q12:	If you are altering carparking or site, have you submitted a carparking plan?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

Q13:	If you are proposing signage, have you submitted a signage plan?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q14:	If you are proposing mechanical ventilation, have you submitted mechanical ventilation details?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q15:	If you are proposing to install fire safety measures have you		
	i) provided the current fire safety schedule for the whole building?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	ii) provide the current annual fire safety statements for the whole building?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	iii) provided a list of fire safety measures proposed as required to be implemented in the building's premise as the minimum standard of performance for each measure?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q16:	If the existing building has an alternative solution relating to fire safety, has a written report from an accredited certifier (A1 or A2) stating the proposal is consistent with the alternative solution been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q17:	If you are proposing major additions or a new building, have you submitted a survey certificate?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q18:	If the development involves the erection, demolition or removal of a wall to boundary that has a wall less than 0.9 metres from the boundary, has a structural engineers certificate been submitted?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q19:	If the development involves a change of use of a building has the following been provided:		
	i) a list of the category 1 fire safety provisions that currently apply to the existing building?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	ii) a list of the category 1 fire provisions that are to apply to the building following its change of use.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	Note: This is a lodgement requirement under the Environmental Planning and Assessment Regulation Schedule 1 Part 2 clause 4(c).		
Q20:	Additional requirements for food premises/beauty salons/skin penetration/and hairdressers		
	• Floor plan showing proposed layout including location of specialisation equipment including grease traps and mechanical exhausts.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	• Sections through the premises showing the form of construction at a scale of not less than 1:20.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	• Internal elevations at a scale of not less than 1:20.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
	• Detailed specification of all finishes (may be included on the drawings).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q21:	If the development involves an area of greater than 500m ² and the existing building to which the development relates was approved before 1 January 1993, has a Fire Safety Upgrade Report been submitted?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q22:	If you are proposing additions or a new building, has a contaminated land statement been submitted?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q23:	If you are proposing additions or a new building, and is on contaminated land, have you submitted a contaminated land certificate?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q24:	If you are proposing alterations, additions or a new building having a floor area greater than 5000m ² and which has direct vehicular or pedestrian access to a classified road or access to an adjoining road where the connection is 90 metres from the classified road, have you submitted an RMS Certificate?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Q25:	If the development involves the use of a building as an entertainment venue or function centre, pub, registered club or restaurant, what is the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies?		Maximum No. of Occupants _____

Websites and Reference Material: Willoughby Local Environmental Plan, Willoughby Development Control Plan, www.willoughby.nsw.gov.au, Planning for Bushfire Protection – see www.rfs.nsw.gov.au; BASIX Certificate – see www.basix.nsw.gov.au; NSW Fire Brigade – see www.fire.nsw.gov.au

DOCUMENTATION	Occupation (Change of use or first use)	Alterations to an existing commercial / industrial premises	Additions to existing commercial/industrial building	New Commercial / Industrial / development	Signage	Fire safety works	Applicant ✓ when complete	OFFICE USE ONLY	
✓ = Documents required									
• = Documents may be required (see corresponding question number on previous page e.g. Q3)									
× = No documents required									
PLANS (1 copy plus 1 electronic copy) All plans to show new work in colour.								H	S
Occupation Description	✓	×	×	×	×	×			
Survey Plan (Q17)	×	×	✓	✓	×	×			
Site Plan	•	×	✓	✓	×	✓			
Floor Plans*	✓	✓	✓	✓	×	✓			
Elevation & Section Plans*	×	•	✓	✓	✓	•			
Specifications	×	✓	✓	✓	×	✓			
Floor area calculation plan (Q11)	×	×	✓	✓	×	×			
Stormwater/Drainage Plan & Engineering Design Compliance Certificate	×	×	✓	✓	×	×			
Car Parking Plan (Q12)	×	✓	✓	✓	×	×			
Signage Plan	×	×	×	×	✓	×			
Erosion and Sediment Control Plan	×	×	✓	✓	×	×			
Mechanical Ventilation Details	×	•	•	•	×	•			
SUPPORTING DOCUMENTATION (1 copy plus 1 electronic copy)									
Flooding/Overland Flow Impact Statement (Q6)	×	×	•	•	×	×			
External Finishes & Materials	×	×	✓	✓	✓	×			
Waste Storage Plan	×	×	✓	✓	×	×			
Access and Facilities Statement	×	•	✓	✓	×	×			
Fire Safety Schedule (Q15)	✓	✓	✓	✓	×	✓			
List of Category 1 Fire Safety Measures (Q19)	✓	×	×	×	×	×			
Contaminated Land Certificate (Q23)	×	×	•	•	×	×			
Certificate of Title and Diagram	×	×	•	•	×	×			
BCA Part J Compliance Statement and Details	×	•	✓	✓	×	×			
ADDITIONAL DOCUMENTATION (1 copy plus 1 electronic copy)									
Completed Application Form	✓	✓	✓	✓	✓	✓			
Proof of Estimated Cost of Works	×	✓	✓	✓	✓	✓			
Structural Engineers Certificate	×	•	•	•	•	×			
Pre-determination permits	×	•	•	•	•	•			
Fire Safety Upgrade Report	×	•	•	•	×	•			

DECLARATION

I (applicant to print name) _____ declare that

- I have read the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and confirm that this application complies to the requirements of this Code.
- The electronic copy of all plans, supporting documentation and additional documentation is identical to the hard copy of all plans, supporting documentation and additional information submitted with the application and is prepared and submitted according to Council's Electronic Application Requirements.
- I understand that information provided, any subsequent information submitted and correspondence from Council may be made available on Council's website for viewing by the general public.
- I confirm my consent to receiving my Notice of Determination document and electronically stamped plans in an electronic format via Council's secure web link.
- I understand that if incorrect or incomplete this application may be delayed or rejected.

Signed (applicant/owner): _____ Date: _____