

Complying Development Certificate Documentation checklist

To issue a Complying Development Certificate for Building Works the documentation must provide enough detail for us to be satisfied that the building will fully comply with the requirements of the Building Code of Australia and will be consistent with the Council's approvals policy.

Completed Application form including owner's consent for the works

The form must be signed by both owner and applicant and the original form returned by post or electronically (faxes cannot be accepted). The application is not considered to be lodged until the application form is received by this office.

Architectural plans relating to the works proposed (3 sets)

All relevant engineering documents (3 sets of plans, specifications and certification)

Structural engineering plans
Hydraulic engineering plans
Electrical engineering plans
Fire service engineering plans
Mechanical engineering plans

Plans are to be full-sized and drawn to a suitable scale, they must also be "for construction" or "Construction Certificate" issue plans and include all details relevant to the construction of the building.

A receipt for the required Long Service Levy payment

This levy is calculated at 0.35% of the construction costs and is payable to the Council or directly to the Long Service Payments Corporation. If the levy is paid to the Long Service Payments Corporation we will need to sign a lodgement form (we can provide copies of this form)

A copy of the Schedule of existing Statutory Fire Safety Measures relating to the existing building.

Payment of Vic Lilli & Partners fees as detailed in our fee proposal