

HOUSING SEPP –SECONDARY DWELLINGS/DEMOLITION CODES COMPLYING DEVELOPMENT CERTIFICATE LODGEMENT CHECKLIST

This HOUSING SEPP – SECONDARY DWELLINGS/DEMOLITION CODES COMPLYING DEVELOPMENT CERTIFICATE (CDC) LODGEMENT CHECKLIST is to be completed and submitted with your Complying Development Certificate 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 SECONDARY HOUSING AND DEMOLITION CODES COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST identifies the main requirements for lodging a CDC Application for residential 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’s staff may be required. These documents are subject to change without notice.

Property Address: _____

Q1:	Does the development involve demolition? If yes , you are required to provide a demolition plan/waste plan details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q2:	Is the site located within a Bushfire Prone Area? If yes , you are required to provide a Bushfire Hazard Assessment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q3:	Is the site a flood control lot? If yes , you are required to provide a Hydraulic Engineer’s Report to address Clause 58 of the Housing SEPP.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q4:	Is the development likely to involve the removal or pruning of a tree or within 3m of a tree? If yes , you are required to have a permit for the removal or pruning of the tree.	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 landscaped area calculation plan is required for the whole site.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q6:	Does the proposal: a) have an estimated cost of works exceeding \$50,000? b) include a swimming pool having a capacity of 40,000 litres or more? If yes to either of the above , you are required to submit a BASIX Certificate.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q7:	Does the proposal include works to Council’s road, footpath or nature strip? If yes , you are required to obtain a Vehicle Crossing Pre-Approval Certificate or other permit for the building of any kerb, crossover or driveway (cl 1.18(d)(e)) of Housing Code	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q8:	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 _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q9:	If you are proposing a new dwelling or major additions have you submitted a levels survey?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q10:	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"/>	NO <input type="checkbox"/>

Q11:	If the development involves the erection, demolition or removal of a wall to boundary that has a wall less than 0.9 metre from the boundary, has a structural engineers certificate been submitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q12:	Is there any building works proposed beyond the current building footprint on the property? If yes , a Property Title search is required. Ref: Cl 1.20 of Codes of SEPP (covenants etc.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q13:	Does the proposed building collect stormwater to be piped to the street or an easement drainage systems? If yes , has an engineer's report or detail of the stormwater system to meet Part C.5 of the Willoughby Development Control Plan been submitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Note:	If it is proposed to open a public road (e.g. vehicle crossing or stormwater outlet), or remove or prune a tree, approvals from Council will be required prior to CDC application.		

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

SUBMISSION REQUIREMENTS

- ✓ Documents / plans required
- Documents / plans may be required (as per Q1-20)
- ✗ No documents required

			Demolition – All types of buildings		New dwelling/s		Secondary dwelling					Applicant ✓ to complete	OFFICE USE ONLY
PLANS (All plans are to show new work in colour)												s	
Site Plan			✓		✓		✓						
Architectural Plans**			✗		✓		✓						
Specifications			✗		✓		✓						
Demolition Plan (Q1)			✓		✗		✗						
Stormwater/Drainage Plan & Engineering Design Compliance Certificate (Q13)			✗		✓		✓						
SUPPORTING DOCUMENTATION													
Landscape Area Calculation Plan (Q5)			✗		✓		✓						
Bushfire Hazard Assessment (Q2)			✗		•		✓						
Flooding Control Lot Report (Q3)			✗		✓		✓						
BASIX Certificate (Q6)			✗		✓		✓						
Contour Survey (Q9)			✗		✓		•						
Property Title Search (Q12)			✗		✓		✓						
ADDITIONAL DOCUMENTATION													
Structural Engineers Report (Q11)			•		•		•						
Completed Application Form			✓		✓		✓						
Proof of Estimated Cost of Works			✗		✓		✓						
Pre-determination of Permits (Q4 and 7)			✗		✓		•						
Fire Safety Schedule (Class 2)			✗		✗		✓						

- * Class 2 - Manor House/dual occupancy (where one dwelling is located above part of another dwelling).
- * Class 3 - Boarding houses more than 12 people or 300m²
- * Class 7a - Lower level car parks

** Additions and alterations plans are to show new work in colour

DECLARATION

I (applicant to print name) _____ declare that:

- I have read the State Environmental Planning Policy SEPP (Exempt and Complying Development Codes) 2008 or the SEPP (Housing) 2021 and confirm that this application complies with either or both Code(s).
- The electronic copy of all plans, supporting documentation and additional documentation has been prepared and submitted according to Council's [Electronic Application Requirements Guideline](#).
- I understand the need to register an account at the *Department of Planning, Industry & Environment (DPIE)*'s [ePlanning Portal](#) to allow all parties' correspondences to be interacted via this portal
- I confirm my consent to receiving my Notice of Determination document and electronically stamped plans in an electronic format via the *DPIE*'s [ePlanning Portal](#).
- 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 understand that if incorrect or incomplete this application may be delayed or rejected.

Applicants Name (Please Print)

Applicants Signature

Date

OFFICE USE:

Checked by: _____ Date: _____