

## PARTS 3B & 8 LOW RISE HOUSING DIVERSITY AND DEMOLITION CODES COMPLYING DEVELOPMENT CERTIFICATE LODGEMENT CHECKLIST

This PARTS 3B & 8 LOW RISE HOUSING DIVERSITY AND 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 PARTS 3B & 8 LOW RISE HOUSING DIVERSITY 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? <b>If yes</b> , 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? <b>If yes</b> , you are required to provide a Bushfire Hazard Assessment to address Clause 3.4/3B.4 of SEPP	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q3:	Is the site a flood control lot? <b>If yes</b> , you are required to provide a Hydraulic Engineer’s Report to address Clause 3B.5/3.36C of SEPP.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q4:	Is the development likely to involve the removal or pruning of a tree other than that permitted by Clause 3.6A of the Exempt and Complying Development SEPP? <b>If yes</b> , 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? <b>If yes</b> , 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? <b>If yes to either of the above</b> , 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? <b>If yes</b> , you are required to obtain a <a href="#">Vehicle Crossing Pre-Approval Certificate or other permit</a> for the building of any kerb, crossover or driveway (cl 1.18(d)(e))	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 Contour 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? <b>If yes</b> , 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? <b>If yes</b> , a Property Title search is required. Ref: Cl 1.20 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? <b>If yes</b> , 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"/>
Q14:	Is the proposed building seeking approval under Part 3B Low Rise Housing Diversity Code? <b>If yes</b> , a statement is required (in the form approved by the Planning Secretary) by a qualified designer or a person accredited as a building designer by the Building Designers Association of Australia that- <ul style="list-style-type: none"> <li>(i). Verifies that he or she designed, or directed the design of the development, and</li> <li>(ii). Addresses how the design is consistent with the relevant design criteria set out in the Low Rise Housing Diversity Design Guide (within the meaning of <i>State Environmental Planning policy (Exempt and Complying Development Codes) 2008</i>)</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q15:	Does the proposed building incorporate off street carparking? <b>If yes</b> , a civil engineer's report verifying compliance with <i>AS/NZS-2890.1:2004, Parking Facilities, Part 1: Off-street car parking</i> .	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 issue of the CDC.		
<b>Websites and Reference Material:</b> Willoughby Local Environmental Plan, Willoughby Development Control Plan, <a href="http://www.willoughby.nsw.gov.au">www.willoughby.nsw.gov.au</a> , Planning for Bushfire Protection – see <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a> ; BASIX Certificate – see <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> ; NSW Fire Brigade – see <a href="http://www.fire.nsw.gov.au">www.fire.nsw.gov.au</a>			

## SUBMISSION REQUIREMENTS

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

	Class 2, 3 + 7a *	1a Dual Occupation	Ancillary structures (pergolas, decks, etc.)	swimming pools	Demolition – All types of buildings		Applicant ✓ to complete	OFFICE USE ONLY
<b>PLANS (All plans are to show new work in colour)</b>								s
Site Plan	✓	✓	✓	✓	✓			
Architectural Plans**	✓	✓	✓	✓	✗			
Specifications	✓	✓	✓	✓	✗			
Demolition Plan (Q1)	✓	✗	✗	✗	✓			
Stormwater/Drainage Plan & Engineering Design Compliance Certificate (Q13)	✓	✓	•	✗	✗			
<b>SUPPORTING DOCUMENTATION</b>								
Landscape Area Calculation Plan (Q5)	✓	✓	•	✓	✗			
Bushfire Hazard Assessment (Q2)	✓	✓	✓	✗	✗			
Flooding Control Lot Report (Q3)	✓	✓	✓	✓	✗			
BASIX Certificate (Q6)	✓	✓	✗	•	✗			
Contour Survey (Q9)	✓	✓	✗	✗	✗			
Property Title Search (Q12)	✓	✓	✓	✓	✗			
<b>ADDITIONAL DOCUMENTATION</b>								
Structural Engineers Report (Q11)	✓	✗	•	✗	•			
Completed Application Form	✓	✓	✓	✓	✓			
Proof of Estimated Cost of Works	✓	✓	✓	✓	✗			
Pre-determination of Permits (Q5 and 8)	✓	✓	✓	✓	✗			
Fire Safety Schedule	✓	✗	✗	✗	✗			
Fire Services Plan (Part E–NCCCode 1)	✓	✗	✗	✗	✗			
Low Rise Housing Diversity Design Guide (Q14)	✓	✓	✗	✗	✗			
AS 2890.1-2004 Report (Q15)	✓	✓	✗	✗	✗			

\* Class 2 - Manor House/dual occupancy (where one dwelling is located above part of another dwelling or common carpark.

\* Class 3 - Boarding houses more than 12 people or 300m<sup>2</sup>

\* Class 7a - Lower level carparks

\*\* 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 (Affordable Rental Housing) 2009 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: \_\_\_\_\_