

SUPPLEMENTARY INFORMATION FOR APPLYING COMPLYING DEVELOPMENT CERTIFICATE (CDC)

This document defines the Willoughby City Council standard submission requirements for Complying Development Certificate Application plans/documents. This document should be used in conjunction with the relevant COMPLYING DEVELOPMENT CERTIFICATE APPLICATION CHECKLIST.

ALTERNATIVE SOLUTION REPORT

If you propose to meet the performance requirements of the BCA by using an alternate solution to the deemed-to-satisfy provisions of the BCA you will need to submit:

- a list of the performance requirements you will meet by using the alternative solution
- a list of the deemed-to-satisfy provisions you wish to vary
- details of the assessment methods you will use to meet those performance requirements
- a copy of any compliance certificates on which you rely
- evidence of any accredited component, process or design on which you seek to rely.

NOTE: An additional 20 per cent of the application fee will be charged where the application involves an alternate solution.

ARCHITECTURAL PLANS

Includes site plan, floor plans, sections and elevations.

ALL PLANS ARE TO INCLUDE NORTH POINT (true north), SCALE AND TITLE and NEW WORK IS TO BE COLOURED.

Site Plan:

A plan showing the location of the proposed work in relation to existing buildings and boundaries. The plan is to be at a scale not less than 1:200 and is to show:

- date, plan number, true north
- site area
- the location and setbacks of the proposed work in relation to existing buildings and boundaries (dimensioned where the setbacks are being modified)
- finished site levels (to AHD) for new buildings
- vehicle entrance/exit driveways
- proposed location of retaining walls and fences
- in the case of a commercial or industrial complex, the site plan is to indicate the location of the premises in the complex
- details of principal private open space
- location and height of all trees to be retained or removed

Floor plans:

A plan showing the layout, room sizes and intended uses of each area. The plan is to include the date, plan number including amendment/issue no., true north and is to be at scale not less than 1:100. It is to show the following:

For single dwellings and secondary dwellings

- layout, room sizes and intended use of each area
- all floor, eaves and ridge heights to AHD for new dwellings and major alterations and additions
- roof plan
- details of open space area
- details of car parking on site.

For Commercial/Industrial Occupation and Fitout

- layout, room sizes and intended use of each area
- in the case of food premises/beauty salons, skin penetration and hair dressers, the floor plan is to include the location of specialised equipment including grease traps and mechanical exhausts
- details of any chimneys, flues, exhaust vents and ducts, air conditioning units
- existing and proposed fire safety measures and
- bunded areas for industrial developments.

For all other Commercial/Industrial/Mixed use development

- layout, room sizes and intended use of each area
- all floor, eaves and ridge heights to AHD
- roof plan
- setback lines
- details of open space areas (commercial/private)
- details of chimneys, flues, exhaust vents and ducts, air conditioning units, racking, hoists, grease traps
- details of lifts including lift overruns
- existing and proposed fire safety measures
- waste and storage facilities
- substations
- security gates or access control system
- 1:50 scale plan of adaptable units.

Elevations and Sections

Note: not required for commercial/industrial occupation and internal fitouts

Sections (at least one horizontal or vertical view dissecting the proposed work) and Elevations (an elevation of the building/structure viewed from each direction) showing:

- scale of 1:100 or 1:200
- date, plan number
- natural and existing ground levels
- finished Ground levels, floor levels, ceiling levels, roofline levels (show driveway grade)
- proposed retaining walls and fences (indicate height, materials, elevations and construction details)
- extent of excavation or filling of the site
- details of chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels)
- details of external building materials and finishes.

BASIX CERTIFICATE

BASIX is a NSW Government initiative that ensures residential dwellings are designed and built to use less potable water and produce fewer greenhouse gas emissions. BASIX is a flexible tool which allows the user to select from a range of options in order to meet the energy and water reduction targets. The BASIX commitments are to be marked on the plans.

BUSHFIRE HAZARD ASSESSMENT

Sites identified on the Bushfire Prone Lands map held by Council will need to provide details of compliance with AS 3959 – Construction of Buildings in Bushfire Prone Areas.

CATEGORY 1 FIRE SAFETY PROVISIONS

Means the following provisions of the Building Code of Australia namely EP1.3, EP1.4, EP.6, EP2.1, EP2.2 and EP3.2 in volume one of that Code and P2.3.2 in volume two of that Code.

DEMOLITION REPORT

A statement which outlines the method of demolition and addresses issues such as sediment control, safety fencing and hoardings, traffic management, waste management, tree protection, noise and dust control, hazardous substances (e.g. asbestos), and protection of public and adjoining properties. See AS2601 for further details.

SUBMITTING ONLINE (ePlanning Portal)

From January 2020 onwards, you can apply your CDC online via the *Department of Planning, Industry & Environment (DPIE)*'s [ePlanning Portal](#).

To submit online, it is essential that you first create an account with the [ePlanning Portal](#).

Prepare your documents as electronic files in PDF format with no security/password settings and should be viewable in Adobe Acrobat. Drawings should clearly display the scale and the original sheet size and it is preferred that plans be converted electronically from its original source rather than printed and scanned.

File name and categorise them in accordance with Council's required style and format. Each pdf shall be accurately named capturing plan description & drawing number if applicable (See [Electronic Application Requirements](#) guide).

For assistance on how to interact with the ePlanning Portal, refer to these "[How To](#)" guides on the *Department of Planning, Industry and Environment (DPIE)* website or call DPIE on 1300 305 695 for assistance.

ENGINEER'S DESIGN COMPLIANCE CERTIFICATE

Certification from the stormwater design Engineer for hydraulic compliance. A template of the Certificate is available in Willoughby DCP, Attachment 20 on Council's website www.willoughby.nsw.gov.au

FIRE SAFETY SCHEDULE (CLASS 2 TO 9 BUILDINGS)

A list identifying each existing and proposed essential fire safety measure in the building or part, together with the minimum standard of performance in relation to each such measure.

LANDSCAPED AREA CALCULATION PLAN

A site plan (at a minimum scale of 1:200) is to be provided indicating the area of the site calculated as Landscaped Area and the associated calculations indicated on the plan. Areas excluded from the natural landscaped area calculation include:

- the footprint of all buildings on site
- the area of swimming pools
- the area of all paved surfaces including terraces/patios, pathways, swimming pool surrounds, etc.
- the area of all decks
- the area of all driveways and parking spaces
- any areas surfaced with gravel, grass cells/grasscrete, or artificial grass.

If clearly discernible, this information may be provided on a site plan incorporating other required information.

MECHANICAL VENTILATION DETAILS

Plans and specifications showing details of mechanical ventilation systems, exhaust fans and ducts in both plan and elevation.

PRE-DETERMINATION PERMITS

Permits as/or approvals required to be obtained prior to determination of the Complying Development Certificate. These include but are not limited to road opening permits (e.g. vehicle crossing or stormwater outlet) and tree removal or tree pruning permits.

PROPERTY TITLE SEARCH

This document will reveal title information including name of the owner/s, the lot/plan numbers and other registered interests on the title such as easements and covenants.

SPECIFICATIONS

The specifications for the building must:

- describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply
- state whether the materials proposed are new or second hand and give particulars of any second hand material used
- show compliance with the Building Code of Australia (BCA) and mention all relevant Australian Standards.

STORMWATER / DRAINAGE PLAN

Stormwater/Drainage plans should indicate all stormwater lines and locations of any existing/proposed on-site detention (OSD)*, rainwater tank or other stormwater device where required. Plans are to include:

- a scale of 1:100 for detail plans and 1:200 for site plans
- property boundaries and dimensions
- existing proposed contours or reduced levels extended to approx. 5m into adjoining road reserve and properties showing the differences in ground levels between the site and adjoining land
- site area including pervious and impervious Please see definition of impervious area above.
- easements, rights-of-way, covenants
- location of sewer mains, water, stormwater, gas, electricity and telecommunication services
- landfill, embankments, rock outcrops, retaining walls
- existing trees on and adjoining the site (location, height, species)
- overland flow paths, watercourses or channels
- site access – existing public roads, laneways, bus stops, vehicular crossings, driveways, parking areas, footpaths
- location of buildings, fences, walls, trees, poles, etc. both on and adjoining the site
- OSD or Rainwater Tank details and calculations.

* On-Site Detention refers to the control of stormwater from a site by using a storage device with a controlled outlet to reduce the rate of flow.

For additional information please refer to WDCP (Part C.5) Water Management, and WDCP Attachment 19 (Stormwater Design Elements), Attachment 20 (On-Site Detention), Attachment 21 (Rainwater Tanks) and Attachment 29 (Alterations to Existing On-Site Detention Tans for the Retention of Water for Non-Potable Purposes).

STRUCTURAL ENGINEERS CERTIFICATE

A certificate from a professional engineer specialising in structural engineering.

STRATA SUBDIVISION PLAN

A plan prepared by a registered surveyor showing the subdivision of a building into lots.

SURVEY PLAN

A plan prepared by a Registered Surveyor showing contours and spot levels to AHD, location of buildings, significant trees, rock outcrops, and any easements which are within 5m of the proposed works. Floor, eaves, ridge heights and window locations for buildings on adjoining sites are to be indicated.

WASTE STORAGE PLAN

A plan detailing location, size and fitout of waste storage facilities.