

Building Surveyors and Consultants

Certificate of Design Compliance Checklist

Residential Class 1 houses – Additions and Alterations

Client name: _____ Ph No _____

Billing address: _____

Email: _____ Mob: _____

Address to which this Application Applies:

Lot No: _____ No: _____ Address: _____

Local Government area: _____

Fees payable

Value of Construction (GST Included): \$ _____ X 0.2% = Fee \$ _____

Min Fees – \$550 incl GST

For structures that require planning approval or variations to R Codes – as per quote

CHECKLIST

The following checklist indicates the minimum documentation that is required to be submitted in order for a Certificate of Design Compliance to be issued.

PLANNING REQUIREMENTS		N/A	YES
1	Is Planning Approval required? If yes and approval already obtained, please provide approval letter with any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
2	Is structure a variation to Planning Approval or R Codes If yes and approval already obtained, please provide approval letter with any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND DOCUMENTS – electronic or hard copies of the following			
3	Site Plan to a minimum scale of 1:200 or 1:500 must be provided showing all proposed and existing structures as well as all relevant setbacks, north point, driveway, site datum, spot levels, contours levels and finished floor levels etc	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plan to a minimum scale of 1:100 must be provided showing layout, room functions, windows and door openings, clear dimensions and the location of electrical fixtures such as hard wired smoke detectors, appliances, HWU, ceiling fans, etc.	<input type="checkbox"/>	<input type="checkbox"/>
5	External Elevations to a minimum scale of 1:100 must be provided showing wall materials, windows and door openings (including cyclone screens if applicable), ground, floor and ceiling levels, roof cover material and pitch.	<input type="checkbox"/>	<input type="checkbox"/>

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6	Section View/s to a minimum scale of 1:20 showing construction details such as materials and insulation requirements, plaster board as well as dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
7	Structural Engineers Drawings All details of the structural elements including footings, slab, wall framing, roof framing, floor framing, connections and the like must be provided. Engineers certification may be required if the work has altered any existing or includes any structural elements such as roof beams, suspended floors or retaining walls supporting building loads or higher than 0.5m. If the building is located in a cyclonic region the following criteria must be indicated on the drawings: <ul style="list-style-type: none"> • Wind Speeds • Region • Terrain Category 	<input type="checkbox"/>	<input type="checkbox"/>
8	Certificate of Site Classification maybe required for reactive soils or where fill has been imported	<input type="checkbox"/>	<input type="checkbox"/>
9	Specifications for the work Note: for small jobs these can be included on plans. MBA or HIA standard specifications are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
10	Energy Efficiency – Building Commission Protocol HERS option A (NatHERS) energy rating report that demonstrates compliance with Protocol or the BCA 6 Star requirement.	<input type="checkbox"/>	<input type="checkbox"/>
11	Energy Efficiency - Building Commission Protocol EP option An energy report and glazing calculator is required to demonstrate compliance with the Elemental Approach in the BCA Vol 2 Part 3.12.	<input type="checkbox"/>	<input type="checkbox"/>
12	Termite Barrier (for ground floor additions only) A copy of the nominated termite barrier details are to be provided as per BCA Vol 2 Part 3.1.3.	<input type="checkbox"/>	<input type="checkbox"/>
OTHER			
13	Septic Tank Approval Septic tank approval may be required if the proposed works will alter any existing septic systems.	<input type="checkbox"/>	<input type="checkbox"/>
14	Copies of Consent or Court Order for building work adversely affecting or encroaching on other land (if required)	<input type="checkbox"/>	<input type="checkbox"/>
15	Water corporation approval (if required)	<input type="checkbox"/>	<input type="checkbox"/>
16	Is Heritage Approval required?	<input type="checkbox"/>	<input type="checkbox"/>
17	If an Alternative Solution is proposed Evidence must be provided from an appropriately qualified person or the manufacturer of a material that the proposed material or system complies with the Performance Requirements of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the building in a Bushfire Prone area? If so, a BAL assessment must be submitted and the design of the building must comply with the bushfire construction of AS 3959.	<input type="checkbox"/>	<input type="checkbox"/>