



BUILT  
ENVIRONMENT  
CONSULTING

## Application Form Check List – Construction Certificate

Applicant:

Development:

Address:

Date:

Local Government Area:

### Notes:

- This checklist is provided as a guide only.
- Additional information may be required.
- We recommend you are familiar with and supply the required information to avoid delays in assessment of the application.
- Please complete the following checklist.

Documentation required	Copies	Provided	N/A
Application Form	1		
Owners Signature	1		
Service Agreement	1		
Council Stamped Plans	1		
Development Consent	1		
Alternative Solutions Report (If Required)			
<b>Architectural Plans</b> (The following details are to be included on the architectural plans provided with any application for a Construction Certificate) <ul style="list-style-type: none"> <li>○ <i>Basix Certificate</i></li> <li>○ <i>Plans must be consistent with approved Council stamped plans</i></li> </ul>	3		

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Documentation required	Copies	Provided	N/A
Basix Report/Certificate	3		
Thermal Assessment Report (i.e. Nat HERS)	3		
Stormwater Drainage Plan	3		
Council Bonds, Road Opening Permits, Sections 94 and Sections 94A Contributions (receipt issued by Council),	2		
Water Authority Approval	3		
Utilities - Electricity / Telecommunications / Other	2		
Home Builders Insurance or Owner Builders Permit	2		
Sediment and Soil Erosion Plan	3		
Structural Engineers Details Construction Specifications	3		
Colour and Materials Schedule	3		
Waste Management Plan	3		
Demolition Details (Development Consent, Insurance) (If Applicable)	3		
Tree Removal Permit (If Applicable)	3		
Dilapidation Report (If Applicable)	3		
Geotech Report (If Applicable)	3		
Bushfire Assessment Report (If Applicable)	3		
Vehicle Access Levels (If Applicable)	3		
Hydraulic Details (If Applicable)	3		
Landscape Plan (If Applicable)	3		
Retaining Wall Detail (If Applicable)	3		
Acoustic Report (If Applicable)	3		