



**NSW HOUSING CODE**  
**COMPLYING DEVELOPMENT CERTIFICATE (CDC) APPLICATION**  
Environmental Planning & Assessment Act 1979 Section 85, 85A &  
State Environmental Planning Policy (Exempt and Complying Development) 2008

**Office Use:**

CDC Number: \_\_\_\_\_

Date Lodged: \_\_\_\_\_

Fees: \_\_\_\_\_

Receipt No. \_\_\_\_\_

CSU Officer: \_\_\_\_\_

**1. Application Details (Please print)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone Bus: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Applicant(s) Signature: \_\_\_\_\_

**2. Consent of ALL Owner(s) – Essential (Please Print)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_

- Company Seal to be provided as applicable
- Council will not accept or register the Application if the consent of ALL the Owner(s) has not been provided

**3. Property Details**

Address: Unit No: \_\_\_\_\_ House No(s): \_\_\_\_\_

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Lot No(s): \_\_\_\_\_ DP(s): \_\_\_\_\_ SP: \_\_\_\_\_

Area of Subject Site: \_\_\_\_\_

**4. Value of Work**

Building/Demolition \$ \_\_\_\_\_



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**5. Type of Proposed Complying Development – Please tick (✓)**

- |   |   |
|---|---|
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Alterations & addition to existing single or 2 storey dwelling |
| <input type="checkbox"/> Carports, awnings and garages                      | <input type="checkbox"/> Swimming Pools and spas  |
| <input type="checkbox"/> New single or 2 storey dwelling                    | <input type="checkbox"/> Fences and retaining walls                                     |
| <input type="checkbox"/> Ancillary development (e.g., sheds, decks, patios) |   |

**6. Complying Development Details**

Description of Proposal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**7. Builder/Owner Builder (if known)**

Builder/Owner Builder Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email: \_\_\_\_\_

Licence/Permit No. \_\_\_\_\_

**8. Suitability of Site – Please tick (✓)**

**This is required to be completed to assess the suitability of the site for complying development. If “YES” is answered to any of these questions, a DA is required to be lodged and a Complying Development application will be refused.**

|   |  | Yes | No |
|---|--|-----|----|
| 1 | Is the site a heritage item or within a Heritage Conservation Area?  |     |    |
| 2 | Is the site reserved for a public purpose under an Environmental Planning Instrument (EPI)? (e.g., transport corridors, road widening, etc.)                       |     |    |
| 3 | Is the site unsewered?   |     |    |
| 4 | Is the site a flood control lot?   |     |    |
| 5 | Is the site identified as excluded land by an Environmental Planning Instrument (EPI)? (e.g., difficult site, buffer area, etc)                                    |     |    |
| 6 | Is the site identified under the <i>Threatened Species Conservation Act 1995</i> as critical habitat of an endangered species, population or ecological community? |     |    |



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**11. Applicant(s) Declaration**

I declare that the information provided with this application is true and correct. Should any information be deemed false, I am aware that the application may be refused.

Applicant(s) Signature: \_\_\_\_\_

**Council Details**

Holroyd City Council  
16 Memorial Avenue, Merrylands NSW 2160  
PO Box 42, Merrylands NSW 2160

Website: [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au)  
Email: [records@holroyd.nsw.gov.au](mailto:records@holroyd.nsw.gov.au)  
Telephone: 02 9840 9840  
Fax: 02 9840 9734

**General Information**

Site Area (m<sup>2</sup>): \_\_\_\_\_

Gross Floor Area of Existing Building (m<sup>2</sup>): \_\_\_\_\_

Proposed Additional Gross Floor Area (m<sup>2</sup>): \_\_\_\_\_

Number of existing dwellings on the site: \_\_\_\_\_

Number of dwellings to be demolished: \_\_\_\_\_

Number of proposed dwellings on the site: \_\_\_\_\_

Number of storeys for proposed building: \_\_\_\_\_

Does the site contain a dual occupancy? \_\_\_\_\_

**Materials to be used** - Please tick (✓) in the box which best describes the materials to be used in the new construction:

| Floor  | Roof                                     | Wall   | Frame                                  |
|--|--|--|--|
| <input type="checkbox"/> Concrete Pool Shell           | <input type="checkbox"/> Concrete        | <input type="checkbox"/> Brick Veneer          | <input type="checkbox"/> Aluminium     |
| <input type="checkbox"/> Concrete                      | <input type="checkbox"/> Fibre Cement    | <input type="checkbox"/> Concrete              | <input type="checkbox"/> Concrete      |
| <input type="checkbox"/> Concrete Ground/ Timber First | <input type="checkbox"/> Fibreglass Roof | <input type="checkbox"/> Existing              | <input type="checkbox"/> Existing      |
| <input type="checkbox"/> Existing                      | <input type="checkbox"/> Metal Roof      | <input type="checkbox"/> Full Brick            | <input type="checkbox"/> Not Specified |
| <input type="checkbox"/> Fibreglass Pool Shell         | <input type="checkbox"/> Not Applicable  | <input type="checkbox"/> Fibrous Cement        | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Not Specified                 | <input type="checkbox"/> Not Specified   | <input type="checkbox"/> Glass                 | <input type="checkbox"/> Steel         |
| <input type="checkbox"/> Other                         | <input type="checkbox"/> Other           | <input type="checkbox"/> Light Weight Cladding | <input type="checkbox"/> Timber        |
| <input type="checkbox"/> Timber                        | <input type="checkbox"/> Tile/Slate      | <input type="checkbox"/> Metal                 |  |
|  |  | <input type="checkbox"/> Not Specified         |  |
|  |  | <input type="checkbox"/> Other                 |  |
|  |  | <input type="checkbox"/> Timber                |  |



# Holroyd City

*Built Around People*

## CHECKLIST FOR COMPLYING DEVELOPMENT CERTIFICATE (CDC) APPLICATION UNDER NSW HOUSING CODE

State Environmental Planning Policy (Exempt and Complying Development Codes)  
2008

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>NEW DETACHED SINGLE AND TWO STOREY DWELLING HOUSES</li> </ul>   | <ul style="list-style-type: none"> <li>ANCILLARY DEVELOPMENT (garages, carports, pools, decks, fencing, outbuildings, awnings, etc.)</li> </ul> |
| <ul style="list-style-type: none"> <li>ALTERATIONS AND ADDITIONS TO EXISTING DETACHED SINGLE AND TWO STOREY DWELLING HOUSES including addition of a second storey</li> </ul> | <ul style="list-style-type: none"> <li>DEMOLITION</li> </ul>  |

**THIS CHECKLIST MUST BE COMPLETED WITH AN APPLICATION MADE TO COUNCIL FOR A COMPLYING DEVELOPMENT CERTIFICATE (CDC). THE APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE REQUIRED PLANS AND DOCUMENTS ARE RECEIVED.**

### ***DECLARATION – TO BE SIGNED BY APPLICANT***

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

|                           |            |           |
|---------------------------|------------|-----------|
| Applicant Signature _____ | Date _____ | CDC _____ |
|---------------------------|------------|-----------|

**Copyright Note** The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Notification Policy. In addition, Council may make further copies as, in its opinion, are necessary to facilitate a thorough consideration of the application. This will include making copies of the plans, supporting documentation and the determination available on Council's website. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

- **4 sets/copies** of all plans and documents are required to be submitted.
- Plans are to be folded into A4 size and grouped into sets.
- Work cannot commence under a CDC until all bonds, fees and levies are paid e.g., Long Service Levy, footpath damage deposit, inspection fees.

**MATRIX OF SUBMISSION REQUIREMENTS**

|   | Demolition Only                  | New Dwellings | Alterations & Additions to dwellings | Outbuildings (Garages, carports) | Pools |
|---|----------------------------------|---------------|--------------------------------------|----------------------------------|-------|
| Survey                                  | ⊙                                | ◆             | ⊙                                    | ⊙                                |       |
| Site Plan                               | ◆                                | ◆             | ◆                                    | ◆                                | ◆     |
| Floor Plans                             |                                  | ◆             | ◆                                    | ◆                                |       |
| Elevations                              |                                  | ◆             | ◆                                    | ◆                                |       |
| Sections                                |                                  | ◆             | ◆                                    | ◆                                | ◆     |
| Detail of cut, fill and retaining walls |                                  | ◆             | ◆                                    | ◆                                | ◆     |
| Drainage Details                        |                                  | ◆             | ◆                                    | ◆                                | ⊙     |
| BASIX Certificate                       |                                  | ◆             | ⊙                                    |                                  | ⊙     |
| Specifications                          |                                  | ◆             | ◆                                    | ◆                                | ◆     |
| Engineering Details                     |                                  | ◆             | ◆                                    | ◆                                | ◆     |
| A4 Plans                                |                                  | ◆             | ◆                                    | ◆                                | ◆     |
| Photographic Record                     | ◆                                |               |                                      |                                  |       |
| Plans on CD Rom                         |                                  | ⊙             | ⊙                                    | ⊙                                | ⊙     |
| OSD Plans & Checklist                   |                                  | ⊙             | ⊙                                    | ⊙                                |       |
| Tree Removal/Pruning Approval           | ⊙                                | ⊙             | ⊙                                    | ⊙                                | ⊙     |
| Arborist Report                         |                                  | ⊙             | ⊙                                    | ⊙                                | ⊙     |
| ◆                                       | This information is required     |               |                                      |                                  |       |
| ⊙                                       | This information may be required |               |                                      |                                  |       |

The minimum information required to be shown/provided for each of the abovementioned items, and advice relating to when such may be required, is shown on the following pages.

## **General**

In general all plans must:

- be drawn at 1:100 scale, except:
  - 1:200 is acceptable only for larger sites where all detail cannot be contained on A1 sheet.
  - Smaller scales acceptable for sections or details.
- be legible (no pencil) and on appropriate A size sheets
- indicate name of designer/draftsman/architect
- show site address, plan title, issue/revision numbers and dates
- show north point
- be in metric measurements

Even where a CD Rom is required, hard copies of all plans and documents must still be submitted.

| <b>Required</b>   | <b>Supplied<br/>(Applicant to complete)</b> |
|---|---|
| <p><b>Survey</b><br/>Required for all new dwellings and may be requested by Council for other types of complying development e.g., in situations where trees must be accurately shown, where drainage is an issue and the fall of the land needs to be precisely shown, where existing setbacks appear not to comply with the BCA, etc.</p> <ul style="list-style-type: none"> <li>• The survey must be prepared by a registered surveyor.</li> <li>• Must show:           <ul style="list-style-type: none"> <li>➤ Lot and Deposited Plan (DP) number</li> <li>➤ Site dimensions and area in m<sup>2</sup></li> <li>➤ all existing buildings, structures, pools, sheds, etc., on site</li> <li>➤ all trees on site and any within 5m of the boundary which are on adjoining sites. The trunk location and diameter, tree height, and canopy spread</li> <li>➤ Relative levels (RLs) of site and associated footpath, kerb and gutter</li> <li>➤ Services within footpath reserve e.g., power poles, telecommunications pits, gas lines</li> <li>➤ Any easements and rights of way</li> </ul> </li> </ul> |   |
| <p><b>Site Plan</b></p> <ul style="list-style-type: none"> <li>• Site plan must show:           <ul style="list-style-type: none"> <li>➤ Street address of subject site and of all adjoining sites.</li> <li>➤ Name of any adjoining public reserves, parks or sporting fields</li> <li>➤ Outline of new dwelling, alterations and additions</li> <li>➤ Outline of any other existing or proposed structures such as pool, shed, decks, carport, garage, fences, etc</li> <li>➤ Location and treatment of all unbuilt upon areas, such as landscaped areas, the principal private open space, garden beds, lawn, paving, paths, driveways, etc</li> <li>➤ Whether existing services within footpath area need relocation e.g., move power poles or bus stop for new driveway</li> </ul> </li> </ul>   |   |

| Required   | Supplied<br>(Applicant to complete) |
|--|-------------------------------------|
| <p><b>Site Plan (Continued)</b></p> <ul style="list-style-type: none"> <li>➤ Setbacks from all boundaries (front, rear and both sides)</li> <li>➤ all trees on site and any within 5m of the boundary which are on adjoining sites. The trunk location and diameter, tree height, and canopy spread</li> <li>➤ Summary table of calculations of Floor space, site cover, landscaped area, etc to demonstrate compliance with the Housing Code</li> <li>➤ BASIX commitments as per related BASIX Certificate</li> </ul>   |                                     |
| <p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>• Floor plans must show: <ul style="list-style-type: none"> <li>➤ Outline of dwelling, clearly differentiating between existing/to remain and new/proposed work</li> <li>➤ Room names, areas and dimensions</li> <li>➤ Window and door locations and sizes</li> <li>➤ Floor levels (RLs) and steps/ramps</li> <li>➤ Wall material and thickness</li> <li>➤ Where lines of detailed sections run</li> </ul> </li> </ul>   |                                     |
| <p><b>Elevations</b></p> <ul style="list-style-type: none"> <li>• Are required for every aspect (front, rear and both sides) and must show: <ul style="list-style-type: none"> <li>➤ Finished floor levels (FFLs), finished ceiling levels (FCLs), ridge RL and existing ground RL</li> <li>➤ Roof pitch and material</li> <li>➤ Window and door locations and sizes, including sill heights</li> <li>➤ External materials of walls and whether windows are obscure or not</li> <li>➤ Downpipes, guttering, and eave width</li> <li>➤ Any chimneys, flues, vents, ducts, air conditioning units or the like</li> <li>➤ Any above ground rainwater tanks</li> </ul> </li> </ul> |                                     |
| <p><b>Sections</b></p> <ul style="list-style-type: none"> <li>• Section names as per floor plan e.g., A-A, B-B, etc</li> <li>• Room names and wall thicknesses</li> <li>• Site works - existing and finished ground RLs, FFLs, FCLs, retaining walls. Location and extent of cut and fill must be clearly defined</li> </ul>   |                                     |
| <p><b>Cut, Fill and Retaining Walls</b></p> <ul style="list-style-type: none"> <li>• Details on cut, fill and retaining walls do not necessarily need to be on a separate plan, but must be clearly indicated on site plan, elevations and sections. The location and depth of cut and fill must be shown, relative to existing ground levels. Top of wall RLs for retaining walls are to be shown, as well as wall thickness and materials.</li> </ul>  |                                     |

| Required   | Supplied<br>(Applicant to complete) |
|--|-------------------------------------|
| <p><b>BASIX</b></p> <ul style="list-style-type: none"> <li>• A Building Sustainability Index (BASIX) certificate is needed for all new dwellings, pools having a volume of 40000 litres or more, and for dwelling additions with an estimated cost of \$50000 or more.</li> <li>• The BASIX certificate must be less than 3 months old.</li> <li>• All BASIX commitments are to be shown on CDC plans</li> <li>• Any related ABSA Certificate and set of stamped plans is to be submitted with the BASIX Certificate</li> </ul>  |                                     |
| <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• Detailed building specifications shall be submitted stating compliance with the Building Code of Australia Housing Provisions and the relevant Australian Standards.</li> <li>• Where Kit type construction is proposed (colorbond garages, awnings, carports etc) detailed manufacturers specifications must be submitted which include engineering certification for the design.</li> </ul>  |                                     |
| <p><b>Engineering Details</b></p> <ul style="list-style-type: none"> <li>• Structural engineers details prepared and certified by a practicing structural engineer or complying with the relevant Australian Standard shall be submitted for all concrete and structural members.</li> <li>• Where a first floor addition is proposed a certificate/ report from a practicing structural engineer shall be submitted in accordance with the requirements of part 3.11 of the Building Code of Australia Housing Provisions certifying the adequacy of the existing dwelling as being capable of supporting the proposed dead and live loads. Any design requirements listed in the engineering certificate/ report, must be incorporated in the final design.</li> <li>• Where Kit type construction is proposed (colorbond garages, awnings, carports, etc) detailed manufacturers specification must be submitted which include engineering certification for the design.</li> </ul> |                                     |
| <p><b>Drainage</b></p> <ul style="list-style-type: none"> <li>• Plans are to demonstrate how the site will be drained, indicating whether a gravity fed or charged system is proposed. All stormwater must be conveyed to a street drainage system or an inter-allotment easement. Where the site cannot be drained to the street, a drainage easement over downstream properties is required to be obtained and registered on title <u>before</u> the development can be accepted as Complying.</li> <li>• Locations and invert levels of any pipes/pits are to be shown.</li> <li>• Pump out systems or use of absorption trenches/pits are NOT permitted.</li> </ul>  |                                     |

| Required   | Supplied<br>(Applicant to complete) |
|--|-------------------------------------|
| <p><b>On Site Detention (OSD)</b></p> <ul style="list-style-type: none"> <li>• OSD must be provided if required by an 88B instrument, i.e., where the property is burdened with a “Restriction As To User” on the title, e.g. upon recently created lots in a subdivision. The title and DP must be checked in this regard.</li> <li>• If OSD is required the following must be submitted: <ul style="list-style-type: none"> <li>➤ <u>OSD plans</u> – fully detailed at 1:100 scale (1:200 is acceptable only for larger sites where all detail excluding sections cannot be contained on 2 x A1 sheets).</li> <li>➤ <u>OSD checklist</u> –Holroyd City Council On Site Detention Drawing Submission Checklist available from Council’s website. All sections must be completed. No boxes are to be left blank. Indicate “N/A” where listed requirements are not relevant to the subject OSD design. Checklist must be signed by the Engineer responsible for the design of the OSD system</li> </ul> </li> </ul> |                                     |
| <p><b>A4 Notification Plans</b></p> <ul style="list-style-type: none"> <li>• Site plan and elevations reduced to A4 size for post determination notification. May be on one page or double sided.</li> </ul>   |                                     |
| <p><b>CD Rom</b></p> <ul style="list-style-type: none"> <li>• Required for developments with an estimated cost of \$50,000.00 or more.</li> <li>• To be in PDF format. When converting files to PDF limit size to under 1MB.</li> <li>• A statutory declaration must be submitted with the CD Rom authenticating hardcopy duplication.</li> </ul>  |                                     |
| <p><b>Tree removal/pruning approval</b></p> <ul style="list-style-type: none"> <li>• Required where trees listed under Council’s Tree Preservation Order are proposed to be removed or pruned as part of the development.</li> <li>• The application cannot be approved as Complying Development unless: <ul style="list-style-type: none"> <li>➤ There are no trees to be removed or pruned.</li> <li>➤ Written approval has already been obtained from Holroyd City Council to remove or prune trees.</li> </ul> </li> </ul>   |                                     |
| <p><b>Arborist Report</b></p> <ul style="list-style-type: none"> <li>• Is required where structures are proposed within 5m of a tree (on the subject site or on adjoining property) and must demonstrate tree will not affect the structural integrity of the structure.</li> </ul>  |                                     |
| <p><b>Photographic Record</b></p> <ul style="list-style-type: none"> <li>• A completed “Photographic Record of Building Due for Demolition” form, together with photographs required by that form shall be lodged with Council.</li> </ul>   |                                     |