

**→ LODGEMENT CHECKLIST - APPLICATION  
FOR CONSTRUCTION CERTIFICATE, PCA –  
All Development Types**

✓ Please tick each box

- Document transmittal** (see reverse of this checklist)
- Form M2**
  - Applicant's details
  - Property description
  - Consent of owner/owners, Owners Corporation/Company Seal

- Correct fees**
- Title box on all plans** showing name of plan, drawn by, date drawn, version

**Note:** Plans may be combined

**ONE (1) digital copy and FOUR (4) paper copies of ALL plans and documentation are required. See Note 3 of Information Guide M2i for acceptable formats.**

- Construction details**
  - Structural engineers plans (where applicable)
  - Specifications
  - Termite protection details (where applicable)
  - Fire safety details
    - Floor plan shows location of smoke detectors (where applicable)
    - Essential services details, standards, location
  - Site Management Plan
    - Location/specification of all soil, water management facilities
    - Storage space for building materials
    - Maintenance statement

- Miscellaneous**
  - Long service levy
  - Section 94A contributions

- PCA Appointment**
  - Fee
  - Appointment form signed

- Site plan** (excluding floor plans)
  - Scale (1:200), north point
  - Site dimensions
  - Setback dimensions
  - Location of easements (type) ROWs
  - Contours to AHD (existing and proposed)
  - Location of structures (existing and proposed)
  - Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
  - Location of trees/vegetation (existing and proposed)
  - Location of fences (existing and proposed)
  - Location of drainage facilities/services (existing and proposed)
  - Structures/trees to be removed identified
  - Proposed cut/fill (area, type, level to AHD)
  - Location of easements (type) ROWs
  - Waste management details including composting and recycling

✓ Please tick each box

- Floor plan** (individual plan only)
  - Scale (1:100), north point
  - Building, room dimensions
  - Room usage
  - Location of window, door openings
  - Floor level to AHD
  - Wall, floor materials
  - Waste recycling storage
  - Ancillary storage
- Elevation plan and**  **Section plan** (excluding floor plans)
  - Scale (1:100)
  - Floor, ceiling height dimensions to AHD
  - Overall building height dimensions to AHD
  - Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
  - External building materials, finishes
- Drainage Plan**
  - On-site detention design
- Site Waste Minimisation and Management Plan**
- BASIX Certificate**  
(may be omitted for additions/alterations with value under \$50,000 and swimming pools with capacity under 40,000 litres)
  - Dated no earlier than 3 months before lodgement of this application
  - BASIX Property description (eg Street No. and Name) is correct
  - BASIX Suburb and Postcode is correct
  - Plan type and number and Lot number
  - BASIX Local Government area is WOLLONGONG
  - BASIX Project Type matches description of this development application

Office use only

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**Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging the application with Council. Please clearly write your name below, and then initial and date the form to confirm that all required information is attached.**

Name of Applicant	Applicant's initials	Date / /
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COUNCIL USE ONLY		
Checked by	Date / /	

