

FORM GUIDANCE

The following checklist will help you prepare your application. Please confirm that your application contains all the information listed within the table below by placing a cross in the appropriate Yes/No/NA column titled 'Applicant'.

Please upload a copy of the completed checklist with your application before submitting the application through the NSW Planning Portal.

Council reserves the right to request further information, if necessary, upon formal assessment of the application.

ALL APPLICATIONS (please confirm that all requirements have been satisfied)	Applicant		Office Use Only	
	YES	NO	YES	NO
A statement describing the circumstances that generated the need for a Building Information Certificate:				
Survey Site Plan with Setbacks to Boundaries and Contours: from a Registered Surveyor showing setbacks to boundaries and specific site levels in the location of the existing works depicting property boundaries. If your property falls within a rural zoning, please confirm with Council to see if this survey is necessary.				
Floor Area of Building subject to BIC application (m2) provided				
Signed Owners Consent Document – Strata Buildings have additional requirements and the Strata Seal may be required.				

APPLICATIONS INCLUDING UNAUTHORISED WORKS (please confirm that all requirements have been satisfied)	Applicant			Office Use Only		
	YES	NO	N/A	YES	NO	N/A
Statement of Environmental Effects – Including a detailed description of the unauthorised works, potential amenity impacts, how the works complies with the Development Standards and Development Controls under the WCCLEP and WCCDCP in table format.						
Architectural plans including a site plan, floor plan and elevations that clearly depict the works that are subject of the BIC application – Floor plans and sections for internal works – including site/work specific plans such as landscape, site analysis, stormwater, subdivision plans etc. where applicable.						
Structural Engineers Certificate – certifying the structural integrity of the unauthorised building works and how it meets current Building Code and Australian Standard requirements.						
National Construction Code – Building Code of Australia (BCA) Report from a Registered Certifier or a suitably qualified Building Surveyor. Unauthorised works must be measured against the current BCA & all relevant Australian Standards – applicable to all BCA Class 2-9 buildings & also in cases where unauthorised alterations or additions have been carried out and/or critical stage inspections missed, to BCA Class 1 & 10 buildings. Specific detail is to be provided as to how the development will be upgraded (if required) to meet relevant BCA and Australian Standard requirements						
Photos of unauthorised works.						
An accurate breakdown of the total cost of the unauthorised works - including materials, labour and professional fees.						
A Fire Safety Schedule listing Essential Fire Safety Measures – applicable to BCA Class 2-9 Buildings only.						
Fire Safety Certificates for all newly installed or modified Fire Safety Measures – applicable to BCA Class 2-9 Buildings only.						
Bushfire Assessment Report by a BPAD accredited bushfire consultant – for works carried out on Bushfire Prone Land only.						
Signature	Date					

MAY BE REQUESTED AFTER LODGEMENT

- 1 Certification verifying compliance with the relevant requirements of the National Construction Code - Building Code of Australia (BCA) and Australian Standards (AS) as required including (but not limited to):
 - a) Structural works from a structural engineer including:
 - i. concrete slab, footings and piers
 - ii. swimming pool
 - iii. retaining walls and reinforced blockwork
 - iv. structural steel
 - v. structural timber framework
 - vi. structural glass balustrades
 - b) Termite control and protection by a licensed pest controller
 - c) Plumbing and drainage works by a licensed plumber/drainer
 - d) Installation of glazing by a licensed builder
 - e) Waterproofing of wet areas by an accredited waterproofer
 - f) Fire safety works by a registered fire engineer or registered building surveyor
 - g) Condition of trees by a qualified arborist
 - h) Onsite slip test reports of the stair nosings by a slip test consultant
 - i) Electrical works by a licensed electrician
 - j) BASIX requirements have been implemented in the development by a licensed builder.
- 2 Details and plans of the method of storm water disposal
- 3 Sydney Water Tap in approval
- 4 Certification and works and executed plan by a Hydraulic Engineer
- 5 Details and plans of the mechanical ventilation system and certification by a Mechanical Engineer
- 6 A report from a Geotechnical Engineer regarding the stability of the site and surrounding areas
- 7 A report from an Acoustic Engineer in relation to the sound transmission of the floor/walls in accordance with the BCA
- 8 A report from a registered Building Surveyor or appropriately qualified bushfire consultant in relation to the building's construction to withstand bushfires and satisfy AS 3959 and Planning for Bushfire Protection
- 9 A report from a suitably qualified access consultant specialising in access for people with disabilities concerning facilities and access to the building as required by the BCA and the Disability (Access to Premises - Buildings) Standards 2010.
- 10 A preliminary site investigation report from a suitability qualified consultant to potentially contaminated land in accordance with the 'Guidelines for Consultants Reporting on Contaminated Sites' issued by the NSW Environmental Protection Authority.
- 11 Marine Habitat Survey and Hydrographic Survey – For Aquatic Structures where sea grasses/mangroves/salt marshes exist in the subject area, to indicate whether the unauthorised structure meets useable water requirements.
- 12 Certificate of Compliance Electrical Work (CCEW) – For works that include any addition to or modification of the existing Electrical system within a building.
- 13 Certificate of Compliance (CoC) for Plumbing and Drainage Work – For works that include any addition to or modification of the existing Plumbing and Drainage system within a building.
- 14 Waterproofing Certificate – for all works involving the application of either an internal and or an external waterproofing membrane system to a building.
- 15 Record of mandatory inspections undertaken by the Principal Certifier.
- 16 Evidence of payment of any applicable Long Service Levy fee
- 17 A valid swimming pool certificate of compliance for the pool barrier from a suitably qualified registered certifier.
- 18 Other documents deemed necessary by Wollongong City Council.