

CERTIFICATION GUIDE

Thank-you for choosing to utilise Council as your Principal Certifier for the building works.

This Guide has been developed to be read in conjunction with your Approval Documents, Plans and the signed 'Contract to Provide Building Certification Work'.

This Guide is only relevant to Class 1 and 10 Residential Developments.

For further information in regards to Class 2 to 9 Commercial Development Certification Matters, please contact Council's Principal Building Surveyor – Fire Safety.

This Guide provides information which will assist in relation to each step of the Construction and Certification process.

The Guide covers the following topics:

- Understanding the 'Contract to Provide Building Certification Work' – Page 2
- Requirements Prior to Commencement of Works – Pages 3 to 5
- Inspection Requirements – Pages 6 to 7
- Information to be Requested during Construction – Pages 8 to 10
- Component Certification Requirements / Templates – Pages 11 to 12
- Final Inspection – Page 13

If this Guide does not answer your enquiry, please feel free to contact Council's Building Surveyors on 02 4677 1100 Monday – Friday or e-mail council@wollondilly.nsw.gov.au to discuss further.

Yours faithfully,

Council's Building Approval and Certification Team

UNDERSTANDING THE CONTRACT TO PROVIDE BUILDING CERTIFICATION WORK

The 'Contract to Provide Building Certification Work' is a legally required agreement between the Owner or Person having the benefit of the Development Consent and Council as the Principal Certifier.

It is important for all Stakeholders to be familiar with the 'Contract' and associated 'Terms and Conditions'.

The 'Contract' covers a wide range of matters which address the responsibilities of the Owner / Builder / Contractors as well as the responsibilities of Council and our role as the Principal Certifier.

If you have any questions or enquiries in regards to the 'Contract' and associated 'Terms and Conditions', please feel free to contact Council's Building Surveyors on 02 4677 1100 Monday – Friday or e-mail council@wollondilly.nsw.gov.au for further clarification.

REQUIREMENTS PRIOR TO COMMENCEMENT OF WORKS

There are various requirements which need to be satisfied by the Owner / Applicant, prior to the commencement of any building works.

For clarity, these requirements are detailed in the following sub-headings:

- Submit Home Building Compensation Fund insurance policy document OR Owner Builder Permit document.
- Submit Council's 'Notice to Commence' Building Form.
- Familiarise with the Development Consent / Complying Development Certificates Conditions.
- Comply with any 'Prior to Commencement' Conditions
- Site Set-Up / Establishment

Submit Home Building Compensation Fund insurance policy document OR Owner Builder Permit document

Prior to commencement, you are required to provide Council with the relevant permit / insurance for your development.

The relevant permit / insurance type is dependent on the value of the works and whether or not the works are being completed by an Owner Builder or by a licensed Builder.

The four different scenarios are:

- If the reasonable market value of your development / building works is less than \$10,000, there is no requirement for any permit / insurance.
- If the reasonable market value of your development / building works is greater than \$10,000 and you are completing and organising the works yourself, you are required to obtain an 'Owner Builder Permit' from Fair Trading NSW.
- If the reasonable market value of your development / building works is greater than \$10,000 but less than \$20,000, you are required to advise the full name and licence number of the Builder.
- If the reasonable market value of your development / building works is greater than \$20,000, you are required to provide proof of 'Home Building Compensation Fund' insurance from your Builder.

For further information in regards to obtaining an Owner Builder Permit,

please visit <https://www.fairtrading.nsw.gov.au/>

For further information in regards to obtaining Home Building Compensation Insurance, please visit <https://www.hbcf.com.au/>

Note: all figures include GST.

Please note that Council, as your Principal Certifier, will not conduct any inspections of your building works until we have received and accepted your Owner Builder Permit or Home Building Compensation Fund insurance, where required.

Submit Council's 'Notice to Commence' Building Form.

Prior to commencement, the Owner / Applicant is required to provide Council 48 hours' notice of their intention to start building works.

This is required to be done by completing Council's 'Notice to Commence' Building Template / Form and once completed, uploading to the NSW Planning Portal or by e-mailing to council@wollondilly.nsw.gov.au.

Link to form - <https://www.wollondilly.nsw.gov.au/assets/Documents/Council/Council-Documents/Forms/Development/Notice-of-Commencement-of-Building-or-Subdivision-Work.pdf>

Please note that Council, as your Principal Certifier, will not conduct any inspections of your building works until we have received and accepted your 'Notice to Commence' Building Form.

Familiarise with the Development Consent / Complying Development Certificates Conditions.

It is important for the Owner / Applicant to familiarise themselves with the Conditions of the Development Consent / CDC Approval.

The Conditions set out and detail important information and requirements which need to be addressed / complied with throughout each stage of the construction process.

Comply with any 'Prior to Commencement' Conditions

Prior to commencement, all 'Prior to Commencement' conditions of the Development Consent need to be satisfied / complied with.

Please note that Council, as your Principal Certifier, will not conduct any inspections of your building works until we have received and accepted all of the information requested in any 'Prior to Commencement' conditions of the Development Consent / Complying Development Certificate

Site Set-Up / Establishment

Prior to commencement, the construction site shall be set-up / established, in accordance with the requirements of Council's Development Consent / Complying Development Certificate.

The site set-up / establishment requirements will be detailed in the Conditions of the Development Consent / Complying Development Certificate.

Common site requirements are detailed below:

- Install erosion and sediment controls.
- Install site toilet.
- Install garbage / skip bin.
- Establish a designated waste material / stockpile area.
- Install an all-weather / stabilised driveway access for construction vehicles and machinery.
- Install site signage, builder's signage etc. Note: Council will install your 'Principal Certifier' sign when we conduct our first inspection.
- Arrange for the site to be set-out by a registered Land Surveyor (if required, see Page 8 of this Guide).

You are also required to comply with all relevant requirements of 'SafeWork NSW'. This is separate to Council's role as the Principal Certifier. For further information in this regard, please visit <https://www.safework.nsw.gov.au/>

INSPECTION REQUIREMENTS

The Inspection requirements are detailed in the Approval Documents accompanying your Construction Certificate or Complying Development Certificate.

For clarity, these requirements are detailed in the following sub-headings:

- Booking Inspections
- Inspections Required for Each Development
- Inspection Type Clarification

Booking Requirements

To arrange the required Inspections with Council, you must call Council's Customer Service Team on 02 4677 1100 between 8:30am – 4pm.

All inspections must be booked in a minimum of 24 hours prior to the desired inspection date.

Council currently do not take Inspection Bookings via e-mail or online.

Inspections Required for Each Development

The Inspections required for your Development are detailed with your Construction Certificate / Complying Development Certificate Approval. Please refer below for clarity in regards to the Inspection Requirements / Timing.

Inspection Type Clarification

The requirements for inspections are detailed in the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, as below:

<i>After excavation for, and before the placement of, a footing.</i>
<i>Before pouring an in-situ reinforced concrete building element.</i>
<i>Before covering the framework for a floor, wall, roof or other building element.</i>
<i>Before covering waterproofing in a wet area.</i>
<i>Before covering stormwater drainage connections.</i>
<i>After the building work is completed and before an occupation certificate is issued for the building (the final critical stage inspection).</i>

Council adopts the same wording as the Regulation in our CC / CDC Approval Documents for consistency.

The wording in the legislation is clarified as follows.

Please refer to the table below which provides further clarity as to what each inspection type means and when they are required to be booked:

For Dwelling Houses, Dwelling Additions, Secondary Dwellings, Dual Occupancies	
Inspection Type (Legal Wording)	Simplified Wording
<i>After excavation for, and before the placement of, a footing.</i>	Footings / Piers / Screw Piers and the like, prior to pouring concrete.
<i>Before pouring an in-situ reinforced concrete building element.</i>	Slab Steel / Strip Footings and the like, prior to pouring concrete.
<i>Before covering the framework for a floor, wall, roof or other building element.</i>	Wall and Roof Framing / Floor Framing (Bearers and Joists), prior to covering / lining. Note: Roof and cladding or brick veneer must be completed.
<i>Before covering waterproofing in a wet area.</i>	Wet area waterproofing, prior to screeding / tiling.
<i>Before covering stormwater drainage connections.</i>	Stormwater drainage lines and connections, prior to backfilling.
<i>After the building work is completed and before an occupation certificate is issued for the building (the final critical stage inspection).</i>	Final inspection, prior to use / occupation.

For Swimming Pools	
Inspection Type (Legal Wording)	Simplified Wording
<i>After excavation for, and before the placement of, a footing.</i>	Pool Excavation, prior to placement of swimming pool shell. Piers.
<i>Before pouring an in-situ reinforced concrete building element.</i>	Pool Coping / Pool Steel and the like, prior to pouring concrete.
<i>After the building work is completed and before an occupation certificate is issued for the building (the final critical stage inspection).</i>	Swimming pool barrier inspection / Final inspection, prior to use / occupation.

For Ancillary Buildings (Sheds, Garages, Carports, Retaining Walls and the like)	
Inspection Type (Legal Wording)	Simplified Wording
<i>After excavation for, and before the placement of, a footing.</i>	Footings / Piers / Screw Piers and the like, prior to pouring concrete.
<i>Before pouring an in-situ reinforced concrete building element.</i>	Slab Steel / Strip Footings and the like, prior to pouring concrete.
<i>Before covering the framework for a floor, wall, roof or other building element.</i>	Wall and Roof Framing, prior to covering / lining.
<i>Before covering waterproofing in a wet area. (If wet areas are proposed)</i>	Wet area waterproofing, prior to screeding / tiling.
<i>Before covering stormwater drainage connections.</i>	Stormwater drainage lines and connections, prior to backfilling.
<i>After the building work is completed and before an occupation certificate is issued for the building (the final critical stage inspection).</i>	Final inspection, prior to use / occupation.

INFORMATION TO BE REQUESTED DURING CONSTRUCTION

The signed 'Contract to Provide Building Certification Work' details that Council as the Principal Certifier may request additional information during construction works, to satisfy compliance in our role as the Principal Certifier.

For clarity, these requirements are detailed in the following sub-headings:

- Survey Reports
 - Information Request / Each Inspection Type
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Survey Reports

For Residential Areas (Allotments less than / equal to 1000sqm)

Peg out survey report is required in the following instances:

- At footings / piers stage (first inspection) for any new Dwelling House, Secondary Dwelling, Dual Occupancy
- For any boundary retaining walls
- For any allotment which has a 'Building Envelope'
- For any other development i.e. Dwelling Additions, Ancillary Buildings, Swimming Pools etc. approved 1m or less from an allotment boundary, at Officer's discretion.

A Final Survey Report is required in the following instances:

- At final inspection stage for any new Dwelling House, Secondary Dwelling, Dual Occupancy.
- For any boundary retaining walls
- For any other development i.e. Dwelling Additions, Ancillary Buildings, Swimming Pools etc. approved 1m or less from an allotment boundary, at Officer's discretion.

At the discretion of Council's Building Surveyors when clarification is required when it is unclear if the proposal has been set-out / built correctly / in accordance with the approved plans.

When forming part of the requirements of the conditions of a development consent.

For Larger Residential Lots (Greater than 1000sqm) and Rural Areas:

Peg out survey report is required in the following instances:

- At footings / piers stage (first inspection) for any new Dwelling House, Secondary Dwelling, Dual Occupancy, as Officer's discretion.
- For any boundary retaining walls

- For any allotment which has a 'Building Envelope'

At the discretion of Council's Building Surveyors when clarification is required when it is unclear if the proposal has been set-out / built correctly / in accordance with the approved plans.

When forming part of the requirements of the conditions of a development consent.

Information Request / Each Inspection Type

The following Information may be requested during construction, at the following stages:

For Dwelling Houses, Dwelling Additions, Secondary Dwellings, Dual Occupancies	
Inspection Type	Information Commonly Requested
Footings / Piers / Screw Piers and the like, prior to pouring concrete.	Peg-out survey report (as detailed above) Structural engineers inspection report
Slab Steel / Strip Footings and the like, prior to pouring concrete.	Formwork survey report (as detailed above) Structural engineers inspection report
Wall and Roof Framing / Floor Framing (Bearers and Joists), prior to covering / lining.	Manufacturers framing specifications, bracing and truss layout. Structural engineers inspection report (if required).
Wet area waterproofing, prior to screeding / tiling.	Wet area waterproofing certification
Stormwater drainage lines and connections, prior to backfilling.	Plumber's Certificate of Compliance and Works as Executed Drawing.
Final inspection, prior to use / occupation.	Refer to Topics 5 and 6 below 5 - Component Certification Requirements / Templates 6 - Final Inspection / Occupation Certificate

For Swimming Pools	
Inspection Type	Information Commonly Requested
Pool Excavation, prior to placement of swimming pool shell or steel.	Peg-out survey report (as detailed above) Structural engineers inspection report
Pool Coping / Pool Steel and the like, prior to pouring concrete.	Formwork survey report (as detailed above) Structural engineers inspection report
Swimming pool barrier inspection / Final inspection, prior to use / occupation.	Refer to Topics 5 and 6 below 5 - Component Certification Requirements / Templates 6 - Final Inspection / Occupation Certificate

For Ancillary Buildings (Sheds, Garages, Carports, Retaining Walls and the like)	
Inspection Type	Information Commonly Requested
Footings / Piers / Screw Piers and the like, prior to pouring concrete.	Peg-out survey report (as detailed above) Structural engineers inspection report (if required).
Slab Steel / Strip Footings and the like, prior to pouring concrete.	Formwork survey report (as detailed above) Structural engineers inspection report (if required).
Wall and Roof Framing / Floor Framing (Bearers and Joists), prior to covering / lining.	Manufacturers framing specifications, bracing and truss layout. Structural engineers inspection report (if required).
Wet area waterproofing, prior to screeding / tiling.	Wet area waterproofing certification
Stormwater drainage lines and connections, prior to backfilling.	Plumber's Certificate of Compliance and Works as Executed Drawing (if required).
Final inspection, prior to use / occupation.	Refer to Topics 5 and 6 below 5 - Component Certification Requirements / Templates 6 - Final Inspection / Occupation Certificate

Note: the above Table details information that is Commonly Requested. This Table does not limit Council from requesting further site / property specific information where required, as detailed in the signed 'Contract'.

COMPONENT CERTIFICATION REQUIREMENTS / TEMPLATES

The signed 'Contract to Provide Building Certification Work' details that Council as the Principal Certifier may request additional information during construction works, to satisfy compliance in our role as the Principal Certifier.

For clarity, these requirements are detailed in the following sub-headings:

- Component Certification Requirements (for each Development Type)
- Certification Templates

Component Certification Requirements (for each Development Type)

For Dwelling Houses, Dwelling Additions, Secondary Dwellings, Dual Occupancies
Information Commonly Requested
BASIX compliance certificate from the Builder to confirm all BASIX commitments have been complied with.
Peg-out survey report prepared by registered Land Surveyor where required, see detailed above.
Plumber's Certificate of Compliance and Works as Executed drawing for sanitary / sewer drainage.
Plumber's Certificate of Compliance and Works as Executed drawing for stormwater drainage.
Certification from the Electrician to certify smoke alarms are inter-connected and comply with AS 3786-2014.
Structural Engineers Certification for any structural components i.e. piers, slab steel, framing, structural steel.
Window / door glazing certificate which confirms compliance with AS 1288-2006 and AS 2047-2014.
Shower screen / mirror glazing installation certificate which confirms compliance with AS 1288-2006.
Glass balustrade / handrail certificate which confirms compliance with AS 1288-2006.
Installation certification (including sketch) from the Pest Control installer to confirm that that termite protection measures have been installed in accordance with AS 3660.1-2014.
Waterproofing certificate for wet areas which confirms the material used and the installation has been completed in accordance with AS 3740-2010.
Certification from the Builder (or provide manufacturers product specifications) to confirm that slip resistance treatment to stairs installed achieves a compliant level of slip resistance as required by Part 3.9.1.4 of the NCC 2019 BCA Volume 2.
Certification from the Builder to confirm construction has been carried out to comply with the relevant BAL requirements of AS 3959-2018 (where required).
Final survey report prepared by a registered Land Surveyor, see detailed above.

For Swimming Pools
Information Commonly Requested
Swimming pool water recirculation certificate confirming installation has been carried out in accordance with the requirements of AS 1923.3-2010.
Glazing certificate for swimming pool barrier confirming compliance with AS 1288-2006.
BASIX compliance certificate from the Builder to confirm all BASIX commitments have been complied with.
Provide copy of 'NSW Swimming Pool Registration'.

For Ancillary Buildings (Sheds, Garages, Carports, Retaining Walls and the like)
Information Commonly Requested
Peg-out survey report prepared by registered Land Surveyor where required, see detailed above.
Plumber's Certificate of Compliance and Works as Executed drawing for sanitary / sewer drainage.
Plumber's Certificate of Compliance and Works as Executed drawing for stormwater drainage (if required).
Structural Engineers Certification for any structural components i.e. piers, slab steel, framing, structural steel (if required).
Window / door glazing certificate which confirms compliance with AS 1288-2006 and AS 2047-2014.
Shower screen / mirror glazing installation certificate which confirms compliance with AS 1288-2006.
Installation certification (including sketch) from the Pest Control installer to confirm that that termite protection measures have been installed in accordance with AS 3660.1-2014.
Waterproofing certificate for wet areas which confirms the material used and the installation has been completed in accordance with AS 3740-2010.
Certification from the Builder (or provide manufacturers product specifications) to confirm that slip resistance treatment to stairs installed achieves a compliant level of slip resistance as required by Part 3.9.1.4 of the NCC 2019 BCA Volume 2.

Note: the above Tables detail information that is Commonly Requested. This Table does not limit Council from requesting further site / property specific information where required, as detailed in the signed 'Contract'.

All Component Certificate submitted must clearly detail the name of the Author of the Certificate, their Qualifications to enable them to issue the Certificate, a Signature of the Author and the Date on which it was signed.

Certification Templates

Please refer to the example templates sent to you at approval stage from Council.

The Certificates submitted at OC Stage are expected to be of a similar standard to the examples provided and may be rejected if they do not contain the correct information.

The Certificates must be signed by a suitably Qualified person, dated and uploaded to the Portal with the OC application.

FINAL INSPECTION

Upon completion of the construction works, a new building cannot be used / occupied until such time as a Final Inspection has been carried out and an Occupation Certificate issued by the Principal Certifier.

For clarity, these requirements are detailed in the following sub-headings:

- Occupation Certificate Application – NSW Planning Portal
 - When to book Final Inspection?
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Occupation Certificate Application – NSW Planning Portal

Prior to arranging your Final Inspection with Council, the Owner / Applicant is required to lodge an Occupation Certificate via the NSW Planning Portal.

All of the required Component Certificate as detailed above is required to be uploaded to accompany the OC application.

When to book Final Inspection?

A Final Inspection shall not be arranged with Council until such time as:

- All construction works have been substantially completed.
- All of the required Component Certification as detailed above has been lodged via the NSW Planning Portal.
- All of the Conditions of the Development Consent / Complying Development Certificate have been satisfied.
- All of the defects (if any) as listed on the previous inspection reports have been satisfied.