



The below is intended to be general guide to the development application & building certification process for residential projects (houses, pools, carports & outbuildings) – it may change for each project/council and should be used as a guide only.

1 Development application — lodgement

A Development Application (DA) is submitted to Council with all required drawings and documentation listed on the DA Checklist, along with the relevant fees. A BASIX Certificate is required for most residential projects and must be included at this stage. Council reviews the documentation before formally accepting the application.

Building Designer

Prepares concept drawings, site plans, shadow diagrams and all required DA documentation.

Town Planner

Advises on planning controls, prepares the Statement of Environmental Effects (SEE) and ensures the proposal meets Council's requirements.

BASIX consultant

Prepares the BASIX Certificate confirming the project meets sustainability requirements for energy and water.

Surveyor

Provides a site survey, contour plan and identification survey if required.

2 Development application — assessment, notification & determination

Council officers inspect the site, consult with relevant departments, and assess the proposal against applicable legislation and planning policies. Neighbouring properties are notified and the proposal may be advertised. Council may request additional information or amended plans during this process — your building designer and town planner will respond to any queries and prepare changes as required. Once the notification period closes, Council issues a Notice of Determination (approval or refusal) along with conditions that must be met.

Building Designer

Prepares amended drawings or additional documentation in response to Council queries.

Town Planner

Liaises with Council, responds to planning queries and prepares any supplementary planning reports required.

Specialist consultants

Reports from a geotechnical engineer, bushfire consultant, acoustic engineer or traffic consultant may be requested by Council.

3 Construction certificate

Before any building work can start, a Construction Certificate (CC) must be obtained. The CC confirms that detailed construction drawings comply with the Building Code of Australia (BCA) and the conditions of your Development Consent. You can engage Council or a private accredited certifier.

Building Designer

Produces detailed construction drawings and specifications for CC submission.

Structural engineer

Provides structural drawings and engineering certification required for the CC.

Specialist consultants

Depending on the project and Council conditions, reports from hydraulic, electrical and geotechnical engineers, energy efficiency assessors, landscape architects and others may be required.

Certifier (Council or private)

Reviews all documentation and issues the Construction Certificate.





4

Principal certifying authority & building inspections

A Principal Certifying Authority (PCA) must be appointed before work commences — this can be Council or a private certifier. If not Council, you must notify Council at least 2 days before works start. The PCA carries out mandatory inspections at key stages of construction (e.g. footings, frame, waterproofing).

Certifier / PCA

Appoints inspection stages, attends each inspection, and issues compliance certificates as work progresses.

Builder

Responsible for scheduling and notifying the PCA prior to each required inspection stage.

5

Occupation certificate

Once construction is complete and all inspections have passed, an Occupation Certificate (OC) is issued. This confirms the building is safe and suitable for occupation. You must not occupy or use the building before the OC is obtained.

Certifier / PCA

Carries out the final inspection and issues the Occupation Certificate once all conditions are satisfied.

