

# Fact Sheet

## Construction Certificate (shed)



This fact sheet will help you lodge a Construction Certificate (CC) application for a residential outbuilding (shed) located in the RU5 Village zone, or in the R5 Large Lot Residential zone.

This fact sheet provides general information and is a guide only.

If your building works is **not** an exempt development, you will need to get *development consent* from Council. To do this, you need to lodge a *development application*.

Once your development application (DA) is approved by Council, you need a **Construction Certificate (CC)** before you can commence any building or construction works. This will ensure that your **construction plans** and **development specifications** align with your DA approval and all relevant regulations and safety standards. It will provide you confidence in the construction process.

Your CC application should include **detailed building plans, engineering details, and specifications**.

The plans submitted for a CC typically contain more information than your approved **development application (DA)** plans. This allows your builder to work directly from them.

### Exemptions

A CC is **not required** for building works that:

- falls under 'exempt development';
- is subject to a **Complying Development Certificate (CDC)**; or
- is Crown building work, certified to comply with the Building Code of Australia.

### Who can be a Certifier?

You have the option to choose Berrigan Council or a registered certifier to issue your CC.

### What is a Principal Certifier (PC)?

A condition on your DA may require you to engage a **Principal Certifier (PC)**. They are appointed by the owner (not the builder), and their job is to oversee the construction process and issue an **Occupation Certificate (OC)** upon completion.

### How do I apply for a CC?

To obtain a CC, you need to apply via the **NSW Planning Portal**.



Berrigan Shire Council

56 Chanter Street, Berrigan NSW 2172


(03) 5888 5100 [www.berriganshire.nsw.gov.au](http://www.berriganshire.nsw.gov.au)

# Application Requirements



The NSW Planning Portal will prompt you to upload the following information as part of your CC application:	Done?
<b>Owners Consent</b> This is essentially a <i>signed statement</i> giving the applicant permission to apply for development consent on behalf of the property owner. It is required if the applicant is not the owner.	<input type="checkbox"/>
<b>Site Plan</b> This is a plan showing your property and where the shed will be. On this plan you must show the north point, and the location on the site of the shed, the setback from each property boundary (in metres), and drainage / stormwater connection (if applicable).	<input type="checkbox"/>
<b>Floor Plan</b> This plan will detail the dimensions of the shed (width, length) in metres and any slab and/or footing details.	<input type="checkbox"/>
<b>Elevations</b> These plans will show what the shed will look like from all sides, and should be labelled North, East, South and West. These plans need to show the wall height and maximum building height (to the top of the roof) with dimensions in metres measured from above natural ground level (NGL) and finished floor level (FFL). A colour schedule confirming the materials, colour and whether they are non-reflective is also useful.	<input type="checkbox"/>
<b>Specifications</b> This plan will show details of the materials, structural information and connections to water, stormwater, drains, electricity etc.	<input type="checkbox"/>
<b>Engineering Plans</b>	<input type="checkbox"/>
<b>NSW Structural certificate (references NCC 2022)</b>	<input type="checkbox"/>
<b>Soil Report</b>	<input type="checkbox"/>
An <b>owner builder permit</b> or <b>NSW licensed builder</b> for works over 10k.	<input type="checkbox"/>
A <b>home warranty insurance</b> or <b>builder insurance</b> for works over 20k.	<input type="checkbox"/>
<b>Fees</b> There is a fee charged by the Portal for lodging the application. There is a fee charged by NSW Land Registry Services for a Search / Title. The <b>application fee</b> for your development application is invoiced to you, by Council and can be paid over the phone using a card, or, by bank transfer.	<input type="checkbox"/>

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