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- Complete & sign the Application & PCA/Notice of Commencement Forms
 - 3x Copies (OR ELECTRONIC) of architectural plans
Plans are to be to scale and include:
 - a) Endorsement by the Local Water Authority & Mines Subsidence Board (if applicable)
 - b) All BASIX requirements are to be nominated on the plans (if applicable)
 - c) A stormwater drainage plan (if applicable)
 - d) A driveway longitudinal section drawing compliant with AS2890.1-1993 & nominate the driveway width at footpath crossing (if applicable)
 - 1 x copy of plans stamped by Council (including endorsement from Water Authority & Mines Subsidence)(if applicable)
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- 4 x copies (OR ELECTRONIC) of the Engineer endorsed structural details
 - 3 x copies (OR ELECTRONIC) of building specifications
 - 1 x copy (OR ELECTRONIC) of Development Consent
 - 3 x copies (OR ELECTRONIC) of the BASIX Certificate (if works is valued greater than \$50k or swimming pool capacity exceeds 40,000L)
 - Proof of payment of any Council S94 Contribution Fees (if applicable)
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- Proof of payment of Long Service Levy (if work is valued >\$25,000)
Payable at <https://online.longservice.nsw.gov.au/bci/levy/>
 - A copy of the Owner Builder Permit (for works over \$10k) OR the Home Owners Warranty Insurance (for works over \$20k)
 - Payment of BuildCert Consultants fee
(Eftpos Sav, Chq or Credit Card (1% fee) OR a cheque made out to BuildCert Consultants, OR direct debit payment as per fee proposal - BSB 06 2820 ACCOUNT 1018 9909. Payable on Application of the Construction Certificate)
 - Complete and sign the Pre-Commencement form (prior to commencing construction)
 - Complete and sign the Application form for Occupation Certificate (prior to Occupation Certificate only)