



Coastline Building Certification Group Pty Ltd

Development Application & Construction Certificate Submission Checklist

Basic information required by Coastline Building Certification Group Pty Ltd to lodge plans with Council:

- Application forms signed by applicant and **all** owners of the property
- 7 copies of architectural plans
- Where applicable, plans stamped by Architectural Review Committee (e.g. Casuarina, Salt, Koala Beach)
- 3 copies of Geotechnical Report
- 3 copies of Engineering Details
- 3 copies of specifications (can be supplied by Coastline)
- Letter of consent from **all** property owners authorising Coastline Building Certification Group to act as Principal Certifying Authority
- If a licensed builder is to carry out work and value of work is greater than \$12,000, a Certificate of Insurance under Part 6 of the Home Building Act 1989 will be required prior to issue of Construction Certificate
- If Owner Builder, copy of Owner Builder permit will be required prior to issue of Construction Certificate
- Type of sewage management facility:
 - Sewer
 - Aerated System (Effluent Disposal Report required)
 - Standard system with transpiration bed (Effluent Disposal Report required)