RIDGE
BUILDING CERTIFIERS

DETAILED FLOW DIAGRAM
COMPLYING DEVELOPMENT APPROVAL PROCESS

DEVELOPMENT STAGES

COMPLYING DEVELOPMENT CERTIFICATE (CDC) APPLICATION

OWNER/APPLICANT lodge with Ridge Building Certifiers (RBC):
- Existing & Proposed Plans
- 10.7 Planning Certificate
- Survey (if applicable)
- Title Search
- Signed CDC Application
- Signed Fee & Service Agreement

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Neighbour notification (Advice of application)

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ASSESSMENT – PLANNING & BUILDING CODE

Plans assessed by RBC against SEPP Planning controls & BCA

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Complies → Checklist of required documents for CDC provided to applicant

Does not comply → Applicant to amend design to comply → Checklist of required documents for CDC provided to applicant

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OWNER/APPLICANT provides required documentation to RBC for assessment to complete the CDC application

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CDC DETERMINATION

CDC determined by RBC

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PRIOR TO COMMENCEMENT OF WORKS

OWNER to:
- Pay bonds, contributions & levies to Council
- Engage licensed builder
- Obtain HBCF policy or O/B permit
- Appoint Principal Certifier
- Neighbour notifictaion (Commencement)
- Lodge Notice of Commencement with Council

BUILDER to:
- Set up building site, site security fence, sediment control, tree protection, PC sign etc.

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CONSTRUCTION

Mandatory Critical Stage Inspections
OWNER/BUILDER to book inspections with RBC & provide 48 hrs notice

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OWNER/BUILDER to request a checklist of required documentation from RBC for the OC

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ASSESSMENT & DETERMINATION OF OCCUPATION CERTIFICATE (OC)

OWNER to Book Final Inspection with RBC & apply for OC once all works are complete

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OC determined subject to submitted documentation & Final Inspection outcome

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