

List of Required Documents for Final Occupancy

Dwellings, Alterations and Additions – Class 1a (Single Dwelling) and 1b (B&B, Guest House etc.)

DOCUMENTS REQUIRED FOR NEW DWELLINGS OR ALTERATIONS & ADDITIONS

Please be aware that Form 15's and 16's are a QLD Building Act Certification form and are not relevant for NSW construction and are not to be submitted to Tweed Shire Council. Certification for NSW work should be submitted on proformas available from our website or on letterhead indicating full details, standards, etc. of the system, installation or product being certified.

❖ Link for Certificates -

<https://www.tweed.nsw.gov.au/files/assets/public/forms/certification-of-building-works.pdf>

- BASIX (Builders Statement)**
- Smoke Alarms**
- Wet Area Flashing**
- Glazing**
- Roof Truss Certification** - Provided by roof truss manufacturer
- Termite Control** - Provided by licenced pest control contractor
- Plumbing and Drainage Certificate** (NSW Fair Trading prescribed form and include 'as constructed' drainage diagram, also Certificate for Backflow if installed)
<https://www.tweed.nsw.gov.au/files/assets/public/forms/certificate-compliance-plumbing-drainage-work.pdf>

ADDITIONAL DOCUMENTS REQUIRED WHERE RELEVANT

- Stair slip resistance** - Confirmation of product applied to achieve the required rating. (Letter from builder or applicator to describe how product applied)
- Survey Report** - Minimum floor height in flood prone areas OR steep driveway grades (Obtain from registered Land Surveyor)
- Structural Elements** - Requiring specific structural certification, such as lintels, structural beams etc. - refer above 'Link for Certificates' for Building Works form
- Bushfire Requirements** – refer above 'Link for Certificates' for Building Works form

Swimming Pools – Class 10b

DOCUMENTS REQUIRED IF POOL INSTALLED

- Re-circulation systems** - Statement that the Swimming Pool re-circulation system complies with AS1926.3 from the pool company
- **Fencing – If glass fencing** - refer above 'Link for Certificates' for Building Works form (NOTE - Glazed Swimming pool fencing that also forms a barrier against falls such as balustrades will require an engineering certification to confirm adherence to Section 3 of AS1288-2006)

Carports, Patios And Free Standing Sheds – Class 10a

DOCUMENTS REQUIRED (IF RELEVANT) FOR CARPORT, PATIOS OR FREE STANDING SHEDS

- Termite Control** - Provided by licenced pest control contractor
- Structural Elements** - Requiring specific structural certification, such as lintels, structural beams etc. - refer above 'Link for Certificates' for Building Works form
- Glazing** - refer above 'Link for Certificates' for Building Works form