

Certificate of design compliance with Building Code of Australia - guidance material

General guidance

A certificate of design compliance (CoDC) is issued by a registered design practitioner where:

- a) the design was prepared before 1 July 2021, and
- b) the person who prepared the design is not eligible to be registered after 30 June 2021 in a class that would permit them to provide a design compliance declaration for the design, and
- c) the regulated building work is commenced after 30 June 2021 and before 1 July 2022.

If an eligible design is certified in these circumstances, it is then taken to be a 'regulated design'.

The registered building practitioner must provide the CoDC to the regulator via the NSW Planning Portal before construction on the design commences.

Each CoDC can only cover a single design.

Ensure all documentation evidence and records are kept. In the event of an audit or investigation, practitioners will be asked to justify any CoDC that has been made. Do not submit information that is not requested in this form.

Further information about how to submit this CoDC form, by when and by whom and the transitional provisions for work that needs to be certified is available in the [Quick Reference Guide](#).

More information on regulated design obligations can be found in the [Design Practitioners' Handbook](#).

Part 1 – Details

Details on page 1 – Address, design practitioner, registered body corporate

Part 1. Details

Please insert the building project address to which this certificate relates

For registered body corporates, give full names of registered individuals and the corporation on behalf of which the certificate is made.

Design practitioner name

Registration number of design practitioner

Class of registration (applicable to this declaration)

Body corporate name (if applicable)

Registration number of body corporate (if applicable)

Email address

Contact number

ABN/ACN

This section of the CoDC form requires details of:

- the building address for which the CoDC relates to,
- the details of the registered individual design practitioner, including their name, registration number, class of registration, email address and contact number, and
- the registered body corporate design practitioner (if applicable). **Note:** only list a body corporate on this form if it is registered under the DBP Act and the individual design practitioner is making the CoDC on the body corporate's behalf. If a body corporate is listed in part 1 of this form, then the same body corporate should also be listed in part 2 of the form.

The DBP legislation generally holds individual practitioners accountable for actions regulated under the [DBP Act](#).

A registered body corporate design practitioner must ensure that any individual that provides a CoDC on its behalf has the appropriate registration under the [DBP Act](#) to make that certificate.

Details on page 2 – Regulated design

This section of the form requires the details of the type of design the CoDC relates to, so it is clear what design is being certified and what the certificate relates to.

If a CoDC is issued for a design by a registered design practitioner, the design is taken to be a 'regulated design' for the purpose of the DBP legislation.

Details on page 2 Question 1 (Q1).

Q1. Is this a regulated design prepared for a (P) performance solution for building work?

- ☐ Yes, (also includes a building element, proceed to Question 2)
- ☐ Yes, (only for a performance solution, proceed to Question 3)
- ☐ No, (proceed to Question 2)

Select yes (first box) if the design is prepared for a performance solution for building work (including a building element).

Select yes (second box) if the design is prepared for a performance solution for building work without a building element.

Select no (third box) if the design is not prepared for a performance solution for building work.

Refer to [Design Practitioners Handbook](#) Section 7.8 for an example of a performance solution that does not need to be declared.

Details on page 2 Question 2 (Q2).

Q2. Is this a regulated design prepared for a building element for building work? If yes, please select one

- ☐ (F) Fire safety systems
- ☐ (W) Waterproofing
- ☐ (L) Load-bearing
- ☐ (B) Building enclosure
- ☐ (S) (Building) services

Select which building element(s) –

- Fire safety systems,
- Waterproofing,
- Load-bearing components (structural),
- Building enclosures,
- Building services - mechanical, plumbing, electrical and vertical transportation

Examples of regulated design categories, which building elements they relate to and the design practitioners that may typically declare them can be found in the [Regulated Design Guidance Material](#).

Details on page 2 Question 3 (Q3).

Q3. The certificate of design compliance (CoDC) number is made up of two parts:

- a) the number (starting at CoDC-001) is the number of CoDC made. Subsequent numbers are CoDC-002, CoDC-003, etc.
 - b) the letter denotes what type of design the declaration relates to. Use one of the letters from above (P, F, W, L, B, S)
- e.g. CoDC-001W

CoDC-__ __ ○ (this is the CoDC number)

This question creates a CoDC number, which is a unique identifier number specific to the design practitioner making the certificate. This number will allow design and building practitioners to identify and track the certificates that have been made and any variation of the certificates. Also, it will allow design and building practitioners to track the number of certificates that can exist over different stages (and associated construction certificates) of a building project.

If a practitioner makes **one** CoDC, the original CoDC number will be CoDC-001. Subsequent numbers are CoDC-002, CoDC-003 etc. For example, a structural engineer makes one CoDC, the original is CoDC-001L, subsequent numbers will be CoDC-002L, CoDC-003L, etc.

If a practitioner makes **two** or **more** building element. For example, an architect makes three certificates, the original will be CoDC-001F, CoDC -001W and CoDC -001B, subsequently number will be CoDC -002F, CoDC -002W, and CoDC -002B.

Electronic file naming of the CoDCs in the .pdf format is recommended to include the CoDC number. E.g. 'Architectural - CoDC-001W *Description*.pdf'

Details on page 2 Question 4 (Q4).

Q4. Is this a regulated design prepared for an 'Architectural / Building Design General' document by the design practitioner class of architectural, for the building element of 'load-bearing' or 'building services'?

Refer to Design Practitioners Handbook for explanation of 'Architectural / Building Design General' design document.

☐ Yes

☐ No

"Architectural / building design general" documents are the general documents prepared by a design practitioner in the class of registration 'architectural' or 'building design' with the design categories in the [Regulated Design Guidance Material](#) as follows:

- General arrangement plans
- General elevations
- General sections
- General details

Select yes if the "architectural / building design general" documents are prepared by a design practitioner in the class of architectural or building design for the coordination and/or setout of other design practitioners in the building element of 'load-bearing' or 'building services'.

For example, concrete profile/setout drawings by a design practitioner in the class of 'architectural / building design' are prepared for the building element of 'load-bearing'. If so, then select 'yes' for this question.

Details on page 3 – Table of documents

Part 1. Details (continued)

Please group each type of document (e.g. plans/drawings/specifications/reports) together. Note that the information provided in the table should match the title block information.

If you have more than 30 items, please provide on a separate attachment using the same headings in the table below.

Plan/drawing/specification/report title which is part of the “regulated design” being declared	Plan/drawing/specification/report reference number	Revision number
1.		
2.		
3.		
4.		
5.		

In this table, list each of the relevant plans, drawings, specifications, or reports to create a clear connection between the CoDC and the design documents.

Documents that have been prepared to assist with the design but are not actually part of the design should **not** be included in the table.

Cutting and pasting of design contents in the table is not acceptable. All details requested must be provided. An attachment which clearly provides detail in the requested format is acceptable.

The ‘revision’ number refers to the actual plan, drawing, specification or report title listed. (identified by number on the Title Block). See figure in the page below for how the revision number is required to be updated. For the revision of the design, the original will be 1 or A. The first variation will be 2 or B, which may be regulated or non-regulated. If the variation affects a building element or a performance solution then the variation is regulated, details of the variation will be shown in the cells and details of the previous versions of the design will be shown in the cells above. If the variation does not affect a building element or a performance solution then the variation is non-regulated. To show this is a non-regulated variation, you will need to cover the regulated title block with a ‘non-regulated issue’ stamp, a watermark or simply deleting the title block. When the rows are full, information from the earliest design will need to be removed.

Note: All documents need to be kept for at least 10 years under the DBP legislation.

Part 2 - Certification matters

Part 2. Certification matters

I,

Insert full name
(if applicable) acting on behalf of

Insert registration category

Insert registered Body Corporate name

have examined the attached design prepared by

Name

Job Title

acting on behalf of Body Corporate Name (if applicable)

I certify:

1. The design complies with the requirements of the *Building Code of Australia*.

☐ Yes

☐ No

Part 3. Signature

Signature

Date

Design practitioners can only certify Building Code of Australia (BCA) compliance within the scope of the design and their authority as a registered practitioner.

It is recommended that design practitioners keep a clear record of the BCA provisions which have been complied with and how the design meets those provisions. Practitioners do not need to include this information on the CoDC form, but may be asked for it if audited or investigated.

DESIGN COMPLIANCE
DECLARATION PAGE 3
AND/OR ATTACHMENTBUILDING PRACTITIONER
VARIATION STATEMENT PAGE 2/3DESIGN COMPLIANCE
DECLARATION PAGE 3
AND/OR ATTACHMENT