

# BASIX Council Checklist

This checklist is a guide for council staff when verifying that a development application is consistent with the commitments shown on the corresponding BASIX certificate.

Some commitments may not need to be shown on plans until the construction certificate stage. Refer to the BASIX certificate to see which commitments need to be shown at each stage of the assessment process.

BASIX uses specific definitions to ensure an accurate assessment of the water, thermal comfort and energy performance of the dwelling. Consent authorities should refer to these BASIX definitions (available on the website) when determining compliance.

Councils are able to assess the validity of BASIX website on the BASIX website. To access this function, councils must register with BASIX. Contact the BASIX Help Line on 1300 650 908 or [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au) to do this.

## Project details

- Street address, postcode and Local Government Authority (LGA) shown on BASIX certificate match rest of development application (DA) package.
  - Dwelling type is correctly identified based on BASIX definitions. Number of bedrooms shown on BASIX certificate is consistent with plans.
  - Site area shown on BASIX certificate matches rest of DA package.
  - Roof area shown on BASIX certificate matches rest of DA package.
  - Conditioned and unconditioned floor areas are in accordance with the BASIX definitions. These are for BASIX compliance only; they do not replace any other definitions of floor area.
  - Total area of garden and lawn indicated on submitted plans is consistent with BASIX certificate.
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## Water

- Landscape plan indicates areas and species to be planted (where indigenous or low-water use plant species are nominated).
  - Rainwater tank(s) shown on plans, tank(s) size stated and tank(s) drawn to scale. If underground tank proposed, then this is clearly stated.
  - Plans show and state roof area draining to rain tank(s), and match the BASIX certificate.
  - Rainwater tank(s) meet all other consent authority requirements e.g. height limits at boundary, pump noise standards, insect screens.
  - Size of swimming pool on plan consistent with volume indicated in BASIX certificate.
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## Thermal comfort – do-it-yourself

- Floor/wall/ceiling/roof insulation commitments and roof colour are marked on plans.
  - Wall, floor, ceiling and roof construction types are marked on plans.
  - Glazing is indicated on plans in accordance with BASIX certificate and if performance glazing is nominated, check that it is clearly labelled.
  - All shading devices and overshadowing objects are clearly marked on the plans in accordance with the BASIX certificate.
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## Thermal comfort - simulation

- Nationwide House Energy Rating Scheme (NatHERS) certificate from an accredited assessor and plans with the NatHERS stamps are provided. Assessor and certificate numbers in DA package match those on BASIX certificate. (for more information on NatHERS certificates, read the [thermal comfort guide](#).)
  - Floor/wall/ceiling/roof insulation commitments and roof colour in BASIX certificate are marked on plans.
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## Energy

- Star rating of any proposed gas hot water system is marked on plans.
  - If solar hot water (SHW), check that system is drawn to scale (typical two panel SHW system is 4m<sup>2</sup>) and that panels are located with a northerly aspect. Ensure SHW panels will not be significantly overshadowed by neighbouring buildings/trees.
  - Any external air conditioning unit is marked on plans and is located such that it does not impact on-site or neighbour's amenity (avoid noise source near bedrooms) and complies with any other consent authority requirements.
  - Any BASIX energy efficient lighting commitment is annotated on plans.
  - Any pool or spa heating system and timer control is annotated on plans.
  - Photovoltaic panels are not going to be significantly overshadowed.
  - Panel area is approximately drawn to scale: surface area of a 1kWh photovoltaic system is approximately 8m<sup>2</sup>.
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