



PREPARING A DEVELOPMENT APPLICATION

(DWELLINGS / DOMESTIC SHEDS, GARAGES & CARPORTS)

Preparing and lodging a Development Application (attached) may seem complicated at times, however, Council is here to help. This document is a simple, step-by-step guide to all the things you need to do before submitting an application. You can use the guide as a checklist for completing your plans and other supporting documentation. If your application includes all the details needed to assess it, Council can deal with it more quickly.

This document/guide is not designed to assist with more complicated development applications such as designated development or State significant development. In such cases Council would expect the proponents to liaise early with Council to determine the likely processing requirements.

If you need more information or advice, telephone Council's Environmental Services Department on (02) 68178800.

What is a DA?

A Development Application (or DA) is a formal request for permission for development. As a minimum, an application consists of:

- Plans and drawings of the proposed development;
- A Statement of Environmental Effects and other documentation; and
- A completed application form.

When do I need to lodge a DA?

Except for "Exempt Development" or "Complying Development" you generally need to lodge a Development Application if you propose to do any of the following:

- Erect a new building or structure, including outbuildings, swimming pools etc;
- Add to or alter an existing building;
- Demolish a building;
- Demolish, damage or alter a building or place that is a heritage item or that is within a heritage conservation area;
- Change the use of an existing building or land;
- Subdivide land or strata subdivide a building;
- Carry out significant earthworks, excavation or filling.

If you are unsure whether you need to lodge a development application, telephone Council's Environmental Services Department on (02) 6817 8800.

What is Exempt Development and Complying Development?

Exempt Development is minor development that does not need approval from Council.

Complying Development is development that qualifies for Council approval via a process that is more streamlined than the Development Application process.

The circumstances where works are “exempt development” or “complying development” are detailed in the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

What information must be included in a DA?

The Environmental Planning and Assessment Regulation 2000 states that a DA must contain the following information:

- The name and address of the applicant
- A description of the development to be carried out
- The address and formal particulars of title of the land on which the development is to be carried out
- An indication as to whether the land is, or is part of, critical habitat
- An indication as to whether the development is likely to significantly affect threatened species, populations or ecological communities or their habitats
- A list of any authorities from which concurrence must be obtained before the development may lawfully be carried out
- A list of any approvals of the kind referred to in section 91(1) of the Act that must be obtained before the development may lawfully be carried out
- The estimated cost of the development
- If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the application
- A list of the documents accompanying the application

What documents must accompany a DA?

The Environmental Planning and Assessment Regulation 2000 states that a DA must be accompanied by the following documents:

- A site plan of the land
- A plan of the development
- A Statement of Environmental Effects
- In the case of development that involves the erection of a building, an A4 plan of the building that indicates its height and external configuration, as erected, in relation to its site (as referred to in clause 56 of this Regulation)
- A BASIX Certificate is required for new dwellings (not transportable dwellings) and dwelling alterations of \$50,000 or over. A BASIX (Building Sustainability Index) Certificate relates to water consumption, greenhouse gas emissions and thermal performance. More information on BASIX can be found by visiting the website: www.basix.nsw.gov.au
- If the development involves any subdivision work, preliminary engineering drawings of the work to be carried out
- If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building.

The 7 main steps in the process of lodging a Development Application are as follows:

Step 1 – Ask about Council Controls and Policies

Ask us first!

The first step in preparing a DA is to find out about Council development controls, policies and guidelines. Before you can start designing your proposal, you need to know about:

- Gilgandra Local Environment Plan 2011
- Gilgandra Shire Development Control Plan 2011
- Any other state environmental planning instruments
- Design principles and guidelines
- Previous Council decisions
- Likely conditions of consent, including development contributions that may be payable
- Other fees and charges that may be applicable to your proposal

Pre-Lodgement Meeting

We suggest you contact Council's Environmental Services Department for information and advice as early as possible in the preparation of your DA. Our staff can answer most enquiries over the phone, or you can call in personally. Council offers a Pre-Lodgement Meeting, held at Council's Offices, where the Applicant can go through the proposed development with Council's Assessment Officers, who can provide detailed advice regarding:

- Relevant design guidelines and objectives
- Site constraints
- Assessment criteria about certain proposals
- Assessment criteria about the environment, contaminated land, heritage, flooding and bushfire hazards
- Servicing and infrastructure requirements
- Approvals needed under the Local Government Act
- Building regulations and Construction Certificates
- Other matters that you will need to consider when designing your proposal

The pre-lodgement advice is free of charge, and can be arranged by calling Council's Environmental Services Department on (02) 6817 8800.

Step 2 – Plans and Drawings

Which plans and How Much Detail is Required?

You will need to prepare plans and drawings to support your DA. The actual plans required for your proposal will depend on the type of development proposed. The following is a general guide as to what plans your application will need, however we recommend that you check with Council's Environmental Services Department for any requirements that specifically relate to your proposal or the site.

As a general rule all plans should be drawn at an appropriate scale and include the date, author's name, north point (toward solar north) and scale (show ratio and bar scale).

A Site Analysis Plan (all applications)

A Site Analysis Plan is an aerial view of your proposal and assists the developer and Council consider the existing landscape and development on the site and to gauge the impacts of the proposed new development on the site and its surrounds. The Site Analysis Plan is usually presented as a site plan drawn at 1:100 or 1:200 that depicts existing constraints and opportunities on the land and any building improvements on the site and adjoining properties. It is used to help determine how the proposed new development will fit into the locality with minimal impact on the site or on neighbouring or near-by development. As a minimum, the following should be included on a Site Analysis Plan:

- Location, boundary dimensions, site area and north point
- Location and type of existing vegetation
- Flood prone areas, waterways or drainage lines
- Location and use of buildings
- The location and use of buildings on adjoining sites
- Existing access arrangements
- Services (phone, power, sewer, water etc)
- Contaminated areas and land degradation areas
- Contours of the site and adjacent allotments

Site Plan (all applications)

The site plan will clearly show where the proposed use/building will be located in relation to the property boundaries. Development on small urban sized blocks is generally drawn at standard scales such as 1:100 or 1:200, with scales of 1:500 or greater being used on larger blocks. The site plan should include the following:

- Location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings)
- Location of any on-site waste treatment system
- Existing buildings (show outline only) and vegetation
- Proposed landscaped areas
- Walls and fences
- Vehicle entrance and exit driveways
- Car parking and loading areas (if applicable)
- Existing levels of the land in relation to buildings and roads

Floor plan (all applications)

A floor plan is a bird's-eye view of the building with the roof removed. The floor plan must be drawn to scale, preferably 1:100, and must include:

- The height of floor level in relation to existing and future ground levels;
- The layout, partitioning, room dimensions and intended uses for each part of the building;
- Window and door locations, and sizes;
- Floor levels and steps in floor levels (Australian Height Datum values for development in flood prone areas);
- The location of plumbing fixtures;
- Wall structure type and thickness;
- All Basix measures (if required), as detailed in the Basix Certificate; and

- For dwellings located in nominated Bushfire Prone Areas, the Construction of the dwelling shall comply with AS3959 - 2009 - Amendment Numbers 1, 2 and 3 "Construction of Buildings in Bushfire Prone areas". These bushfire mitigation requirements are to be listed on the plans.

Elevations (all applications)

The elevations (or side view) of buildings will clearly show the appearance of buildings. Elevation drawings are generally drawn at standard scales such as 1:100 or 1:200 and show elevations of all four sides of the building. The elevation drawings should include the following:

- Existing buildings (show outline only);
- Building facade, windows, doors, roof profile;
- External finishes (eg wall, roof, window, door and fence materials, paint colours, etc);
- Finished ground levels, floor levels, ceiling levels, roof line levels (show driveway grade);
- Chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels);
- Downpipes and gutters;
- Retaining walls and fences (indicate height); and
- Extent of excavation or filling of the site.

How many copies?

- A minimum of two (2) copies of all plans will be required. Please check with Council's Assessment Officers before lodgement.

Step 3 – Statement of Environmental Effects

What is a Statement of Environmental Effects?

A Statement of Environmental Effects (SEE) is a report outlining the likely impacts of the proposal and the proposed measures that will mitigate these impacts. The statement includes written information about the proposal that cannot be readily shown on your plans and drawings.

The Environmental Planning and Assessment Regulation 2000 requires that a SEE should address all the issues that are applicable to your proposal and must indicate:

- The environmental impacts of the development;
- How the environmental impacts of the development have been identified;
- The steps to be taken to protect the environment or to lessen the expected harm to the environment; and
- Any matters required to be indicated by any guidelines issued by the Director-General for the purposes of this clause;

We recommend that you try to structure your SEE to address the following:

- Description of land and definition of land use proposal (as defined in Gilgandra Local Environmental Plan 2011);
- Description of present and previous use of the land;
- Description of present use of adjoining land;
- Description of visual setting (eg character of area, streetscape, urban/rural setting);
- Description of the age and condition of buildings on the site;
- Statement as to whether the site is contaminated or not and details of any previous contamination investigations carried out on the site;
- Description of the proposal including a description and use of existing and proposed buildings and any associated works

A Statement of Environmental Effects form is attached and should be completed and lodged with your Development Application.

Step 4 – Basix Certificate

What is a Basix Certificate?

The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices.

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments that are consistent with the relevant BASIX Certificate.

When is a Basix Certificate Required?

A BASIX Certificate is required for all new dwellings (not transportable dwellings) and dwelling alterations of \$50,000 or over. More information on BASIX can be found by visiting the website: www.basix.nsw.gov.au

All Basix Measures (if required, and as detailed in the Basix Certificate) are to be shown on the plans.

Step 5 - Construction Certificate Application

Is a Construction Certificate Required?

If your proposal involves construction works (and cannot be carried out as “complying development”), then you will need to lodge a Construction Certificate Application. You are not able to commence any form of construction until you have received Development Consent and a Construction Certificate. A Construction Certificate can be approved and issued by Gilgandra Shire Council or a Private Certifier.

So what is a Construction Certificate?

A Construction Certificate is an approval that certifies that your proposed development, if completed in accordance with your plans and specifications, will comply with the Building Code of Australia (BCA) including relevant associated structural standards and codes.

Appointing A Principal Certifying Authority (PCA)?

A Principal Certifying Authority (PCA) Is the authorised Certifier who issues the Construction Certificate. You may wish to appoint Gilgandra Shire Council or a Private Certifier as the PCA to issue your Construction Certificate.

Should you wish to appoint Gilgandra Shire Council as the Principal Certifying Authority (PCA) to issue your Construction Certificate, please tick the “Gilgandra Shire Council” box in Section 7 of your Development Application Form. A Construction Certificate Application may be lodged at the same time as your Development Application or at any time after the lodgement of your Development Application.

On the other hand, if you choose to engage a Private Certifier to issue the Construction Certificate, please indicate the Name and Accreditation number of the certifier in Section 7 of your Development Application Form.

A Construction Certificate cannot however be issued unless the Development Application has been determined, and the Construction Certificate is consistent with the Development Consent. You must appoint a PCA, either Council or a Private Certifier, and notify Council in writing before you start any construction work.

When do I Lodge my Construction Certificate Application (If I choose Council as the PCA)?

Lodging the Construction Certificate Application and Development Application at the same time will improve the processing time of the Construction Certificate, as the Construction Certificate can be assessed at the same time as your Development Application.

A Construction Certificate Application must include:

- Detailed building plans and detailed specifications;
- Detailed engineering plans where applicable;
- Any other relevant documents, including a BASIX certificate if required;
- Details of the licenced builder (for all residential building work over \$5,000) and a copy of the Home Owners Warranty Insurance (only required for residential work over \$20,000)?
Note: If contract value is under \$20,000 HOW insurance is not required. Rural machinery / farm sheds do not require insurance, and;
- Full payment of the appropriate application fees

Step 6 – Complete the Application Form

The Environmental Planning and Assessment Regulation 2000 provides details on how a development application must be made. To ensure your application is properly lodged with Council, it is important that the application form is completed correctly. The following advice is provided to assist you to complete more difficult sections of the DA Form:

Describe the Proposed Development

You must describe the proposed development in detail. Tell us exactly what you propose and define the land use (eg. dwelling, shed, garage, carport). Council's Environmental Services Department can assist in properly describing the proposed development.

The Estimated Total Cost of the Proposed Development

The Estimated Total Cost of the Proposed Development needs to be detailed in Section 4 of your Development Application Form. Please note that the cost must be a true market cost for the work, including all materials and labour costs and including all work necessary to complete the development. Please Note: If the estimated total cost appears to be too low, Council may determine the cost of the work against current industry construction costs.

Construction Certificate

Should you wish to appoint Gilgandra Shire Council as the Principal Certifying Authority (PCA) to issue your Construction Certificate, please tick the "Gilgandra Shire Council" box in Section 7 of your Development Application Form.

On the other hand, if you choose to engage a Private Certifier to issue the Construction Certificate, please indicate the Name and Accreditation number of the certifier in Section 7 of your Development Application Form.

Other Council Approvals

There may be other Council approvals required to permit your development proposal in addition to development consent. By ticking any boxes that are relevant in the DA form, you will avoid the need to make a separate application later. An additional fee may also apply.

Owner's Consent

You must obtain the consent of the landowner/s. If there is more than one landowner, every owner must sign. If the owner is a company or owners' association, the application must be signed by an authorised person of the company, preferably under common seal. If land is owned by a company or is within a strata building, the seal of the company or body corporate should be attached to the application. If the application form is not signed by the landowner(s), we cannot determine your application.

Your Signature

As the applicant for the DA you are required to sign the DA Form. Please note that all correspondence and enquiries will be made to the applicant of the DA.

Please note that a Council officer will be required to inspect your property following the lodgement of the Development Application, and will contact you prior to the site inspection.

Step 7 – Properly Lodge the Application

How to lodge your application

Please send your application form, plans, the statement of environmental effects, the Basix Certificate and fees to us by mail. You can also lodge your application in person at Council's Customer Service Centre between the hours of 8.30am and 4.30pm.

Please Note - Payment of the fees is required at the time of lodgement. Lodgement of the development application will be delayed until all fees are paid.

Please ensure that all the necessary information, as identified in this guide, and the associated DA checklist, is submitted.

If your application is incomplete, it will not be accepted and will be returned to you. Don't forget to:

- Complete the DA checklist;
- Include all plans and supporting documents;
- Obtain the landowner's consent;
- Sign the application form;
- Pay the relevant DA fees; and

Check that your Development Application Includes:

- All relevant plans;
- Statement of Environmental Effects;
- Completed DA Form;
- Landowner's signatures;
- Applicant's signature;
- Application fees;
- BASIX certificate (if applicable).

Fees

Fees are calculated on a scale based on the estimated cost of development. The fees can be calculated for you should you attend a Pre-Lodgement Meeting, or alternatively, you can call Council's Environmental Services Department on (02) 6817 8800 to obtain a written fee quotation.

Long Service Levy

If your proposal involves building work with a value exceeding \$24,999, you need to pay the Building Industry Long Service Levy. This levy will be included in your written fee quotation.

Payment Options

- Cheque - Make cheques payable to 'Gilgandra Shire Council'
- Cash and EFTPOS - Only for applications lodged in person.
- Credit - Bankcard, Mastercard, Visa can be taken over the phone (once application has been received).

After you Lodge your Application

Acknowledgement

Upon receipt of your DA, Council will write to you acknowledging your application has been received and provide you with the application details, including the registered DA number.

More Information

As a result of a preliminary assessment of your application, we may need more information about your development proposal. If we do, we will request this by telephone or email as soon as possible after receiving the application.

Public Notification

Some development applications are neighbour notified and some are advertised to enable interested persons to submit comments to the Council. The minimum submission period is 21 days, however, some Development Applications may be advertised for longer periods.

Assessment Process

After the completion of the notification period, Council's assessment officer will assess your application. This process will take account of all advertising statutory requirements, Council's adopted codes and policies and any submissions that may have been received. Development Applications that comply with all relevant standards are generally determined by a delegated assessment officer. Applications that do not comply with development standards or have received significant objections or are of a contentious nature or involve Council interests, are referred to Council for determination. Council Meetings take place once per month.

Notice of Determination

After your application has been determined you will receive a 'Notice of Determination of Development Application'. The notice will tell you whether Council has approved or refused your application. If your application is approved, the notice will give details of any conditions of consent and the reasons for those conditions. It will also tell you when the consent becomes effective and when it will lapse. The approval notice will also explain your right of appeal to the Land and Environment Court. If your application is refused, the notice will give the reasons for refusal. The Notice will also explain your right of appeal to the Land and Environment Court.

Conditions of Consent

If your DA is approved, you must ensure that the development is carried out in accordance with any relevant conditions. You cannot alter or vary the development (or the way in which it operates) unless the terms of the consent are modified. To do this, you must make an application to modify the consent. An additional fee applies.

Section 94 Contributions

Your notice of determination may include a 'Section 94 or Section 94A Contribution'. This is a condition requiring a payment towards the capital cost of providing community facilities such as public open space, car parking etc. You can view or obtain a copy of the relevant Contributions Plan on Council's website.

What to do if you Disagree with your Notice of Determination

If you are dissatisfied with the determination of your DA, please contact us immediately so we can clarify issues and discuss your options. Options available to you include:

- **Review of Determination of your DA**

You must complete an application form and pay an additional fee if you seek a review of your proposal.

- **Application to Modify a Development Consent**

This may be appropriate if you disagree with particular conditions of consent or decide to amend certain aspects of the proposal. You must complete an application form and attach a written justification for the proposed modification and plans indicating proposed modifications or changes. You must also pay an application fee.

- **Appeal to the Land and Environment Court**

If you are dissatisfied with your notice of determination you can appeal to the Land and Environment Court within 12 months of the day on which you received your notice of Determination.

DEVELOPMENT APPLICATION & CONSTRUCTION CERTIFICATE CHECKLIST

(DWELLINGS / DOMESTIC SHEDS, GARAGES & CARPORTS)

The checklist below identifies the information required by Council to be submitted with your Development Application and your Construction Certificate Application (if applicable). If both the Development Application and Construction Certificate Application are being lodged together, only 2 copies (in total) of the relevant plans and details need to be submitted.

Have You	DA Check	CC Check
1. Obtained a written Quotation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed the Application Form, including signing as the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
3. Indicated the true market value of the proposed work, including labour and materials?	<input type="checkbox"/>	<input type="checkbox"/>
4. Received the written consent of all owners of the property (proof of ownership may be required)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Included 2 Copies of all relevant plans (as detailed in Step 2)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed and included a Statement of Environmental Effects?	<input type="checkbox"/>	
7. Included a Site Plan, drawn to scale, showing all trees and structures?	<input type="checkbox"/>	<input type="checkbox"/>
8. Included the Bushfire Mitigation Requirements on the plans (Only for Dwellings in Bushfire Prone Areas)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Included the BASIX Certificate and are all the Basix Measures shown on the plans (Dwellings Only)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Included Floor and Ground Levels, shown in AHD (Australian Height Datum) for dwellings in Flood Prone Land?	<input type="checkbox"/>	<input type="checkbox"/>
11. Completed an On Site Sewage Management Application – For unsewered areas (Including 2 copies of the Geotechnical Report)?	<input type="checkbox"/>	
12. Completed a Water Connection Form (if town water required)?	<input type="checkbox"/>	
13. Included 2 Copies of the detailed Specifications (as detailed in Step 5)?		<input type="checkbox"/>
14. Included a Stormwater drainage plan including roof gutters, downpipes and rainwater tanks?		<input type="checkbox"/>
15. Included 2 copies of the Engineer's details for geotechnical report / slab / footings (as detailed in Step 5)?		<input type="checkbox"/>
16. Included Engineer's details for framework / bracing / tie-down?		<input type="checkbox"/>
17. Included the smoke detector locations on the plans (if required)?		<input type="checkbox"/>
18. Indicated the Termite protection methods on the plans?		<input type="checkbox"/>
19. Indicated the external finish and colour on the plans or detailed Specifications?		<input type="checkbox"/>
20. Included details of the licenced builder (for all residential building work over \$5,000) and a copy of the Home Owners Warranty Insurance (only required for residential work over \$20,000)? Note: If contract value is under \$12,000 insurance is not required. Rural machinery / farm sheds do not require insurance.		<input type="checkbox"/>
21. Or provided a copy of your Owner/Builders Permit (required for residential work over \$5,000		<input type="checkbox"/>
22. Has the Long Service Levy been Paid (required for work over \$25,000)? Note: This will be included in your written fee quotation.	<input type="checkbox"/>	



>15 Warren Rd, Gilgandra
> PO Box 23, GILGANDRA
> 02 68178800
> council@gilgandra.nsw.gov.au

DA No	
CC No	
Date	
Paid	\$
Rec No	
Prop No	

APPLICATION FOR DEVELOPMENT APPLICATION & CONSTRUCTION CERTIFICATE

(Under Sections 81(1)(a) & 109C of Environmental Planning and Assessment Act 1979)

1. Who is applying?

DEVELOPMENT APPLICATION CONSTRUCTION CERTIFICATE COMPLYING DEVELOPMENT

Mr Ms Mrs Dr Other

First name Family name

Flat/street no. Street name

Suburb or town State Postcode

Daytime telephone Fax Mobile

Email

2. Where is the land?

Flat/street no. Street name

Suburb or town Postcode

Lot no. Section

DP/MPS no. Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

3. What do you propose?

Describe any new building:

and describe the use or activity in the building or on the land:

3. continued

Will this involve any of the following:

- use of existing land / building
- construction of a building
- carrying out of work
- demolition
- subdivision
- other work (without building, subdividing or demolishing)

4. What is the total cost of development?

Estimated **TOTAL** Cost of the development (see note 2)

\$

PLEASE NOTE THAT THE COST MUST BE A TRUE MARKET COST FOR THE WORK, INCLUDING ALL MATERIALS AND LABOUR COSTS AND INCLUDING ALL WORK NECESSARY TO COMPLETE THE DEVELOPMENT. COUNCIL MAY DETERMINE THE COST OF THE WORK (Estimate will be checked against current construction cost).

5. Do you need other approvals?

Approvals under Section 68 of the Local Government Act 1993 (see note 3)

Does this application seek approval to one or more of the matters listed in Section 78(a) (3) of the Act? eg.

- Carry out water supply work
- Carry out stormwater drainage work
- Carry out sewerage work
- Connect a private sewer with a public sewer
- Use a building as a place of public entertainment
- Connect a private drain with a public drain
- Install a sewage management facility & ancillary drainage
- Alter a sewage management facility & ancillary drainage
- Place a waste storage container in a public place
- Other – ask at our office for a complete list.

6. Who is the builder ?

First name

Family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

Builder Licence
No.

Expiry Date

Owner Builder's Permit No.

PLEASE SUPPLY A COPY OF THE OWNER BUILDER PERMIT WHEN OBTAINED.

7. You need to decide who will approve any building work

Appointment of Principal Certifying Authority

Do you wish to appoint a PCA at this time?

Yes, refer below No

Gilgandra Shire Council

Approximate date work is to commence

Other PCA – Please specify

Note the completion of this section serves as a Form 7 under the Regulation for the purpose of appointment of the Principal Certifying Authority

8. Political Donations or Gifts

Have you made any political donations (exceeding \$1,000) or gifts to a political party, Councillor or employee of Gilgandra Shire Council within the past two years?

Yes (Note: You will also need to complete a Political Donations and Gifts Disclosure Statement – available on request)

No

9. Required attachments

You need to provide the plans and specifications of your proposal to help the certifying authority determine whether it complies with set standards and requirements. Please confirm that you have attached this material by placing a cross in the appropriate boxes : (see note 4)

Copy of completed Long Service Levy Form and fee (see note 9).

Copy of Insurance certificate under the Home Building Act 1989 (see note 10)

9. The owner of the land must sign.

The owner(s) of the land to be developed must sign the application. (see note 1)

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Address

Telephone Number

Date

Signature

Name

Address

Telephone Number

Date

If more than 2 owners, please attach a separate sheet with additional owners' consents.

This owner's consent also authorises access to the subject premises by an authorised person for the purposes of carrying out inspection(s) under the provisions of Section 118C(3) of the Act.

10. Signature of Applicant/s

This application and the accompanying plans and documents may be photocopied by or on behalf of Councillors, Council Officers, Government Agencies and members of the public for the purpose of giving notice of the application and for use in the assessment, consideration of submissions and determination of the application.

I/We accept that the issue of Council's receipt is written acknowledgement to me/us that Council has received this application. I/We formally submit this application for Council's consideration.

Signature(s)

Name(s)

Date

11. Privacy policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application changes.

12. Statistics

Information for the Australian Bureau of Statistics

Place a tick in the box provided which best describes the materials the new work will be constructed of:

Walls

- | | |
|--|--|
| <input type="checkbox"/> brick veneer | <input type="checkbox"/> curtain glass |
| <input type="checkbox"/> full brick | <input type="checkbox"/> other |
| <input type="checkbox"/> single brick | <input type="checkbox"/> unknown |
| <input type="checkbox"/> concrete block | |
| <input type="checkbox"/> concrete/masonry | |
| <input type="checkbox"/> concrete | |
| <input type="checkbox"/> steel | |
| <input type="checkbox"/> fibrous cement | |
| <input type="checkbox"/> hardiplank | |
| <input type="checkbox"/> timber/weatherboard | |
| <input type="checkbox"/> cladding-aluminium | |

Roof

- | |
|--|
| <input type="checkbox"/> aluminium |
| <input type="checkbox"/> concrete |
| <input type="checkbox"/> concrete tile |
| <input type="checkbox"/> fibrous cement |
| <input type="checkbox"/> fibreglass |
| <input type="checkbox"/> masonry/terracotta shingle tile |
| <input type="checkbox"/> slate |
| <input type="checkbox"/> steel |
| <input type="checkbox"/> terracotta file |
| <input type="checkbox"/> other |
| <input type="checkbox"/> unknown |

Floors

- | |
|-----------------------------------|
| <input type="checkbox"/> concrete |
| <input type="checkbox"/> timber |
| <input type="checkbox"/> other |
| <input type="checkbox"/> unknown |

Frame

- | |
|----------------------------------|
| <input type="checkbox"/> timber |
| <input type="checkbox"/> steel |
| <input type="checkbox"/> other |
| <input type="checkbox"/> unknown |

Particulars of the proposal

What is the area of the land?

 m^2

Gross floor area of existing building?

 m^2

What is the gross floor area of the proposed addition of new building?

 m^2

Number of pre-existing dwellings?

Number of dwellings to be demolished?

How many dwellings are proposed?

How many storeys will the building be?



STATEMENT OF ENVIRONMENTAL EFFECTS

*This form is designed to assist in the lodgement of Development applications **for minor forms of residential development in urban areas** including new dwellings and additions and alterations to existing dwellings. Other forms of development will require the preparation of a more detailed Statement of Environmental Effects.*

If unsure about any of the details required it is recommended that you contact Council's Planning & Environment Division by telephoning (02) 68178800 to discuss your proposal. .

PROPERTY DETAILS

Lot(s) _____ DP _____
House Number(s) _____ Street _____
Town _____

DESCRIPTION OF THE SITE & LOCALITY

The Site _____

DETAILS OF THE PROPOSED DEVELOPMENT

Proposal _____

OWNER(S)

Name: _____
Signature: _____
Date: _____

APPLICANT DETAILS

Name: _____
Address: _____
Signature: _____
Date: _____

MATTERS FOR CONSIDERATION**(YES / NO)***(Matters for consideration pursuant to Section 79C of the Environmental Planning and Assessment Act 1979)***(a) Compliance with relevant environmental planning instruments
(i.e. Local Environmental Plans, draft LEPs, Development Control Plans)**

- | | YES | NO |
|---|--------------------------|--------------------------|
| (i) Is the land zoned residential? | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Is the proposal permissible within the zone? | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Is there a Development Control Plan (DCP) that applies to the land or the proposed development?
<small>(Refer to Table on last page for Council's DCP's and their applicable zoning)</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) If yes, specify _____ | | |
| (v) Does the proposal comply with any relevant DCPs? | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) If no, specify _____ | | |
| _____ | | |
| _____ | | |

(Note: If unsure, check with Council's Planning & Environment Division or obtain a S149 Zoning Certificate from Council)

(b) Likely impacts of the development, including environmental impacts on both the natural and built environments of the locality

- | | YES | NO |
|--|--------------------------|--------------------------|
| (i) Will the proposal result in the loss of any vegetation from the site? | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) If yes, outline details and identify on site plan.
_____ | | |
| (iii) Are any landscaping works proposed on the land? | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) If yes, please describe the proposed works and detail what existing trees/vegetation to be removed/retained or show details on the site plan.

_____ | | |

- | | | YES | NO |
|--------|---|--------------------------|--------------------------|
| (v) | Does the proposal involve excavation or filling of the site? | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) | If yes, outline details and/or identify on plans. | | |
| <hr/> | | | |
| (vii) | Is vehicular access available from the street? | <input type="checkbox"/> | <input type="checkbox"/> |
| (viii) | Outline details of vehicular access and parking arrangements (i.e. location, carparking, etc) | | |
| <hr/> | | | |
| <hr/> | | | |
| (ix) | Will the proposal impact on adjoining residences?
<i>(Consider overshadowing, overlooking, drainage impacts, etc.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| (x) | If yes, outline where possible building works are proposed to be sited on the land to demonstrate the relationship to existing building (<i>i.e. distances from the boundaries, etc</i>). These details should be shown on the site plan. | | |
| <hr/> | | | |
| <hr/> | | | |
| <hr/> | | | |

(c) Suitability of the site for the development

- | | | YES | NO |
|-------|--|--------------------------|--------------------------|
| (i) | Is the area an established residential area? | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) | Are existing utility services available and adequate to serve the development (i.e. water, sewerage, telephone, gas, stormwater and garbage)? | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) | If no, what alternative arrangements are proposed? | | |
| <hr/> | | | |
| <hr/> | | | |
| (iv) | Are there any other matters relating to your proposed development or use, such as management details, operating or construction hours, noise, etc ?
If yes, please specify. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | | |
| <hr/> | | | |
| (v) | Have there been any soil contaminating activities (e.g. sheep dips, fuel storage, asbestos etc) on the land previously?
If yes, please specify. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | | |
| <hr/> | | | |
| <hr/> | | | |