



## DISCLOSURE OF POLITICAL DONATIONS & GIFTS

Have you, or any person with a financial interest in this Application, made a reportable political donation or given a gift to any local Councillor or Council employee within the last 2 years?  No

*If 'Yes', you must include a completed disclosure statement with your application.. These are available on our website.*

## PARTICULARS OF CERTIFICATION WORKS AND RESPONSIBILITIES OF COUNCIL

- a) Quality of Service: Armidale Regional Council will carry out certification work set out below in a professional manner and in accordance with Council's code of conduct.
- b) Issue of Certificate: Armidale Regional Council will issue a Complying Development Certificate (CDC) and endorse all relevant plans, specifications and other documents where this application satisfies the requirements of the Environmental Planning and Assessment Act 1979 and the SEPP this application is made under.
- c) Fees and Charges: Fees and charges are detailed in the Schedule of Fees and Charges as approved on 1 July of each financial year and found on Council's website and are to be paid prior to the application being processed.

## RESPONSIBILITIES OF THE PROPERTY OWNER

- a) You agree to allow Armidale Regional Council to inspect the premises.
- b) You agree that building works will not commence prior to obtaining approval from Armidale Regional Council.
- c) You agree to advise Council in writing of any change in your details or address.

**CONSENT OF OWNER** If the owner is a company or a Strata, a separate letter is to accompany this application stating acknowledgement and consent of this application. The letter is to be signed by an authorized person.

Owner/s name (s): \_\_\_\_\_

Email address: \_\_\_\_\_

*As owner(s) of the land to which this application relates, I/we consent to making of this application and understand that authorised Council Officers will need to enter the land to carry out inspections relating to this application.*

Signature(s) \_\_\_\_\_

*(An application cannot be lodged WITHOUT consent of all owners)*

**Long Service Levy** – applies to all building work where the cost of work is \$25,000 or more - this can be paid online at [www.lspc.nsw.gov.au](http://www.lspc.nsw.gov.au) or at Council.

**Additional approvals** - as part of the proposal , are you also proposing to -

- Carry out water supply or drainage work (plumbing and drainage)
- Connect to Council's water and sewer infrastructure?
- Discharge trade waste into Council's sewer?
- Install a solid fuel heater (a wood heater)?
- Install/modify an on-site sewage management system?
- Carry out work in the road reserve (nature strip) - eg. a driveway or rainwater disposal?
- Tree lopping/removal?

*These approvals should be obtained prior to the Complying Development being lodged.*

*Information provided with this application is public information and will be published on Council's website.*

Updated February 2019

**STATISTICAL INFORMATION**

Number of storeys (including underground storeys) in the proposed building:

\_\_\_\_\_

Gross floor area of the building (in m<sup>2</sup>):

\_\_\_\_\_

Gross site area of the land on which the building is to be erected (in m<sup>2</sup>) :

\_\_\_\_\_

Existing dwellings on the land:

\_\_\_\_\_

Number to be demolished:

\_\_\_\_\_

How many dwellings in the building:

\_\_\_\_\_

Will the building be attached to an existing or new building:       Yes       No

Does the land contain a dual occupancy:       Yes       No

Tick the proposed construction materials to be used:      *(the numbers after the materials are codes for office use only)*

**FLOOR:**

- Concrete/Slate (20)
- Timber (40)
- Other (80)
- Not specified (90)

**FRAME:**

- Timber (40)
- Steel (60)
- Aluminium (70)
- Other (80)
- Not specified (90)

**ROOF:**

- Tiles (10)
- Concrete/Slate (20)
- Fibre Cement (30)
- Steel (60)
- Aluminium (70)
- Other (80)
- Not specified (90)

**ONLY FOR COMMERCIAL OR INDUSTRIAL PROPOSALS (EXISTING BUILDINGS)**

List existing and proposed **fire safety measures**:

| Existing (for example - fire extinguishers) | Proposed |
|---|----------|
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |

# CHECKLIST for Complying Development Applications

- Application** - the form must be correctly completed and have the signature of ALL owners
- Site constraints** - Council infrastructure in proximity, planning constraints (slip or spring affected, flooding, bushfire, etc)
- BASIX Certificate** - over \$50K or a swimming pool over 40,000L
- Landscape plan** - showing replacement plantings, where tree removal is proposed
- Footings for external work** - details of footings shown on plans or detailed in Building Specification OR Structural Engineer's design for footings for new work outside the scope of AS2870
- Building Specification** - building materials, their application and compliance with the BCA

**Plans, showing (where applicable)**

- north direction,
- existing structures (including trees) and identification of new work
- finished floor level of new work and surrounding natural ground level - amount of cut/fill required
- existing and/or proposed driveway location
- rural properties – location of on-site waste management (septic) system including disposal area
- Indicate proposed method of stormwater disposal: provide design for charged line or on-site dispersal where necessary
- BASIX Certificate commitments to be shown on plans
- location of Erosion and Sediment Control measures (silt fencing, straw bales, etc)
- Floor plans – with room uses and relevant measurements shown, with new work identified
- Elevations plans showing external finishes and heights
- Section plan - cross-section of the development, indicating building materials and internal detail

**Notes**

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