

## DEVELOPMENT APPLICATION FORM

### Application Information

Please attach all scaled plans (Site Analysis Plan, Site Plan, Floor Plans and Elevations), your Statement of Environmental Effects and all other supporting information to this application.

All applications and plans must be submitted in HARD COPY AND ELECTRONIC FORMAT (Microsoft Word or PDF docs). Save each part of the application in a separate document, and name it relating to its content eg. DA Form and SEE-Address/LOT DP, Threatened Species Assessment/SEPP44-Address/LOT DP, Traffic Assessment-Address/LOT DP, Site Plan-Address/LOT DP, Floor Plans-Address/LOT DP etc.

### Type of Application

### Section A – General Information

- Development Consent (Sections A, B & G)
- Modification of Development Consent (Sections A, B & D)
- Construction Certificate - Building (Sections A & C)
- Construction Certificate - Subdivision (Sections A & C)
- Modification of Construction Certificate - (Sections A, C & D)
- Subdivision Certificate (Sections A & E)
- Activity Approval under Section 68 of the Local Government Act (See Section G for activities that require approval) (Sections A & G)
- Tree Removal (related to development) (Sections A & H)
- Roads Act Approvals (Sections A & F)
- Occupation Certificate (Sections A & J)
- Review of Determination (Sections A and I)

#### APPLICANT DETAILS

Title (Mr/Mrs, Ms, Dr etc):

Contact Name:

Company Name:

Postal Address:

Contact Details:

Phone:

Mobile:

Email:

Signature:

#### APPLICATION PROPERTY DETAILS

Address:

Lot and DP/SP Number:

#### DEVELOPMENT DESCRIPTION

Briefly describe everything you want Council to approve:

Section A – General Information	Section B – Development Information
<p>The genuine estimated cost of work shall be calculated in accordance with Appendix A – Estimated Cost of Works.</p> <p>Estimated cost of works (including materials and labour) are to be calculated at a minimum of \$1200 per m<sup>2</sup> of the new floor area for a standard dwelling.</p> <p>Floor Area of new works in m<sup>2</sup> _____</p> <p>Cost of floor area per m<sup>2</sup> _____</p> <p>Floor Area of ancillary works in m<sup>2</sup> _____</p> <p>Cost of floor area of ancillary works in m<sup>2</sup> _____</p> <p>Demolishing costs _____</p> <p><b>TOTAL COST OF WORKS:</b></p> <p>\$ _____</p> <p><b>PROPERTY OWNER'S CONSENT</b></p> <p><i>NOTE: All owners/Director's of companies must sign this consent. If property ownership has recently been transferred, provide evidence of the transfer.</i></p> <p>As the owner/s of the above property, I/we consent to the lodgement of this Application, and permit officers of Council to enter the land to carry out inspections as required for the assessment of this application.</p>	<p><b>DEVELOPMENT TYPE</b></p> <p><input type="checkbox"/> Erecting, altering or adding to a building or structure (including a temporary structure)</p> <p><input type="checkbox"/> Demolition of a building or structure</p> <p><input type="checkbox"/> Subdivision of land/building</p> <p><input type="checkbox"/> Change of use of land/building</p> <p><input type="checkbox"/> Other work (specify) _____</p> <hr/> <p>Do you intend to use the premises as an entertainment venue (cinema, theatre, concert hall or indoor sports stadium) or a function centre, pub, registered club or restaurant?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, what is the maximum number of persons proposed to occupy, at any one time, any part of the building to which that use applies?</p> <p><b>DEVELOPMENT CONSENT</b></p> <p><i>If you are unsure, please consult the Explanatory Notes attached to this form</i></p> <p><input type="checkbox"/> Local development</p> <p><input type="checkbox"/> Crown development</p> <p><input type="checkbox"/> Staged development (please attach information that describes the stages of your development)</p> <p><input type="checkbox"/> Designated development</p> <p><input type="checkbox"/> Integrated Development (please indicate under which Act relevant license/permits are required:</p> <p>Fisheries Management Act 1994  [      ] s. 144      [      ] s. 201  [      ] s. 201      [      ] s. 205  [      ] s. 219</p> <p>Heritage Act 1977  [      ] s. 58</p> <p>Mining Act 1961  [      ] s. 63 &amp; 64</p> <p>National Parks and Wildlife Act 1974  [      ] s. 90</p> <p>Protection of the Environment Operations Act 1997  [      ] ss. 43 (a), 47 &amp; 55  [      ] ss. 43 (b), 48 &amp; 55  [      ] ss. 43 (d), 55 &amp; 122</p> <p>Rural Fires Act 1997  [      ] s. 100 B</p> <p>Roads Act 1993  [      ] s. 138</p> <p>Mine Subsidence Compensation Act 1961  [      ] s. 15</p> <p>Water Management Act 2000  [      ] ss. 89, 90, 91</p>
Name:	
Signature:	
Date:	
Name:	
Signature:	
Date:	
Company Name:	
Authorised Officer Signature:	
Date:	
<p><b>DISCLOSURE OF POLITICAL DONATIONS &amp; GIFTS</b></p> <p>State legislation requires us to ask whether you, or any person with a financial interest in this application, made a reportable political donation or have given a gift to any local Councillor or Council employee within the last 2 years.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>NOTE: If you have ticked 'Yes' above you must complete a 'Political donations and gifts disclosure statement'.</i></p> <p>For the meaning of 'reportable political donation', 'gift' and 'person with a financial interest', see the information on our website in relation to political donations and gifts.</p>	

Section B – Development Information	Section B – Development Information
<p><b>STATEMENT OF ENVIRONMENTAL EFFECTS</b></p> <p>Please attach a Statement of Environmental Effects or Environmental Impact Statement as relevant to your application. All applications require one or the other.</p> <p>Indicate the type of statement attached:</p> <p><input type="checkbox"/> Statement of Environmental Effects  <input type="checkbox"/> Environmental Impact Statement</p> <p><b>THREATENED SPECIES CONSERVATION</b></p> <p>Is the land, or part of the land you propose to develop, identified as critical habitat under the Threatened Species Conservation Act 1995?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>NOTE: At the date of publication of this form (March 2015) there was no declared critical habitat in Armidale Dumaresq.</i></p> <p>Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>NOTE: If you have answered 'yes' to either of the above, a 7-Part Test under Section 5A of the Environmental Planning and Assessment Act will be required and a Species Impact Statement may be necessary. This will need to be undertaken by a suitably qualified person.</i></p> <p>Does the land you propose to develop have an area greater than 1 hectare?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>NOTE: If you have answered 'yes', you will be required to make an assessment under the State Environmental Planning Policy No. 44, as to whether the land is potential koala habitat. This will need to be undertaken by a suitably qualified person.</i></p>	<p><b>HERITAGE AND CONSERVATION</b></p> <p>Is the building an item of environmental heritage, or in a conservation area in Council's Local Environmental Plan (LEP)?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>(This information is available at Council Offices or Council's website: <a href="http://www.armidale.nsw.gov.au">www.armidale.nsw.gov.au</a>)</p> <p>Are you proposing to demolish all or part of the heritage building, or remove a heritage listed tree?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Are you proposing to alter or add to any part of a heritage building?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>NOTE: If you have answered 'yes' to any of the above, you may be required to submit a Heritage Impact Statement.</i></p>
	<b>Section C – Construction Details</b>
	<p><b>BUILDER'S DETAILS</b></p> <p><input type="checkbox"/> Owner Builder</p> <p>Following lodgement of your application, you will be required to obtain an Owner Builder Permit and provide a copy to Council.</p> <p><input type="checkbox"/> Licensed Builder</p> <p>Name: _____</p> <p>License Number: _____</p> <p><b>CONSTRUCTION CERTIFICATE</b></p> <p><input type="checkbox"/> Building work</p> <p>Building Code of Australia Class of the proposed building: _____</p> <p><input type="checkbox"/> Subdivision Work</p> <p><b>DEVELOPMENT CONSENT</b></p> <p>DA Number (if issued): _____</p> <p>Date of Consent: _____</p>
Current use of site/building:	
Are you aware of any activities on the site which may have led to soil contamination?	
For subdivision - number of new lots to be created:	
For subdivision – provide names of any new roads on site plans and in SEE – see POL071 Local Roads and Place Naming Policy.	
Proposed hours of operation - commercial and industrial development:	
Monday – Friday:	
Saturday:	
Sunday:	

Section C – Construction Details	Section C – Construction Details
<b>CONSTRUCTION STATISTICS (areas in m<sup>2</sup>)</b>	Do you wish to appoint Council as the Principal Certifying Authority for the purposes of issuing: Complying Development Certificates; Construction Certificates; Occupation Certificates; Subdivision Certificates; and carrying out inspections in relation to the above.  <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>NOTE: Council has estimated the cost of undertaking mandatory/compliance inspection based on typical construction processes. Where additional inspections or re-inspections are required to be undertaken by Council Officers, inspection fees in accordance with Council's Management Plan will be required to be paid prior to the inspection occurring.</i>
Area of site:	
Floor area of new work:	
Number of dwellings to be constructed:	
Number of dwellings to be demolished:	
Floor area of existing buildings:	
Number of pre-existing dwellings:	
Number of storeys:	
Will the new dwelling be attached to any new building?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the new dwelling be attached to any existing buildings?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your proposal for a dual occupancy residence?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tick below the construction materials to be used. <i>NOTE: The numbers after the construction materials are codes for office use only.</i> <b>FLOOR:</b> <input type="checkbox"/> Concrete/Slate 20 <input type="checkbox"/> Timber 40 <input type="checkbox"/> Other 80 <input type="checkbox"/> Not specified 90 <b>FRAME:</b> <input type="checkbox"/> Timber 40 <input type="checkbox"/> Steel 60 <input type="checkbox"/> Aluminium 70 <input type="checkbox"/> Other 80 <input type="checkbox"/> Not specified 90 <b>ROOF:</b> <input type="checkbox"/> Tiles 10 <input type="checkbox"/> Concrete/Slate 20 <input type="checkbox"/> Fibre Cement 30 <input type="checkbox"/> Steel 60 <input type="checkbox"/> Aluminium 70 <input type="checkbox"/> Other 80 <input type="checkbox"/> Not specified 90 <b>WALLS</b> <input type="checkbox"/> Brick (double) 11 <input type="checkbox"/> Brick (veneer) 12 <input type="checkbox"/> Concrete/Stone 20 <input type="checkbox"/> Fibre Cement 30 <input type="checkbox"/> Timber 40 <input type="checkbox"/> Curtain Glass 50 <input type="checkbox"/> Steel 60 <input type="checkbox"/> Aluminium 70 <input type="checkbox"/> Other 80 <input type="checkbox"/> Not specified 90	<b>Section D – Modification of Consent</b>
	<b>ORIGINAL DEVELOPMENT CONSENT</b>
	DA/CDC/CC Number:
	Date of consent:
	What did the original consent allow?
	Cost of original proposal: \$
	Cost of original DA fee: \$
	<b>DETAILS OF MODIFICATION SOUGHT</b>
	<input type="checkbox"/> Correction of a minor error/misdescription in original application or consent
	<input type="checkbox"/> Modification that will have minimal environmental impact
	<input type="checkbox"/> Other modification
	Explanation of the modification sought:
	Does the development involve any building work?  <input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>NOTE: If you have answered 'yes' and a Construction Certificate has previously been issued for the development, a new Construction Certificate will be required.</i>

## Section E – Subdivision Certificate

### DETAILS OF THE SUBDIVISION

Is Development Consent required for the subdivision?

Yes  No

(Exempt Development – if No, attach evidence that you meet the requirements for exempt subdivision)

Has Development Consent been granted for the subdivision?

Yes  No

DA number: \_\_\_\_\_

### CONDITIONS OF CONSENT

Does the Development Consent have conditions that you must meet before a Subdivision Certificate can be issued?

Yes  No

*NOTE: If you answered 'yes' to the above, attach a statement detailing how each of the conditions have been addressed including photos and documentary evidence where necessary.*

If a Deferred Commencement Consent has been issued, have all matters been satisfied that are required before the consent can operate?

Yes  No

Is the land you wish to develop within Council's Water Supply area of operations?

Yes  No

*NOTE: If you answered 'yes' above you will need to obtain a Certificate of Compliance.*

Has the Land and Environment Court decided that a drainage easement is necessary over other land so your land can be drained or your drainage can be disposed of?

Yes  No

*NOTE: If you have answered 'yes' above you need to provide evidence that the necessary easements have been purchased by Council.*

### CONSTRUCTION CERTIFICATE

Has a Construction Certificate (subdivision) been issued for the subdivision work?

Yes  No

Where works are required for the subdivision, has:

- The work been completed?
- The Principal Certifying Authority been paid to undertake the work?
- A security been lodged in relation to the work?

Please provide detailed evidence where applicable.

## Section F – Approvals under the Roads Act 1993

### USE OF THE ROAD/ROAD RESERVE

What do you propose to do?

- Construct road works including drainage
- Construct a footpath
- Construct a driveway
- Connect to Council services (water or sewer)
- Control traffic
- Pumping of water into a road
- Connect to another road
- Creation of work zones for buildings
- Erect hoardings
- Operate a footway restaurant
- Hold a road event

*NOTE: If you have ticked one of the above activities that involves work being carried out in the road/road reserve, you will be required to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority Form.*

## SECTION G - Approval under s. 68 of the Local Government Act 1993

### TYPE OF APPROVAL SOUGHT

- Nil
- Stormwater drainage work
- Water supply work, and/or sewerage work \*
- Install and operate an on-site sewage management system \*
- Install a solid fuel heater \*
- Discharge trade waste into Council's sewer \*

\* **Note: requires separate application form**

- Theatrical, musical or other entertainment for the public on community land
- Construct a temporary enclosure on community land for the purpose of entertainment
- Install a manufactured home, moveable dwelling or associated structure
- Other (specify below):

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Section H – Tree Removal	Section J – Occupation Certificate
<p><b>TREE REMOVAL DETAILS</b></p> <p>Application to:</p> <p><input type="checkbox"/> Remove</p> <p><input type="checkbox"/> Prune</p> <p><i>NOTE: If your proposal involves any of the above action on a tree identified in the Local Environmental Plan, please address the following in a separate document.</i></p> <p>Provide details regarding:</p> <ul style="list-style-type: none"> <li>• Whether you intend to trim or remove the tree, and for what reason/s</li> <li>• A description of the tree including species or variety (if known)</li> <li>• Whether the tree is dead or potentially dangerous</li> </ul> <p>Provide a plan of the location of the tree/s and distances from buildings and nearby property boundaries. Include the location of, and distances to any underground services such as water, storm water, sewer, telephone and overhead power lines. You may wish to include photographs of the subject tree/s with your application. A landscape plan/replacement plantings may be required.</p> <p>For heritage listed trees in heritage listed grounds or gardens, a landscape plan detailing proposed replacement of trees is required (refer to the Local Environmental Plan). The plan should address the heritage significance of the tree/s, and propose measures to conserve the heritage significance of the setting. New or replacement plantings must be compatible with the period, genre or style of the original garden and/or heritage listed property.</p> <p>Please submit the landscape plan as part of your development application. A report from a qualified arborist supporting your proposed tree removal may be required.</p>	<p><b>TYPE OF OCCUPATION CERTIFICATE REQUIRED:</b></p> <p><input type="checkbox"/> Interim Occupation Certificate</p> <p><input type="checkbox"/> Final Occupation Certificate</p> <p>BCA Classification: _____</p> <p>Attach the following documents to your application for an Occupation Certificate:</p> <p><input type="checkbox"/> Development Consent or Complying Development Certificate</p> <p><input type="checkbox"/> Construction Certificate</p> <p><input type="checkbox"/> BASIX Certificate</p> <p><input type="checkbox"/> Fire Safety Certificate (where required)</p> <p><input type="checkbox"/> Compliance Certificate (where required)</p>
Section I – Review of Determination	Additional Information
<p>Details of the development consent you would like reviewed:</p> <p>DA number: _____</p> <p>Date of issue: _____</p> <p>Property the determination relates to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please attach a detailed statement indicating the part of the determination you would like reviewed and the reasons that the original determination is not considered reasonable.</p>	<p><b>PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (Section 10)</b></p> <p>The information you have provided with this application is considered 'personal information' for the purposes of the Privacy and Personal Information Protection Act (PPIA) 1998, and is being collected as to enable an efficient and accurate assessment of your application. The intended recipients of the information are officers within Council assessing the application, and any other agent of Council. The information required by this application is required by law, and failure to provide the information requested will result in Council being unable to process your application. You may make application to access and correct the information you have provided by contacting Armidale Dumaresq Council.</p>

**EXPLANATORY NOTES – YOU MUST USE THIS SECTION TO ENSURE ALL RELEVANT PARTS OF YOUR APPLICATION ARE COMPLETED TO AN ADEQUATE STANDARD FOR SUBMISSION**

**Plans required for Development Applications**

The following plans **are required to be submitted to standard scales** (1:50; 1:100, 1:200 or 1:500) on A3 - 80 gsm paper. Larger sized plans (A1 or A2) are only acceptable for large scale development:

- three copies for Development Applications;
- three copies for Construction Certificate applications;
- three copies for Subdivision Certificate applications.

This allows different members of the assessment team to view plans concurrently. More copies may be required for major development activity and will assist with referrals to other organisations such as the Roads and Traffic Authority, the Rural Fire Services or the Heritage Office.

Plans should be drafted in the form shown in **Australian Standard 1100.301 Technical/Architectural Drawing** and should include the following details:

- (a) **A Site Analysis Plan** (minimum 1:200 scale – A3) showing the opportunities and constraints of the property and relationship to surrounding land (including features of adjoining sites). Refer to Figure 1. These items should include:
- i) contours;
  - ii) existing vegetation;
  - iii) buildings (including any to be retained and neighbouring buildings, including window locations);
  - iv) buildings to be demolished (please mark – to be demolished)
  - v) views to and from the site;
  - vi) access and connection points (including vehicular, pedestrian and cycle);
  - vii) drainage and services;
  - viii) orientation, micro-climate and noise sources;
  - ix) fences, boundaries and easements;
  - x) any other significant features.
- (b) **A Detailed Site Plan** (minimum 1:200 scale – A3) containing the following information. Plans must be **coloured or hatched** where alterations or additions are proposed to existing site. Refer to Figure 2. These items should include:
- i) north point;
  - ii) boundaries and boundary measurements;
  - iii) existing buildings and natural features such as trees, watercourses;
  - iv) reduced levels at each corner of the site or contours over the site;
  - v) reduced levels at the corner of any building;
  - vi) location of any easements (water, sewer, right-of-way, Transgrid etc);
  - vii) location of any Council sewer/water on the site;
  - viii) proposed stormwater disposal from the site;
  - ix) Australian Height Datum (AHD) levels are required for floor or slab levels of buildings in flood affected areas and in the Armidale CBD;
  - x) BASIX commitments;
  - xi) any other significant features.
- (c) **Legible Floor Plans** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.2.
- (d) **Detailed Elevations and Sections** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.3.
- (e) **One additional set of neighbour notification plans – A4 or A3** – do not show internal floor plan configuration on these plans. Indicate by colour or hatching to distinguish any proposed alteration, rebuilding or modification.
- (f) For higher density developments or developments of multiple storeys, a shadow diagram may be requested. The plan should show:
- i) the location of neighbouring buildings
  - ii) shadows cast by the existing structures and trees on the site between 9am and 3pm on 22 June (ie. midwinter);
  - iii) shadows cast by the proposed development at 9am and 3pm on 22 June (ie. midwinter).

## Plans required for Subdivision Application

Detailed subdivision plans are to be submitted with a Development Application to subdivide land, showing:

- i) the proposed subdivision with both existing and proposed site plan details (including number of lots, area and dimensions);
- ii) all existing and proposed land uses;
- iii) the location and width of nearby roads;
- iv) the location of water, sewer, electricity and telecommunications services;
- v) proposed points of entry and exit for each proposed lot;
- vi) proposed method of stormwater disposal;
- vii) proposed new roads (if any), (including long section and cross section drawings); and,
- viii) relative levels for both the subject land and the adjacent streets/footpaths.

## Plans required for a Construction Certificate Applications

Applications for a Construction Certificate will require:

- i) at least one detailed cross section showing construction details such as roof trusses. Refer to Figure 2.3;
- ii) details of provisions for fire safety and resistance (if any);
- iii) window size schedule;
- iv) structural engineer's details of any footing, concrete slab or proposed retaining walls requiring approval;
- v) details of proposed insulation (including 'R' rating); and,
- vi) specification details.

## Statement of Environmental Effects

A Statement of Environmental Effects is a statement that demonstrates that the applicant has considered the impact of the proposal development on the natural and built environments both during and after construction and the proposed methods of mitigating any adverse effects. This statement does not have to be in any special form, but should address the following matters:

- i) the objectives you are hoping to achieve. This will assist Council in understanding the applications intent;
- ii) outline any alternatives you considered, and why you preferred the one which you are submitting;
- iii) assessment of the likely 'external' effects of your proposal, including any possible adverse effects on your neighbours or the locality;
- iv) if the impact could be potentially significant, outline any measures you propose to neutralise or offset that impact. Alternatively explain why you think the likely effect is acceptable;
- v) relevant standards and policies applicable to the development as contained in our LEP and this DCP.

Please be as objective as possible. We may ask you to produce evidence in support of any claims you make. The statement, in appraising the suitability of land for development, should address issues (where applicable) such as:

- i) flooding, drainage, land slip, soil erosion, mine subsidence;
- ii) effect on the landscape, streetscape, national park or scenic quality of the locality;
- iii) impact on existing and future amenity of the locality;
- iv) how the privacy, daylight and view of other dwellings will be affected, ie.do they overlook or overshadow each other;
- v) amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried;
- vi) car access, parking and availability of public transport;
- vii) waste disposal arrangements. Location of garbage and storage areas;
- viii) methods of sewerage effluent and stormwater disposal;
- ix) availability of utility services, power, telephone, water/sewer;
- x) social effects and economic effects;
- xi) anticipated impact of noise levels to the site locality;
- xii) effect on historical and archaeological aspects;
- xiii) effect on flora and fauna;



- xiv) design and external appearance in relation to the site and locality indicating how the design is appropriate to the site, including a specification of the external materials to be used;
- xv) access for people with disabilities (if required);
- xvi) potential contamination of the development site and proposals for remediation/clean up of land;
- xvii) any special circumstances.

*Note: Other matters may be relevant depending upon the nature of the development proposal. In the case of a 'designated' development, an environmental impact statement is required to be submitted in the manner outlined in the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.*

## Heritage Issues

A Heritage Impact Statement is required for all demolition, and may be required for alterations and additions to a heritage listed building/garden. This statement should address the following:

- i) why the item is of heritage significance;
- ii) what impact the proposed works will have on that significance;
- iii) what measures are proposed to mitigate negative impacts;
- iv) why more sympathetic solutions are not viable.

For further information on the preparation of such a statement visit: <http://www.heritage.nsw.gov.au/>

## Forms and Other Documents

All applications for development can be made on the one standard form which can be provided by our Customer Service staff or online. These enable us to gather information which is used to routinely in the assessment of your application, such as the name and contact details for the applicant, property address and basic details of the development activity for which approval is sought.

In addition to these forms, it may be necessary to provide additional information and where this is the case, the form will prompt you to do so. Examples of such information include:

- two copies of specifications for building works, including details of materials to be used and the method proposed for drainage, sewerage and water supply. We may dispense with this requirement for minor works and that we hold a standard specification for projects such as dwelling construction.
- drainage plan application with Construction Certificate (if new sewer drainage is proposed) – may be waived if applicant's Plumbing Contractor agrees to submit 'works as executed' drawings to Council's standards.

Department of Fair Trading insurance receipt for residential building applications for projects to be undertaken by licensed builders over \$20,000 in value; for owner-builders, a receipt and Owner Builders Permit is required for projects over \$5,000 in value;

BASIX Certificate – the Building Sustainability Index (BASIX) is a web-based planning tool administered by the NSW State Government, 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.

You may be required to submit a BASIX Certificate depending on the type of development approval required. This must be submitted with your Development Application. In addition, the BASIX commitments must be included on your plans. The BASIX specifications are to be identified on your plans, and will be checked by a building certifier during construction. Where submitted plans and specifications are inconsistent with the relevant BASIX Certificate, Council will require applicants to submit consistent applications before progressing the assessment process, either by amending the plans and specifications or by submitting a revised BASIX Certificate. Applicants can generate the BASIX Certificate on the Department of Planning's BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

## Integrated Development

Integrated Development (at the date of printing this document) comprised development requiring any of the following approvals:

<p><b>Rural Fires Act</b></p> <p>Section 100B – if your proposal requires authorisation in respect to bushfire safety of subdivision of land that could lawfully be used for residential or rural residential purposes, or development of land for special fire protection purposes.</p> <p>Special Fire Protection Purposes include: schools, child care centres, hospitals, hotels, motels, other tourist accommodation, homes for mentally incapacitated persons, housing for older people or people with disabilities (within the meaning of SEPP 5), group homes, (within the meaning of SEPP 9) and retirement villages.</p> <p><b>Protection of the Environment Act 1997</b></p> <p>(a) Sections 43(a), 47 &amp; 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work;</p> <p>(b) Sections 43(b), 48 &amp; 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work (excluding any activity described as a ‘waste activity’ but including any activity described as a ‘waste facility’;</p> <p>(c) Sections 43(d), 55 &amp; 122 – if your proposal requires an Environmental Protection License to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.</p>	<p><b>Roads Act 1993</b></p> <p>Section 138 – if your proposal requires consent to carry out any of the following activities on a classified road.</p> <p>(a) erect a structure or carry out work in, on or over a public road;</p> <p>(b) dig up or disturb the surface of a public road;</p> <p>(c) remove or interfere with a structure, work or tree on a public road;</p> <p>(d) pump water into a public road from any land adjoining the road;</p> <p>(e) connect to a road (whether public or private).</p> <p><b>Fisheries Management Act 1994</b></p> <p>(a) Section 144 – if your proposal involves the cultivation of fish, shellfish, crustaceans, seaweeds or other aquatic organisms for commercial purposes;</p> <p>(b) Section 201 – if your proposal involves the excavation of filling the bed of a natural or semi-natural waterway, whether permanently or intermittently flowing;</p> <p>(c) Section 205 – if your proposal involves an disturbance, damage or harm to marine vegetation;</p> <p>(d) Section 201 – if your proposal involves across a natural waterway.</p>	<p><b>Heritage Act 1977</b></p> <p>Section 58 – if your proposal involves work on land affected by a permanent or interim conservation order or a place listed on the State Heritage Register.</p> <p><b>National Parks and Wildlife Act 1974</b></p> <p>Sections 90 - if your proposal requires approval to knowingly destroy of damage an Aboriginal Object or Aboriginal Place. ‘Aboriginal Place’ – any place gazetted by the Minister as being of special significance to Aboriginal culture. ‘Aboriginal Object’ means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains.</p> <p><b>Water Management Act 2000</b></p> <p>Section 89, 90 &amp; 91 - if your proposal requires approval to pump water from a waterway or change the water quality of a natural waterway</p> <p><b>Mining 1992</b></p> <p>Sections 63 &amp; 64 - if your proposal requires the granting of a mining lease.</p> <p><b>Mining Subsidence Compensation Act 1961</b></p> <p>Section 15 - if your proposal involves altering or erecting improvements or subdividing land in a mine subsidence district.</p>
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## Designated Development

Designated Development is a type of development that requires a more significant assessment process including the preparation of an Environmental Impact Statement (EIS). If your development involves any of the activities listed below it may be designated development. Please consult Schedule 2 and Schedule 3 of the *Environmental Planning and Assessment Regulation 2000* for more information on Designated Development and the preparation of Environmental Impact Statements.

<p>Agricultural produce industries</p> <p>Electricity generating stations</p> <p>Limestone mines and works</p> <p>Livestock processing industries</p> <p>Breweries and distilleries</p> <p>Bitumen pre-mix and hot-mix industries</p> <p>Pulp and pulp products industries</p> <p>Contaminated soil treatment works</p> <p>Crushing, grinding or separating works</p> <p>Drum or container reconditioning works</p> <p>Chemical storage facilities</p>	<p>Artificial waterbodies</p> <p>Cement works</p> <p>Ceramic and glass industries</p> <p>Mineral processing or metallurgic works</p> <p>Railway freight terminals</p> <p>Non-domestic composting facilities</p> <p>Non-domestic sewerage facilities</p> <p>Waste management facilities or works</p> <p>Wood or timber milling or processing works</p> <p>Wood preservation works</p> <p>Aquaculture</p>	<p>Aircraft facilities</p> <p>Shipping facilities</p> <p>Extractive industries</p> <p>Chemical industries</p> <p>Petroleum works</p> <p>Concrete works</p> <p>Coal works</p> <p>Coal mines</p> <p>Mines</p> <p>Turf farms</p>
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## Other Relevant Information

The activities that may lead to contamination are listed below. If any of these activities have been, or are being, carried out on the subject site, it may be contaminated. You should include the land use in the relevant section of the Application Form.

Table 1. Some Activities that may Cause Contamination

<p>Acid/Alkali plant and formulation</p> <p>Agricultural/horticultural activities</p> <p>Paint formulation and manufacture</p> <p>Chemical formulation and manufacture</p> <p>Pesticide formulation and manufacture</p> <p>Electro plating and heat treatment premises</p> <p>Spray painting substations (electrical)</p> <p>Electrical manufacturing (transformers)</p> <p>Waste and storage and treatment</p> <p>Power stations</p> <p>Railway yards</p> <p>Scrap yards</p>	<p>Mining and extractive industries</p> <p>Asbestos production and disposal</p> <p>Oil production and storage</p> <p>Drum re-conditioning works</p> <p>Dry cleaning establishments</p> <p>Smelting and refining</p> <p>Tanning and associated trades</p> <p>Water board plant or depot</p> <p>Funeral parlours</p> <p>Gas works</p> <p>Wood preservation</p> <p>Defence works</p>	<p>Landfill sites</p> <p>Airports</p> <p>Panel beating</p> <p>Council works depot</p> <p>Service stations</p> <p>Sheep and cattle dips</p> <p>Engine works</p> <p>Explosives industry</p> <p>Iron and steel works</p> <p>Metal treatment</p> <p>Boatyards</p>
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## Plans required for an s.68 Application to Install an On-site Wastewater Management System

The Onsite Wastewater Management System Application must be accompanied by a Site Plan, showing the location of:

- i) the sewage management facility proposed to be installed or constructed on the site;
- ii) any related effluent application areas; and,
- iii) any buildings or facilities existing on and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or effluent application areas;
- iv) applications for the systems incorporating surface/subsurface irrigation must include a plan of the irrigation layout within the designated disposal area.

Specifications:

The application must be accompanied by a copy of the specification of the sewage management facility proposed to be installed or constructed on the premises including a copy of the Department of Health Accreditation.

Site Assessment and Geotechnical Reports

Applications involving land applications of effluent must be accompanied by a report detailing the topography, soil composition and vegetation of any effluent disposal areas.

Operation and Maintenance

The application must be accompanied by details of the operation and maintenance requirements for the proposed sewage management facilities including details of any action to be taken in the event of breakdown or some other interference in the facilities operation.

## Submitted Applications

### Fees

Most of the fees applicable for our assessment of applications are set by State legislation. In some cases, fees are set in our Management Plan. Additional fees are payable for inspections carried out by our staff following the issue of a Construction Certificate. Our customer service staff are able to provide a full schedule of fees on request.

### Will Council provide pre-application advice?

Yes. We encourage intending applicants to discuss their applications with our staff before lodgement. This is especially important where intending developers are likely to incur significant capital outlay in preparing applications or acquiring land. Advice can be sought from staff on the basis for assessment of a proposal, although this cannot extend to consideration of the commercial viability of a project, which is properly a matter for applicants and their own professional advisors.

Often such enquiries can be resolved by reference to Council's relevant statutory and policy controls. In other cases, proposals may not meet the criteria or standards that would normally apply to a particular site. This will require consideration of any special or offsetting merits of a proposal.

### Is any payment required for Council's advice?

Cost recovery for extensive research, especially to respond to enquiries for commercial projects, is becoming increasingly important where we are asked to provide such a service. Pre-lodgement meetings are charged as follows:

- Pre-lodgement meeting - discuss proposal, plan checking, seeking clarification of planning requirements/matters for consideration - per hour after 1st hour (no charge for one pre-lodgement meeting up to 1 hour and maximum of 2 staff attending).
- Development Advisory Panel Meeting - per hour (If proposal has previously been the subject of a property enquiry and/or pre-lodgement meeting, or large and/or complex proposal which requires consideration by more than 2 staff).
- Development Advisory Panel Site Inspection (where required) - per hour.

Any payment must be made at the time of the meeting.

These fees will apply particularly to repeated enquiries about the same matter or property, to detailed enquiries of a 'speculative' nature, or where the advice would normally be available for a fee from consultancy services. The enquirer will always be notified when we intend to commence charging and given the option not to proceed.

### How binding is pre-application advice?

Council staff will respond to specific pre-application enquiries in good faith. However, any pre-application consultation cannot 'pre-empt' detailed consideration and determination of a specific application, which could include consultation with third parties such as your neighbours.

Official advice is only given in writing. If some uncertainty remains, a common practice to make the purchase or lease of land conditional upon the outcome of an application. This is often the best way to protect your interests. This option should be discussed with your legal adviser where appropriate.

## Disclosure of Political Donations and Gifts

Under State legislation, any person making a Development Application must also disclose whether they or any person with a 'financial interest' in the application have made a 'reportable political donation' or 'gift' to a local Councillor or Council employee within the period commencing two years before the Application is made and ending when the Application is determined. Any such donation or gift, if applicable, must be disclosed on the form provided with the Council's DA form and lodged with Council.

The form includes further explanatory information on disclosures and the terms in italics.

**Failure to make a required disclosure is an offence under state legislation, which may lead to a fine or imprisonment. Should you have any questions about the legislation please contact the NSW Department of Planning – [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)**

## Annexure A – Estimated Cost of Works

The genuine cost of the development proposed in a development application or certification application should include costs based on industry recognised prices, including cost for materials and labour for construction and/or demolition and GST. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be incurred.

Council has developed an 'Estimating Cost of Works for Development Guide' which may provide guidance on what Council considers to be genuine estimated costs of works for development. The figures in the guide have been prepared from Rawlinsons Construction Cost Guide 2012.

### 1. GENERAL PROJECT INFORMATION

DESCRIPTION OF WORKS		
<b>TOTAL SITE AREA</b>	Gross floor area (commercial)	m <sup>2</sup>
	Gross floor area (residential)	m <sup>2</sup>
	Gross floor area (retail)	m <sup>2</sup>
	Gross floor area (industrial)	m <sup>2</sup>
	Gross floor area (other)	m <sup>2</sup>
<b>PARKING</b>	Gross floor area (parking)	m <sup>2</sup>
	Number of parking spaces	
<b>DEMOLITION WORKS</b>		m <sup>2</sup>
<b>OTHER WORKS</b>		

### 2. ESTIMATED COST OF WORKS

For developments up to \$100,000 Council will accept a per m<sup>2</sup> cost in accordance with Council's 'Estimating Cost of Works for Development Guide'. For developments between \$100,001 and \$3,000,000 a cost estimate must be provided by a licensed builder, a registered architect, a qualified and accredited building designer, or a registered quantity surveyor. The methodology must be detailed in either Table 1 or Table 2 below. If the development is over \$3,000,000, a detailed cost report prepared by the registered quantity surveyor should be attached verifying the cost of the development.

**Table 1: ESTIMATED COST OF WORKS - BASED ON WORKS COMPONENTS**

<b>Cost (applicant's genuine estimate)</b>	
Demolition works (including cost of removal from site and disposal)	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation or dredging including shoring, tanking, filling and waterproofing	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$
Building construction and engineering costs <ul style="list-style-type: none"> <li>• concrete, brickwork, plastering</li> <li>• steelwork/metal works</li> <li>• carpentry/joinery</li> <li>• windows and doors</li> <li>• roofing</li> </ul>	\$
Internal services (e.g. plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$
Internal fit out (e.g. flooring, wall finishing, fittings, fixtures, bathrooms, and equipment)	\$
Other structures (e.g. landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$
External services (e.g. gas, telecommunications, water, sewerage, drains, electricity to mains)	\$
Professional fees (e.g. architects and consultant fees, excluding fees associated with non-construction components)	\$
Other (specify)	\$
Parking / garaging area	\$
GST	\$
<b>TOTAL</b>	<b>\$</b>

## Annexure A – Estimated Cost of Works

OR

**Table 2: ESTIMATED COST OF WORKS - BASED ON FLOOR SPACE ESTIMATES**

			Costs
PROFESSIONAL FEES	% of construction cost	%	
	% of development cost	%	
	total cost		\$
DEMOLITION & SITE PREPARATION	x/m <sup>2</sup> of site area	\$	
	total construction cost		\$
EXCAVATION	x/m <sup>2</sup> of site area	\$	
	volume of material removed		
	total construction cost		\$
CONSTRUCTION Commercial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
CONSTRUCTION Residential	x/m <sup>2</sup> of residential area	\$	
	total construction cost		\$
CONSTRUCTION Retail	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
CONSTRUCTION Industrial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
CONSTRUCTION other	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
FITOUT Commercial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
FITOUT Residential	x/m <sup>2</sup> of residential area	\$	
	total construction cost		\$
FITOUT Retail	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
FITOUT Industrial	x/m <sup>2</sup> of industrial area	\$	
	total construction cost		\$
FITOUT Other	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
CARPARK	x per space	\$	
	x/m <sup>2</sup> of parking area	\$	
	total construction cost		\$
<b>TOTAL CONSTRUCTION COST</b>			\$
<b>TOTAL GST</b>			\$
<b>TOTAL DEVELOPMENT COST</b>			\$

### 3. CERTIFICATION OF THE ESTIMATED COST OF WORKS

I certify that:

1. I have provided the estimated costs of the proposed development and that those costs are based on industry recognised prices; and
2. the estimated costs have been prepared having regard to the matters set out in clause 255 of the *Environmental Planning and Assessment Regulation 2000*

Signed:	
Name:	
Position:	
Date:	
Contact Number:	
Contact Address:	