

OFFICE USE ONLY

Application No

Application No.....

Receipt No.....

Date.....

Prop No.....

Complying Development Certificate Construction Certificate Development Consent and/or Other Approvals APPLICATION

Details must be printed in ink. Tick ✓ as applicable.

1.1 TYPE OF CONSENT, CERTIFICATE, APPROVAL OR APPOINTMENT REQUIRED

- Development Consent (see note 4.3)
- ~~Complying Development Certificate (see note 4.2)~~
- Building Construction Certificate (see note 4.1)
- Engineering Construction Certificate (see note 4.4)
- Other Approval under s68 of the Local Govt Act 1993 or the Roads Act 1993(see note 4.10) (please specify) →
- Integrated Development Approval (see note 4.7)
- Occupation Certificate (see note 4.11)
- Appoint Council as Principal Certifying Authority and agree to comply with the applicant's obligation at note 4.12

1.2 Description of property

Street No.	Street	Suburb
Address		
Lot or Portion, Section and Deposited / Strata Plan number	Lot/Portion	Section DP / SP

1.3 Description of Proposal Indicate if more than one aspect of development is proposed or if deferred commencement or staged development sought.

(e.g. use of land/building, erection of building, subdivision of land, demolition)

1.4 Cost of development Contract price or estimated cost (including GST) of proposed activity / development (including labour & materials) \$

1.5 If this application is for building development, please provide the applicable information. →

External Walls	Roof	Floor	Floor Area
			m ²

Proposed Construction Materials

1.6 Applicant (If owner, consent and authorisation is given as per note 1.7)

Builder (If applicable and known)

Surname	Given Names	Surname	Given Names
Postal Address		Postal Address	
Daytime Phone and Fax		Daytime Phone and Fax	
Signature	Date	Builder / Owner - Builder Licence Permit No.	

1.7 Consent of Owner – if applicant is not the owner (All owners must sign) If insufficient space, attach a separate consent

I/We own the subject land, consent to: [1] this application, [2] a copy of the Exhibition/Notification Plan (as described at note 2.6) being exhibited to the public (in the case of an application for residential development, but not including a private single dwelling house) or otherwise provided to the owner/occupant of land adjacent to the proposed development, and [3] Council's Officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. NOTE: If the owner is a Company or Owners Corporation, its Common Seal must be stamped over the signature/s, otherwise the Managing Director must sign and clearly indicate the A.C.N.

Name

Mr / Mrs / Ms	Surname	Given Names

Postal Address

Street No	Street	Suburb	Postcode

Phone & Fax (during office hours)

Work	Home	Fax

Signature of owner/s

	Date

1.8 Please indicate whether you wish the required document/s to be posted or collected.

APPLICATION SUBMISSION REQUIREMENTS / CHECKLIST

2.1 "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 recycled water, roofwater tanks, AAA rated shower heads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings, wall/ceiling insulation and the like.

The BASIX provisions applied, or are scheduled to apply, from:

- 1 July 2004** - new single dwellings and dual occupancies
- 1 October 2005** - all new residential buildings (including flats), and
- 1 July 2007** - all additions or alterations to any residential building, where the estimated cost of the work exceeds \$50,000.

The applicant is required to submit the BASIX Certificate with the DA or CDC application. The plans and specifications must also identify the BASIX commitments.

Applicants can only generate the BASIX Certificate on the NSW Department of Planning (DoP) interactive website: www.basix.nsw.gov.au. Additional information can be obtained from DoP on Phone: **9762-8044**.

2.2 "Building Plan" - means a plan drawn to a suitable scale and indicating/consisting of:

- (a) Site plan (showing the position of the proposed building in relation to site boundaries and any other building erected on the site with the North point indicated and any easement over the land),
- (b) A plan of each floor section,
- (c) A plan of each building elevation, (d) The level of the lowest floor in relation to adjacent ground level,
- (e) The height, design, construction (ie, sectional elevation) (f) Provision for fire safety and fire resistance (if any),
- (g) Details of soil erosion control methods, where necessary, in accordance with Council's Soil Erosion and Sediment Control Policy, and
- (h) Except for Class 1a and Class 10 buildings, assessment of the need to restrict public access to the building site (eg: security fencing).

2.3 "Building Specifications" means a document describing in detail the construction methods and materials for the proposed building or alteration, the method of drainage, sewerage and water supply and shall state whether the proposed materials are new or second hand.

2.4 "Development Application Plan" - means a plan drawn to a suitable scale and indicating/consisting of:

- (a) A Plan of the land indicating the:
 - location, boundary dimensions, site area and North point of the land,
 - existing vegetation and trees on the land,
 - location and uses of existing and proposed buildings in relation to the site boundaries,
 - existing levels of the land in relation to buildings and roads and whether the proposed development will involve any changes to these levels, and
 - location and uses of buildings on sites adjoining the land.
- stormwater concept plan in accordance with Council's Development Control Plan (*This does not apply to Class 1a (detached house) or 10 buildings or proposals where stormwater drainage is not required.*)
- (b) A plan or sectional elevation indicating the existing and proposed finished ground levels of the land in relation to buildings on the site and adjacent roads.
- (c) A plan of each floor section;
- (d) A plan of each building elevation, including a schedule of external finishes, colours and textures.
- (e) In the case of commercial or industrial development:-

<ul style="list-style-type: none"> (i) type, size and quantity of goods to be made, stored or transported, (ii) plant and machinery to be installed, (iii) loading and unloading facilities, (iv) details of hours of operation, control methods. 	<ul style="list-style-type: none"> (v) provision for off-street parking, (vi) number of employees, and (vii) proposed waste disposal and emission
---	--
- (f) In the case of demolition, a site investigation report and work plan,
- (g) In the case of advertising signs and structures, those relevant details indicated at note 3.4 of this form,
- (h) In the case of development relating to an existing use, details of the existing use.
- (i) In the case of development involving the subdivision of land and/or a building:-
 - (i) details of the existing and proposed subdivision pattern (including the number of lots and location of roads)
 - (ii) preliminary engineering drawings indicating proposed infrastructure (including roads, water, sewerage, and earthworks),
 - (iii) details of consultation with public authorities responsible for provision or amplification of utility services required by the proposed subdivision, and
 - (iv) existing and finished ground levels.
- (j) Where the application is for a residential flat building of 3 storeys or over, the application must be accompanied by a Design Verification Statement issued pursuant to SEPP 65.

2.5 "Engineering Plan" - means a plan indicating details of subdivision earthworks, road and drainage works, stormwater treatment measures, stormwater on-site detention or interallotment drainage works as required for an Engineering Construction Certificate, Roads Act 1993 or Local Government Act 1993, prepared in accordance with the requirements of Council's "Engineering Guide for Development".

2.6 "Exhibition/Notification Plan" - means a plan showing the height and external configuration of the proposed building in relation to the site and being adequate to allow members of the public (in the case of an application for residential development or use of a residential premises for business purposes, but not including a private single dwelling house) or otherwise adjacent owners/occupants to gain an understanding of the proposal. Where the applicant does not wish the floor plan of the residential building to be exhibited or disclosed, the elevation plans must indicate the use of each room/area adjoining each external window opening or glazed area (eg: kitchen, lounge, bedroom, bathroom or the like). An Exhibition/Notification Plan is not required where the application proposes internal work not affecting the external building elevations.

2.7 "Fire Safety Measures List" - means a list of any existing or proposed fire safety measures provided or to be provided in relation to the land and any building on the land as a consequence of building work. (This list is not required for a dwelling or structure ancillary to a dwelling).

2.8 "Plan" - means a drawing or pictorial representation of the proposal drawn to a suitable scale, dimensioned, and to a satisfactory drafting standard in printed or in electronic format. The plan should include a title block indicating the name of the owner, the property description and the peculiar identification of the plan.

2.9 "Statement of Environmental Effects" - means a written statement which demonstrates that the applicant has considered the impact of the proposed development on both the natural and built environments before and after construction and the proposed method/s to mitigate any adverse impact/s.

2.10 "Waste Management Plan" - means a document/statement (sample forms are available from Council) which indicates:-

- (a) The type, volume and/or weight of all waste expected to be generated by the construction or demolition works,
- (b) How any waste is to be stored and /or treated on the project site,
- (c) How any residual waste is to be dispersed, and
- (d) Ongoing waste management on the project site.

Applicant's Checklist: where applicable

Type of Application & number of documents required

BCC (see note 4.1)

~~CDC (see note 4.1)~~

DA/IDA (see note 4.3 & 4.7) (*7 for subdivision work)

ECC (see note 4.4)

1

1



2

2



2

2



*4/6



3

3



6

6



1

1



1

1



1

1



IMPORTANT INFORMATION

3.1 Section 94 Contributions

Developer contributions are levied on many forms of development in Blacktown under the provisions of s94 of the EPAA. Please ask enquiry staff or the application assessing officer for more details. Contributions must be paid prior to the release of the final plan of subdivision or BCC, whichever occurs first. Where a BCC is not required, payment must be made prior to occupation or use of the development.

3.2 Contaminated Land

Council's adopted "Contaminated Lands Policy" outlines what is meant by contaminated land, the processes involved in its identification and the procedures associated with Council's handling of such applications.

Essentially, the policy requires the submission of an initial site evaluation for every application where there is a change of use of the land and the previous use is suspected of being potentially contaminating or where adjacent land is suspected of being a source of potential contamination. A more detailed site investigation is required for sites identified as "risk sites" by way of the initial site evaluation process.

3.3 Demolition of Buildings

A DA proposing the demolition of a building (other than ED), must be accompanied by a site investigation report and a proposed work plan. The required details are outlined in Council's Policy for the Demolition of Buildings which is available from Council upon request. The demolition may invoke the provisions of Council's "Contaminated Land Policy" (See note 3.2)

3.4 Advertising Signs and Structures

A DA to erect or display an advertising structure or sign (other than ED) should be accompanied by the following details:

- The proposed location of the sign and an elevation plan / pictorial representation.
- Details of the structure and construction materials.
- Size, colours and overall design of the sign.
- Proposed sign wording and method of any illumination.

3.5 Threatened Species

Under the provision of the Threatened Species Conservation Act, 1995, Council is required to consider the impact of all development proposals on threatened species populations, ecological communities or their habitat. To assist applicants to comply with the provisions of the Act, Council has prepared "Guidelines for Developers and Consultants" which are available upon request to enquiry staff or the application assessing officer. The development may also be subject to the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. Further information regarding this Act and when it applies may be obtained from Environment Australia Tel. 1800 803 772.

3.6 Public Road Damage

The applicant is responsible for any damage to any public roadway, footpath or infrastructure resulting from any activity or development. An inspection fee and bond is required to be lodged with Council prior to the issue of a BCC or CDC. Any restoration costs exceeding the bond will be sought from the applicant.

3.7 Development Advisory Panel

Council's Development Advisory Panel offers a forum for intending applicants to discuss development proposals prior to formally lodging a DA. Please contact Council's enquiry staff to arrange an appointment with the Panel.

3.8 Long Service Payment Corporation

The EPAA requires that a BCC, CDC, or ECC enabling the erection of a building or other construction exceeding a threshold value (currently \$25,000) not be issued until the appropriate levy or levy instalment has been paid to the Corporation. Council is presently an agent for the Corporation for the collection of the full levy.

3.9 Waste Management

A Waste Management Plan is required for all construction and demolition work (other than ED) in accordance with Council's Site Waste Management and Minimisation Development Control Plan. (See note 2.10)

OFFICE USE ONLY

	Constr. Cert \$	Inspect. Pack. \$			
BUILDING FEES			DA FEES		
Miscellaneous (Class 10)	(70).....	(72).....	DAB (Building) Fee	(66)
Residential (Class 1)	(70).....	(72).....	DAP (Planning) Fee	(14)
Residential (Class 2).....	(70).....	(72).....	SA (Subdivision) Fee	(15)
COMMERCIAL < 250m ²	(70).....	(72).....	planFIRST Levy	(69)
(Class 3, 5, 6 & 9)					
250-4999m ²	(70).....	(72).....			
5000-19,999m ²	(70).....	(72).....	COMPLYING DEVELOPMENT		
> 20,000m ²	(70).....	(72).....	Building	(82)
Other	(70).....	(72).....	Subdivision	(92)
INDUSTRIAL < 250m ²	(70).....	(72).....			
(Class 7 & 8)			ENGINEERING PLAN & INSPECTION FEES		
250-4999m ²	(70).....	(72).....	Engineering Plan & Inspection Fees.....	(17)
5000-19,999m ²	(70).....	(72).....	(includes Roads Act and LGA approvals)		
> 20,000m ²	(70).....	(72).....			
Other	(70).....	(72).....	GENERAL FEES		
ENGINEERING FEES			Road Damage.....	(7)
Road, drainage and/or OSD works	(75).....	(77).....	Road Damage Inspection Fee.....	(2)
Miscellaneous	(75).....	(77).....	Road Damage Admin. Fee.....	(11)
			LSPC Levy.....	(58)
			Sundry Overpayment.....	(6)
			OTHER FEES		
			()
			()
			TOTAL		

Outstanding Matters

LEGEND

For the purposes of this form only, the following legend applies:-

4.1 BCC

A Construction Certificate referred to in s109C(1)(b) of the EPAA and certifies that a building erected in accordance with nominated plans and specifications will comply with the regulations referred to in s81A(5) of the EPAA (eg. Building Code of Australia, Australian Standards, Conditions of DC).

4.2 CDC

Refer separate application form for Complying Development from 27 February 2009

4.3 DA & DC

A Development Application for a building, work, use, subdivision or demolition for which a Development Consent is required under the provisions of s78A of the EPAA.

4.4 ECC

A Construction Certificate referred to in s109C(1)(b) of the EPAA and certifies that civil engineering work carried out in accordance with nominated plans and specifications will comply with the regulations referred to in s81 A(5) of the EPAA (eg. current Council "Engineering Guide For Development", "Work Specification – Civil", Conditions of DC).

4.5 ED

Exempt Development or activity defined in the Blacktown Local Environmental Plan 1988 or Council's LAP and generally relating to minor development having negligible environmental impact that does not require Council approval. There is no need to lodge any form of application to undertake ED, provided each of the development standards/criteria are satisfied.

4.6 EPAA

The Environmental Planning and Assessment Act 1979 as amended by the Environmental Planning and Assessment Amendment Act 1997, and any subsequent amendments.

4.7 IDA

Integrated Development Application which relates to development where consent is required from Council and from one or more other approval bodies referred to in s91 of the EPAA. **Applicants should indicate here other approvals required to be obtained.**

Fisheries Management Act 1994 s144 s201 s205
Heritage Act 1977 s58
National Parks & Wildlife Act 1974 s90
Pollution Control Act 1970 s17a s17c s17d s171
Rivers & Foreshores Improvement Act 1948 Part 3A
Roads Act 1993 s138
Waste Minimisation & Management Act 1995 s44
Water Act 1912 s10 s13A s18F s20B
 s20CA s20L s116 Part 8

4.8 LGA

The Local Government Act 1993.

4.9 LAP

The current Local Approvals Policy adopted by Council under s161 of the LGA.

4.10 OA

Other Approval obtainable only under the provisions of s68 of the LGA (eg. install a manufactured home, stormwater drainage, interallotment drainage install a sewage management system, certain activities in public places, operate amusement devices, operate a mortuary, erect a hoarding upon a public footpath) or the Roads Act 1993 (eg. road and/or drainage work on an existing public road). Any such approval not sought as part of this application will need to be subject to a separate application. Council's enquiry staff will provide advice in relation to these various forms of approval.

4.11 Occupation Certificate

A certificate referred to in s109C(1)(c) of the EPAA that authorises the occupation and use of a new building or a change of use for an existing building.

Should the applicant wish Council to issue an Occupation Certificate (other than an interim certificate) on completion of the project please tick the appropriate box at item 1.1 of this form.

An interim Occupation Certificate is subject to a separate application.

4.12 PCA

The Principal Certifying Authority appointed under s109E of the EPAA. The EPAA requires that a person who proposes to carry out development (the applicant) involving building work or subdivision work (other than ED) must appoint a PCA prior to commencement of that work.

The applicant may appoint Council (for building or subdivision work) or an accredited private certifier (for building work or strata subdivisions only) as the PCA.

The role of the PCA and the conditions/terms that would apply if Council is appointed as the PCA are explained below.

The applicant is required to appoint a PCA and, where the PCA is not Council, notify Council of that appointment at least 2 days before work commences.

Should the applicant wish to appoint Council as the PCA at the initial application stage, please tick the appropriate box at item 1.1 of this form (The appointment only becomes effective upon consent being granted). Otherwise, Council may be appointed by separate application at least 2 days before work is scheduled to commence.

General

The appointment of Council as the PCA imposes various obligations upon both the applicant and Council. These are outlined below and form part of any agreement between the applicant and Council.

Council does not charge a fee for this appointment, however, the fee charged for an OC or Subdivision Certificate will vary depending on whether Council has, as the PCA, progressively inspected construction work and issued all or the majority of the relevant Compliance Certificates or Inspection Reports. Payment of the OC fee is not required until the lodgement of the relevant application.

A PCA must not be replaced by another accredited certifier without approval.

Council offers a variety of Inspection Packages which provide for the issue of Compliance Certificates or Inspection Reports for the required construction inspections.

Council's role and obligation as the PCA will be to:

- Conduct a proper inspection of each critical stage during the construction and issue a Compliance Certificate or Inspection Report to the applicant when such construction complies with the Construction Certificate or CDC.
- Promptly advise the applicant after any relevant inspection of any impediment to the issue of a Compliance Certificate or Satisfactory Inspection Report
- For building development, issue to the applicant an OC when the relevant application has been lodged with Council and when all the required works and conditions of the DC have been completed or satisfied.
- For subdivision development, issue to the applicant a Subdivision Certificate when all the required work and conditions of the DC have been completed or satisfied.

The applicant's obligation is to:

- Ensure the relevant work at each critical stage of construction required to be inspected (indicated on the DC or the CDC document) is completed in accordance with the plans, specifications or other details attached to the Construction Certificate or DC.
- Ensure that Council is given advice and sufficient notice to enable a proper inspection of the construction work, including (but not limited to) the following critical stages of construction relating to building development:
 - soil erosion and sedimentation controls, site works and site set out - before development works start;
 - excavation of piers or foundation material - before placing concrete;
 - pool excavation - before the installation of a prefabricated pool;
 - steel reinforcement of any structural concrete - before placing concrete;
 - framework of structure - before lining, cladding or covering is fixed;
 - stormwater drainage - before covering or backfilling;
 - wet area flashing - before affixing wall or floor tiles;
 - pool fencing - before the pool is filled with water;
 - completion - before occupation or use.
- Where Council has been engaged to inspect the critical stages of construction, lodge payment for the relevant Inspection Package, individual inspection, reinspection or other fee prior to the issue of any Compliance Certificate or Inspection Report.
- When the BCC relates to residential building work subject to the Home Building Act 1989, submit evidence to Council that the required insurance has been effected or Owner - Builder Permit obtained, prior to commencement of any construction work.
- Ensure that the development is not occupied or otherwise used until such time as Council is satisfied that the development has been completed in accordance with the DC and BCC or ECC or CDC (as applicable) and has issued an OC or Subdivision Certificate (as applicable).

DISCLOSURE STATEMENT OF POLITICAL DONATIONS AND GIFTS

Section 147 of the Environmental Planning and Assessment Act 1979 requires that, in relation to any planning application (including a development application, application to modify a consent, application to make an environmental planning instrument or development control plan, application to approve a concept plan or project) lodged with Council on or after 1 October 2008, a Disclosure Statement (indicated below) be lodged in certain circumstances.

A Disclosure Statement of a *reportable political donation* (see Note 1, below) or *gift* (see Note 2, below) must accompany a planning application or submission (including a submission either objecting to or supporting the proposed development) if the donation or gift is made within 2 years before the application or submission is made. If the donation or gift is made after the lodgement of the application, a Disclosure Statement must be sent to Council within 7 days after the donation or gift is made. The provision also applies to an associate of a submitter.

A Disclosure Statement may be made available for viewing upon a written request to Council in accordance with Section 12 of the Local Government Act 1993.

PRIVACY NOTE

The personal information provided in this statement or any submission may be inspected by a person under various legislation. The legislation provides that a person who has inspected a document may also request, and be provided with, a copy of that document.

Should you wish to make a submission, but want your personal information (e.g. name, address, phone number) to be treated in confidence, you may make a written request that Council not disclose your personal information to the public. The request should state the reasons why your personal information should be treated confidentially.

DISCLOSURE STATEMENT

DISCLOSURE STATEMENT

Name of person/corporation making donation or gift	ABN, if not an individual	
Residential address or Registered/official office		
Name/address of development application or planning matter		
Date application lodged with Blacktown City Council		
Person's interest in application (Please <input checked="" type="checkbox"/>) , as applicable Applicant <input type="checkbox"/> Person making submission in opposition <input type="checkbox"/> Person making submission in support <input type="checkbox"/> Person with a <i>financial interest (explain below)</i> <input type="checkbox"/>		
Name of the person to benefit from the donation*	Date Donation Made	Amount of the Donation
Name of the person to whom gift is made*	Date Gift Made	Amount or Value of the Gift
I/we hereby declare that all information contained within this statement is accurate at the time of signing.		Date
Signature(s)		
Name(s) (Printed)		

*If this is insufficient space, please attach additional sheet/s, as required.

Should you require further information whether or not a Disclosure Statement is required, please seek your own advice or contact the NSW Department of Planning (Phone: 1300 305 695 or www.planning.nsw.gov.au).

Note 1:

- A *reportable political donation* is a donation of:
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
 - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate, or made to the major political donor; or
 - less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

Note 2:

- Gift* is defined in the Election Funding and Disclosure Act 1981, and includes:
- any disposition of property made by a person to another person (other than by will);
 - a disposition in money's worth (made without consideration or with inadequate consideration);
 - the provision of a service other than volunteer labour (made for no consideration or for inadequate consideration);
 - an amount paid as a contribution, entry fee or other payment to entitle a person to participate in or otherwise obtain any benefit from a fund-raising venture or function;
 - an annual or other subscription paid to a party by a member of the party, or a person or entity (including an industrial organisation) for affiliation with the party.