

**PRIVACY NOTE:** The information collected on this form will be used and disclosed by our staff and contractors, for the purpose of exercising Council's functions under the Environmental Planning & Assessment Act 1979, we may not be able to process your application without it. The information in this form will be published on Council's website and may be available for public access or disclosure under the Government Information (Public Access) Act 2009. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) for a copy of the plan.

Office Use Only	
Application No .....	
Receipt No .....	
Date .....	
Property No .....	

All communications to be addressed to:  
The General Manager, Blacktown City Council, PO Box 63, Blacktown NSW 2148

Civic Centre  
62 Flushcombe Road  
Blacktown NSW 2148

DX 8117 Blacktown  
Telephone: (02) 9839 6000  
Facsimile: (02) 9831 1961

**Complying Development Certificate Application**  
(Section 85A of the Environmental Planning and Assessment Act 1979)

Details must be printed in ink. Tick  as applicable.

The *State Environmental Planning Policy (Exempt and Complying Development) 2008* (Codes SEPP), *State Environmental Planning Policy (Affordable Rental Housing) 2009* (ARH SEPP) and various other State Environmental Planning Policies (SEPPs) are comprehensive planning documents that provide for the comparatively fast approval of routine development in various land zones.

An applicant must select whether the application is to be assessed under the Codes SEPP, ARH SEPP **OR** another specified SEPP (refer Note 2.1 of this form).

**1.1 Applicant's selection**

I request that this application be assessed under the provisions of:

**Codes SEPP**  **ARH SEPP**  **Other SEPP**  (Please specify .....

I wish to appoint Council as the Principal Certifying Authority for this Complying Development project (refer Note 4.3 of this form)

I wish to apply for an Occupation Certificate on Subdivision Certificate, as applicable, upon completion of the project (refer Note 4.1 or 4.2 of this form)

**1.2 Description of property**

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

**1.3 Description of proposed development**

(refer to the Codes SEPP or ARH SEPP provisions at Note 2.1 of this form)

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**1.4 Cost of development** - contract price or estimated cost (including GST) of proposed development (including labour and materials)

\$	
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**1.5 Building construction details**

External Walls	Roof	Floor	Floor Area sq.m

**1.6 Applicant** (If owner, consent and authorisation is given as per Note 1.7 of this form)

**Builder** (If known)

Surname		Given names		Surname		Given names	
Postal address				Postal address			
Daytime phone and fax				Daytime phone and fax			
Signature		Date		Builder licence/owner or builder/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 and consent to: [1] this application, and [2] 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 Owner's Corporation, its Common Seal must be stamped over the signature/s, otherwise the Managing Director must sign and clearly indicate the ACN.**

Name	Surname	Given names		
Postal Address	Street number	Street	Suburb	Post code
Phone & Fax (during office hours)	Work	Home	Fax	
	Signature of owner/s			

**1.8 Please indicate** whether you wish the Certificate and any approved document/s to be: Posted  or Collected

## Application submission requirements/checklist

	Applicant's checklist for building work: <input checked="" type="checkbox"/>	
	No. of documents required	↓
<p><b>2.1 Complying Development standards</b></p> <p>Complying Development may include a new residential, commercial or industrial building and addition/alteration thereto, land use and change of land use, strata subdivision, building demolition and fire safety installations.</p> <p>The Codes SEPP development standards are indicated at <a href="http://www.planning.nsw.gov.au/housingcode.asp">www.planning.nsw.gov.au/housingcode.asp</a> - Phone 1300 305 695 for more information.</p> <p>The ARH SEPP development standards are indicated at <a href="http://www.planning.nsw.gov.au/affordablerentalhousing.asp">www.planning.nsw.gov.au/affordablerentalhousing.asp</a> - Phone 1300 305 695 for more information.</p> <p>Other SEPP development standards are indicated in the specific SEPP, which are listed at <a href="http://www.planning.nsw.gov.au/Exempt and Complying Development/State Environmental Planning Policies">www.planning.nsw.gov.au/Exempt and Complying Development/State Environmental Planning Policies</a></p> <p>The applicant should be satisfied that the documentation (including plans and specifications) lodged with the application comply with each of the relevant development standards. The documentation is prescribed at Schedule 1 of the Environmental Planning and Assessment Regulation 2000.</p>	-	<input type="checkbox"/>
<p><b>2.2 "BASIX Certificate"</b></p> <p>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.</p> <p>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.</p> <p>The applicant is required to submit a current (&lt; 3 months old) BASIX Certificate with the application for all new residential buildings and residential, building additions, where the estimated cost of the work exceeds \$50,000.</p> <p>The plans and specifications must also identify the BASIX commitments.</p> <p>Applicants can only generate the BASIX Certificate on the NSW Department of Planning and Environment interactive website: <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a>. Additional information can be obtained from the Department on Phone: 1300 305 695.</p>	1	<input type="checkbox"/>
<p><b>2.3 "Building plan"</b> - means a plan* drawn to a suitable scale and indicating/consisting of:</p> <ul style="list-style-type: none"> <li>(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)</li> <li>(b) A plan of each floor section</li> <li>(c) A plan of each building elevation</li> <li>(d) The level of the lowest floor in relation to adjacent ground level</li> <li>(e) The height, design, construction (i.e, sectional elevation)</li> <li>(f) Provision for fire safety and fire resistance (if any)</li> <li>(g) Details of soil erosion control methods, where necessary, in accordance with Council's <i>Soil Erosion and Sediment Control Policy</i></li> <li>(h) Except for Class 1a and Class 10 buildings, assessment of the need to restrict public access to the building site (e.g. security fencing).</li> </ul>	2	<input type="checkbox"/>
<p><b>2.4 "Building specifications"</b> - 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.</p>	2	<input type="checkbox"/>
<p><b>2.5 Roads Act 1993 application</b> - Council consent must be obtained where the proposed work will require the opening of a public road, including the footway, for any purpose (e.g. construct a driveway, road kerb layback or stormwater/roofwater drainage line to the road kerb). Where any work is proposed to be undertaken within the road reserve, the applicant must lodge the attached Roads Act 1993 application form and plan indicating those matters described on the form.</p>	1	<input type="checkbox"/>
<p><b>2.6 Sydney Water or agent (eg: Quick Check)</b> – building plan approval for new building work. This will incorporate an approval document and endorsed/stamped site plan</p>	1	<input type="checkbox"/>
<p><b>2.7</b> List of fire safety measures provided in relation to the land or any existing building on the land. (NOTE: This does <u>not</u> apply to a dwelling-house or a building or structure that is ancillary to a dwelling-house.)</p>	1	<input type="checkbox"/>

\* **"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.

**General information**

**3.1 Home Building Act 1989**

If a licensed builder is not engaged and the value of any residential work exceeds \$10,000, an Owner-Builder Permit must be obtained for the project.

Where a licensed builder is engaged and the value of residential work exceeds \$20,000 a home owner's warranty insurance policy must be obtained for the project.

A copy of these documents must be lodged with Council one week before work is commenced.

**3.2 Long Service Payment Corporation**

The Environmental Planning and Assessment Act 1979 requires that a Complying Development Certificate 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.

Office use only	
	\$
<b>Complying development</b>	
Building..... (82)	.....
Inspection package ..... (72)	.....
<b>General fees</b>	
Road damage bond ..... (7)	.....
Special inspection (Roads Act 1993 application) ..... (27/37)	.....
Road damage inspection fee ..... (2)	.....
Road damage administration fee..... (11)	.....
LSPC levy ..... (58)	.....
Sundry overpayment ..... (6)	.....
<b>Other fees</b>	
..... ( )	.....
..... ( )	.....
<b>Outstanding matters</b>	
.....	
.....	
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.....	
.....	

#### **4.1 Occupation Certificate**

An Occupation Certificate (**OC**) authorises the occupation and use of a new building under the Environmental Planning and Assessment Act 1979.

#### **4.2 Subdivision Certificate**

A Subdivision Certificate authorises the registration of a plan of subdivision under the Conveyancing Act 1919.

#### **4.3 Principal Certifying Authority**

The important role of a principal certifying authority (PCA) is to issue an OC for new building work.

The PCA is appointed under Section 109E of the Environmental Planning and Assessment Act 1979. The Act requires that a person who proposes to carry out development (the applicant) involving building work must appoint a PCA prior to commencement of that work. The applicant may appoint Council or a private accredited certifier 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 time of the initial application, please tick the appropriate box at Section 1.1 of this form (the appointment only becomes effective upon the Complying Development Certificate being issued). 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 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 inspection reports for the required construction inspections.

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

- (a) 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 Complying Development Certificate (CDC).
- (b) Promptly advise the applicant after any relevant inspection of any impediment to the issue of a satisfactory inspection report.
- (c) Issue an OC to the applicant when the relevant application has been lodged with Council and when all the required works have been completed or satisfied, in accordance with the CDC-approved documents.

#### **The applicant's obligation is to:**

- (a) Ensure the relevant work at each critical stage of construction required to be inspected is completed in accordance with the plans, specifications or other approved details attached to the CDC.
- (b) Ensure that Council is given advice and sufficient notice to enable a proper inspection of the construction works, including (but not limited to) the following applicable critical stages of construction relating to building development:
  - (i) soil erosion and sedimentation controls, site works and site set out - before development works start
  - (ii) excavation of piers or foundation material - before placing concrete
  - (iii) pool excavation - before the installation of a prefabricated pool
  - (iv) steel reinforcement of any structural concrete - before placing concrete
  - (v) framework of structure - before lining, cladding or covering is fixed
  - (vi) stormwater drainage - before covering or backfilling
  - (vii) wet area flashing - before affixing wall or floor tiles
  - (viii) pool fencing - before the pool is filled with water
  - (ix) completion - before occupation or use.
- (c) 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 inspection report.
- (d) When the CDC 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.
- (e) 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 CDC and has issued an OC.

## Roads Act 1993

### Application for Consent to Open a Public Road

I hereby make an application under the provisions of Section 15 and Section 138 of the *Roads Act 1993* to open public road, as indicated below.

I attach a plan of the proposed work (please refer to the general layout requirements indicated below and the sample plan on the reverse side of this form).

<u>Owner's Details</u>
Name:-.....
Address:-.....
.....
Daytime Phone:-.....
.....

<u>Applicant's Details</u>
Name:-.....
Address:-.....
.....
Daytime Phone:-.....
.....

<u>Job Location Details</u>
Site Contact Name:-.....
Address:-.....
.....
Contact No:-.....

<u>Purpose of Road Opening</u>
<input type="checkbox"/> Vehicular Crossing
<input type="checkbox"/> Roofwater connection
<input type="checkbox"/> Stormwater connection
<input type="checkbox"/> Utility connection
<input type="checkbox"/> Other .....

### General Layout Requirements

1. Distance from the kerb tangent point to the vehicular crossing to be a minimum of 6 metres.
2. Minimum distance from stormwater inlet pit, tree etc. etc to be a minimum of 1 metre from the edge of the vehicular crossing.
3. Any above ground utility asset e.g. Telstra box, power pole etc in the footway area to have a minimum clearance of 1metre from the edge of vehicular crossing.
4. Vehicular crossing (**VC**) applications near bus shelter, pedestrian refuge, median island, pedestrian crossing, intersections, roundabouts etc. to be individually assessed.
5. Separate application to be submitted to Council for vehicular crossing construction/ road opening permit, prior to commencement of these works. The VC shown on the plan must comply with the VC specifications.
6. All costs associated with the relocation of any of the above assets/structures will be at the cost of the applicant.

<b>For Office Use Only</b>	Assessing Officer:-.....
Date Application Lodged:-.....	Date Application Determined:-.....

Roads Act 1993  
Application For Consent  
Sample Plan

