



APPROVALS APPLICATION FORM

Section 1	Type of application	
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Tick Relevant Application <input type="checkbox"/> Development Application <input type="checkbox"/> Construction Certificate <input type="checkbox"/> Complying Development Certificate <input type="checkbox"/> Section 68 Local Govt. Act <input type="checkbox"/> Occupation Certificate <input type="checkbox"/> Modification of Consent <input type="checkbox"/> Section 138 Roads Act <input type="checkbox"/> Subdivision Certificate <input type="checkbox"/> Review of Determination <input type="checkbox"/> Tree Application	Complete Sections 1, 2, 3, 4, 5, 6, 7, 9, 11, 12, 15, 23 1, 2, 3, 4, 5, 7, 8, 10, 12, 13, 14, 15, 16, 17, 23 1, 2, 3, 4, 5, 7, 8, 10, 12, 13, 14, 15, 16, 23 1, 2, 3, 4, 5, 7, 10, 12, 13, 14, 15, 18, 23 1, 2, 3, 4, 5, 7, 15, 19, 23 1, 2, 3, 4, 5, 7, 15, 21, 23 1, 2, 3, 4, 5, 7, 15, 23 1, 2, 3, 4, 5, 7, 15, 20, 23 1, 2, 3, 4, 5, 7, 15, 22, 23 1, 2, 3, 4, 5, 7, 12, 15, 23 Note: Checklist on pages 8-11 to be completed for all application types.	Application Number (office use only):
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Section 2	Applicant details	
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Applicant Name:	
Contact Person: (if different)	
Signature	
Postal address:	
	Suburb:	State: P/Code
Contact No.s:	Mobile:	Phone (Office Hours):
	Email:	

Section 3	Subject land (details of land where development is proposed)	
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Property address: (No. Street/Road, Town/Localty)	
Legal Description (Lot(s)/Section(s)/DP(s) or SP):	

Section 4	Proposed Development	
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Type of development (DA Only)	<input type="checkbox"/> local <input type="checkbox"/> state <input type="checkbox"/> integrated <input type="checkbox"/> designated <input type="checkbox"/> prohibited	
Description of work:	
Use of development:	

Section 5	Value (if building work is to be carried out)	
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Total value of work:	\$	
	<u>Value must be a real value</u> , including labour & materials component for work.	

Section 6 Subdivision of land/premises

Where the development involves the subdivision of land or premises the following information is required.

Proposed Subdivision Type: Torrens Community Strata

Number of existing lots Number of proposed new lots:

Section 7 Consent of all registered owners – ALL PROPERTY OWNERS MUST SIGN

If the property is in the name of a company, position held in that company must be stated and company seal (if one) affixed.

I/we hereby consent to the making of this application and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Environmental Planning and Assessment Act 1979, as amended and the Regulations there under and with the approved plans and specifications. Therefore I/we give approval for council staff to enter and inspect the property during the approval process; during construction and until such time as all of the work has been completed to council's satisfaction.

Name (print full names) Signature Date

.....

Company Name & Position (if applicable)
 Postal address:

Suburb: State: P/Code

Section 8 Appointment of Principal Certifying Authority (PCA) MUST BE COMPLETED FOR CONSTRUCTION CERTIFICATE OR COMPLYING DEVELOPMENT CERTIFICATE

I/we appoint Wingecarribee Shire Council as the Principal Certifying Authority (PCA), in accordance with the requirements of the Environmental Planning & Assessment Act 1979, in relation to this development. The role of the PCA is generally to issue the Construction Certificate or Complying Development Certificate and Occupation Certificate and carry out inspections in relation to this development.

Yes Please complete separate contract No

Section 9 Integrated development

This Section to be completed for Development Applications only

Is this application for integrated development: Yes No

List other approvals required to be obtained

- Fisheries Management Act 1994 s 144 s 201 s 205 s 219
- Heritage Act 1977 s 58
- Mine subsidence Compensation Act 1961 s 15
- Mining Act 1992 s 63 s 64
- National Parks and Wildlife Act 1974 s 90
- Petroleum (Onshore) Act 1991 s 9
- Protection of the Environment Operations Act s 43 s 47 s 48 s 55 s 122
- Roads Act 1993 s 138
- Rural Fires Act 1997 s 100B
- Water Management Act 2000 s 89 s 90 s 91

Section 10 Asbestos removal

Is there asbestos to be removed as part of this application? Yes No

If YES what is the estimated area of bonded or friable asbestos involved in the works:

Section 11 Environmental Impact

This Section to be completed for Development Applications only

- an Environmental Impact Statement (EIS) is attached (for designated development)
- a Statement of Environmental Effects (SOEE) is attached

Section 12 Have you discussed THIS development prior to lodgment, with a council officer?

- No
- Yes. Whom did you speak to? (if known)

Section 13 Builder (if known)

Where building and/or plumbing works are to be carried out (CC or CDC applications only):

Are you an owner-builder? Yes No
If YES an owner-builder permit will be required if the value of work is over \$5,000 and residential work is being carried out.
Will the work be carried out by a licenced builder? Yes No
Builder's name:
Licence No:
Address:
Contact Nos: Mobile: Work Home
Email:

RESIDENTIAL WORK ONLY

Have you attached to this application evidence that the licensed person is insured to carry out this type of work? Home Warranty Insurance if value of work is over \$20,000.

Section 14 Plumber (CC, CDC or Section 68 applications) (if known)

Plumber's name:
Licence No:
Address:
Contact Nos: Mobile: Work Home
Email:

Plumbing work to be carried out (tick appropriate boxes)

- water sanitary plumbing house drainage stormwater aerated septic tank septic tank

If a septic tank is to be installed or modified a separate 'Application to install, alter and/or operate a waste treatment device' application is to be completed.

Section 15 Disclosure of political donations and gifts

Your attention is drawn to the Department of Planning's Guidelines on Political Donations & Gifts. The guidelines require the following:

Any persons with a financial interest in the application, is required to disclose all reportable political donations and gifts made within the previous 2 years when making a planning application to the Council. A disclosure must also be made of any reportable political donations or gifts made during the period the planning application is being considered prior to it being determined. These include:

- i. all reportable political donations made to any local councilor of the council,
- ii. all gifts made to any local councilor or employee of that council.

A reportable political donation made to a local councilor of any local council includes any donation made at the time the person was a candidate for election to the council.

Disclosure forms are available on Council's website – www.wingecarribee.nsw.gov.au

Is a political disclosure statement required? Yes No

Section 16**Development details (information also collected for Australian Bureau of Statistics)****To be completed for Construction Certificate and Complying Development Certificate applications only****All new buildings**

Number of storeys (including underground floors) Gross floor area of existing building (m²)

Gross floor area of new buildings (m²) Gross site area (m²)

Residential buildings only

Number of dwellings to be constructed:

Number of pre-existing dwellings on site:

Number of dwellings to be demolished:

Will the new dwelling(s) be attached to other new buildings? Yes No

Will the new building(s) be attached to existing buildings Yes No

Does the site contain a dual occupancy (two dwellings on the same site)? Yes No

All building work

Number of water closets to be installed:

Method of termite control:

Approximate date work is to commence:

Swimming pools

Capacity (over 40,000 litres – BASIX certificate required)

Type of filter: cartridge backwash

Materials to be used Tick the box which best describes the materials the new work will be constructed of:**Floor**

concrete timber other unknown existing

Roof

aluminum concrete fibreglass concrete tile masonry terracotta shingle tiles

slate existing unknown fibrous cement terracotta tile

other Colorbond steel

Walls

concrete brick veneer full brick colorbond steel timber/weatherboard

single brick concrete block hardiplank curtain glass concrete/masonry

curtain glass fibrous cement other unknown cladding – aluminum

existing

Frame

timber steel other unknown existing

Section 17**Construction Certificate****To be completed for Construction Certificate only (if Development Application (DA) has been approved)**

DA Number:

Date of Issue:

BCA Classification:

Section 18 **Section 68 Approvals (Local Government Act)**

To be completed for Section 68 Approvals only

Please indicate which Local Government Act approvals you require:

- Carry out water supply work
- Carry out sewerage work
- Carry out storm water drainage work
- Solid fuel heater
- Install a manufactured home, moveable dwelling or associated structure on land
- Install or operate amusement devices
- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- Operate a system of sewage management
- Other

Section 19 **Occupation Certificate**

To be completed for Occupation Certificate applications only

Please indicate the type of Occupation Certificate you wish to apply for:

- Interim
- Final

CC or CDC Number:

Date of Issue of CC or CDC

Details of the building which the application relates to:

Have all conditions of consent being complied with? Yes No

Note: If you answered “yes” to the above, please attach a statement detailing how each of the consent conditions has been met.

Section 20 **Subdivision Certificate**

To be completed for Occupation Subdivision applications only

Is Development Consent required for the subdivision?

- Yes ↗
- No (Exempt Development – please attach evidence that you meet the requirements for exempt subdivision)

If yes, has Development Consent been granted for the subdivision? Yes No

Has a Construction Certificate (subdivision) being issued for the Subdivision Work? Yes No NA

Have all conditions of consent being complied with? Yes No

Note: If you answered “yes” to the above, please attach a statement detailing how each of the consent conditions has been met.

Section 21 Modification of Consent

To be completed for Modification applications only

Type of Consent to which this modification applies:

- Development Application
 Complying Development Certificate
 Construction Certificate
 Section 68 Approval
 Other

Type of Modification (DA only)

- S96(1) Modifications involving minor error, mis-description or miscalculation
 S96(1A) Modifications involving minimal environmental impact
 S96(2) Other modifications

Consent Number:

Consent Date:

Type of Development:

Details of modification sought

Please provide a separate statement dealing with the proposed modification clearly outlining which part of the consent you propose to modify.

Section 22 Review of Determination (Section 82A Environmental Planning and Assessment Act 1979)

To be completed for Review of Determination applications only

Development Consent Number:

Consent Date:

Type of Development:

Please attach a separate statement dealing with what part of the determination that you would like reviewed and the reasons that the original determination is not considered reasonable.

Section 23 Probity

Are parties with pecuniary or non-pecuniary interest:
 (Note: Parties include owners, applicants, developers and companies)

- (a) a staff member, councilor, contractor or related to someone who is a staff member, councilor, contractor of Wingecarribee Shire Council? Or
- (b) a State or Federal Member of Parliament?

No

Yes. If Yes, state the relationship and person

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

Determining the value of a building project

For the purposes of determining building construction value in the absence of a contract price, an estimate will be determined having regard to construction value per m2.

The Value of Work is to include cost of materials PLUS a labour component for the work being carried out. Contact Council for the current construction value per m2. This will be determined by the type of materials being used, number of floors (single or double storey) and whether urban or rural development.

Privacy Information

The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Persons identified on this form may at any time, apply to Council for access or amendment of the information

Public Access to Information

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to access information about a Development Application. However, this does not extend to:

- (a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- (b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

in providing your personal information to Council, you acknowledge that Council may be required to disclose some or all of your information to third parties under the Government Information (Public Access) Act 2009 (GIPA). In submitting your personal information to Council as part of this process, you are taken to agree to indemnify and hold harmless Council for any loss or damage resulting from such lawful disclosures. In undertaking lawful disclosures under GIPA, Council will comply with any requirements under that legislation prior to release of information, including any requirement to consult with you prior to such release.

DA Tracking

Council's on-line DA Tracking system allows customers to view plans, other details and track the progress of a DA throughout the assessment process. The on-line system provides key milestones in the DA process but does not provide a detailed history. Persons wishing to confirm information in detail should contact the assessment officer. All documents submitted with the DA will be accessible on-line via Council's DA Tracking site and will only be withheld due to the abovementioned or other legal or confidentiality reasons as determined by Council pursuant to relevant legislation.

Copyright Note

The Applicant is advised that Council may use or make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the *Environmental Planning and Assessment Act 1979*, the *GIPA Act 2009* and Council's Community Engagement Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed out by members of the public and using the plans and accompanying documents for Council's Strategic Planning purposes. The Applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.

I/we declare that we are the owner of all copyright and/or other intellectual property rights in the material submitted with or in support of this application, and confer on Council a non-exclusive, non-transferrable licence to publish any and all such material in any manner Council may see fit;

I/we agree to indemnify and hold harmless Wingecarribee Shire Council in regard to any alleged breach of Copyright by any person or body relating to the publishing or use of any material submitted as part of, or in support of, this application.

**PLAN AND APPLICATION CHECKLIST FOR PROPOSED BUILDINGS / DEVELOPMENT
– TO BE ATTACHED TO APPROVALS APPLICATION AT LODGEMENT**

MANDATORY:

If applicable:

- 2 hard copies of plans & documents**
- 1 electronic set of plans and documents (disc or USB drive)**

Note 1: For **each** Integrated Development Referral agency (as ticked in Section 9 of this form), an additional electronic set of plans/documents are to be provided (**disc or USB drive**) – i.e. two Integrated development referrals = 1 disc for general Council lodgment plus 2 additional discs for referral.

Note 2: Refer to Clause 50 and Schedule One of the *Environmental Planning and Assessment Regulations 2000* for full details of “Information to be submitted with a development application”.

Note 3: For Civil Engineering or Subdivision development applications refer to Councils endorsed policy “Development and Subdivision Engineering Standards and Planning Guidelines” that specifies details to be provided with a development application.

Section 1: PLANS

a. Site Plan

	YES	OFFICE
The plan illustrates and analyses <u>existing</u> site conditions and relates this to the proposed development – see <i>Councils Fact Sheet relating to site analysis</i> Draw the plan at a standard scale such as 1:100 or 1:200 and include the following details where relevant to the proposal:		
- North point (true solar north)		
- Scale		
- Date and Draftsperson		
- Site area (m ² or Hectares)		
<i>Property Details:</i>		
- Property boundaries and dimensions		
- Lot and deposited plan numbers		
- Location and description of easements, rights of way, service mains		
<i>Landform and Vegetation:</i>		
- Existing Contours or levels of the land in relation to building and roads		
- Differences in ground levels between the site and adjoining land		
- Stormwater drains, flow path, drainage easements, watercourses, Channels and methods of draining the land and buildings		
- Extent of any known landfilling or contaminated soil		
- Landscape features – cliffs, rock outcrops, embankments, retaining walls etc		
- Existing vegetation – type if known and location		
<i>Access:</i>		
- Public roads, laneways, pathways, Rights of Way		
- Driveways, parking areas, loading bays (show layout and dimensions) where relevant		
- Existing and proposed vehicle entrance and exit points, internal driveways		
- Disabled persons access (not required for single dwellings or associated outbuildings)		
<i>Existing and Proposed Development:</i>		
- Location and usage of existing buildings (show setback distances from boundaries and separation distances)		
- Proposed buildings and structures (show all setback distances from boundaries); and		
- All existing services – type and locations of mains and utilities		
- Waste bin sorting storage and collection facilities		
<i>Additional Site Analysis Plan Details (DCP requirement – may be included on site plan):</i>		
- The location, extent and usage of any buildings on adjoining properties		

- The location of vegetation on adjoining property that may affect or be affected by the proposal.		
- Any items or places of known Aboriginal and European cultural heritage		
- The direction and nature of prevailing climate characteristics such as wind direction		
- Any potential bushfire threat		
- Views to the land, particularly from a public place		
- The location and nature of any other known constraint to development of the land, including potential soil contamination, noise sources, geotechnical issues		
- Shadow diagrams		

b. Floor Plans, Elevations and Section

	YES	OFFICE
These drawings will clearly document the proposed building or works. If the proposal is for alterations/additions to an existing building, the <u>new work is to be coloured</u> . Draw plans, elevations and section at standard scales such as 1:100 or 1:50 and include the following details where relevant:		
<i>Floor Plans</i>		
- North point (true solar north)		
- Scale		
- Date, plan number		
- If the proposal is to alter, expand or rebuild an existing building(s) a scale plan of the existing building(s) with altered areas coloured		
- Room layout, partitioning, location of windows and doors		
- Room dimensions, areas and a proposed use must be nominated		
- Total floor area		
<i>Elevations and Sections</i>		
An elevation viewed from each direction and at least one section through the building showing:		
- Date, plan number		
- Roof pitch		
- Windows and doors, materials, external finishes, colours and heights		
- Existing and finished ground levels, floor levels, ceiling levels roofline levels (show driveway grade)		
- With existing buildings show proposed additions/alterations coloured		
- Chimneys, flues, exhaust vents and ducts		
- Retaining walls – heights, differences in levels with adjoining properties		
- Extent of excavation or filling of the site		
- Section through the building detailing wall and roof construction		

c. Neighbour Notification Plan (also for display on Council's website)

	YES	OFFICE
One A4 or A3 Plan showing site Plan and all building elevations for Neighbour Notification.		

What is required if I am also applying for a Section 68 Approval?

	YES	NA	OFFICE
For Sewerage, storm water and water work provide a site plan which indicates the proposed pipe location and storm water discharge point. Hydraulic details prepared by a Hydraulic consultant may be required, depending upon the proposal.			
For on site effluent disposal provide details of the proposed tank, including manufacturer's specifications and tank plan, a site plan indicating the proposed effluent disposal/irrigation area, fall of the land, distances top boundaries and closest watercourses etc – these may be included in details for the Water Cycle Management Study.			
For the installation of a solid fuel heater specification for the proposed heater with location shown on a floor plan			
For a manufactured home, moveable dwelling or associated structure, plans and specifications for the proposal, along with relevant manufacturer's certification and details of compliance plates.			
For a temporary structure provide plans and specifications for the proposal, including site plan, elevations and details of the temporary			

nature of the structure.			
For operation on an on-site sewage management device, provide details of the device, including brand/model type, along with details of the disposal area in relation to the buildings on the property.			
Where water tanks are to be installed in a Council Water Supply area, details of materials, location, point of discharge and the method of backflow prevention to be installed is required. See <i>Councils Fact Sheet relating to Water Tanks</i>			

e. Plans for specific projects (As applicable)

	YES	NA	OFFICE
Food shops and restaurants – you will need a plan for kitchen fit out showing all details as required under AS 4674-2004 Design, construction and fit-outs of food premises			
Landscaping Plan - required for development other than outbuildings and single dwelling houses (other than specified for BASIX). For details consult Council's relevant Development Control Plan (available on Councils website) for the locality of the Shire the site is within.			
Provision for Fire Safety and Fire resistance for relevant buildings under the Building Code of Australia – generally Class 2-9 buildings			
Tennis Court proposal to show cut and fill and drainage, fencing details, illumination			
Swimming Pool – fencing details and location, filter type and location, type of construction.			

f. Structural Engineers details

	YES	OFFICE
Only where available, these should be submitted with any Construction or Complying Development Certificate application.		

g. Copies of Plans

	YES	OFFICE
Have the correct number of plans been submitted		

Section 2: DOCUMENTATION AND REPORTS TO ACCOMPANY APPLICATION

h. BASIX Certificate

	YES	NA	OFFICE
BASIX Certificate included with application with any relevant accompanying documents			
Plans to indicate commitments as required in BASIX Certificate			
BASIX Certificate to be current			

i. Waste Management

	YES	NA	OFFICE
Waste Management Plans submitted			
Construction Management details			
For Commercial, Multi-unit and Industrial development Waste management details for future occupants			

j. Specialist reports as applicable

	YES	N/A	Office
One or more of these reports may be required as part of your development application. As part of your preparation, and prior to submitting the application, you should determine which of these reports may be required. Consult Councils <i>Fact Sheet on this issue</i> and also liaise with Council staff as deemed necessary.			
Aboriginal Heritage Report			
Acoustic Report			
Arborists report			
Building Code of Australia reports on Fire Safety Including evidence in relation to alternative solutions under BCA			
Bushfire Risk Assessment			
Disabled Access report or audit			
Flora and Fauna (and as required Species Impact Statement)			
Flood and/or Stormwater Management Study			

Geotechnical Report			
Heritage Impact Statement			
MUSIC modelling			
Site Contamination report			
Traffic Report/Parking Assessment			
Water Cycle Management Study			
NOTE: After Council has inspected the site and viewed your application, additional reports may be requested. Other government authorities may also request additional reports to assist them in assessing your application			

Specifications (Only required when you are submitting a Construction Certificate or Complying Development Certificate application)

	YES	NA	OFFICE
Building Specification (2 sets) provided with non applicable items deleted			

k. Statement of Environmental Effects (SOEE)

	YES	NA	OFFICE
Standard SOEE completed and submitted with application and OR SOEE separately prepared and submitted with application			

l. Section 94A Contribution Plan– required details with lodgement of a development application

On 12 May 2010 Council adopted a Section 94A Development Contributions Plan (S94A Plan), and resolved that it would become effective on 1 July 2010. From this date all proposed development (unless it is of a type **exempted** under the plan) within the S94A catchments will need to lodge either a Cost Summary Report (for a development valued between \$100 000 to \$500 000 example provided in the plan) or Registered Quantity Surveyors Report (for a development valued over \$500 000) with their respective Development Applications. *Councils website contains a fact sheet and the plan for your reference.*

	YES	NA	OFFICE
Cost summary or registered quantity survey report submitted			

Note 1 - Change of Usage

If your development involves a change of building usage under the Building Code of Australia you must provide a list of Category One Fire Safety provisions that currently apply to the existing building AND a list of Category One Fire Safety provisions that are to apply to the proposed building following it's change of use.

Note 2 - Building Capacity

In the case of development for an entertainment or function venue, pub, registered club or restaurant, the maximum numbers of persons proposed to occupy, at any one time, the part of the building to which the use applies must be included in application details.

Section 3 - Electronic Plans and Documentation

	YES	OFFICE
Electronic files created for lodgment in Council specified format		

OFFICE USE ONLY

- Application form completed and signed by all landowners
- Proof of ownership provided from Councils system OR settlement letter from solicitor
- Correct property number – if recently split, history properties cannot be used
- Estimated Construction value acceptable to Council (note for values of less than \$12 000 for residential works have details been supplied)
- Full payment of fees made including Long Service Levy if applicable
- Political donation or Gift declaration completed

Council Officer

Date