



Application Checklist

The checklist below identifies the information required by Council to be submitted with your application. Additional explanations and notes are provide at the back.

- Have you got a quote for fees ?
- Have you completed the application form ?
- True market value of work – including labour & materials
- Consent of all owners – proof of ownership is required
- 2 Copies of plans/ 2 specifications (See notes on last page)
- Statement of Environmental Effects – (not required for outbuildings and minor additions)
- Site Plan drawn to scale showing all trees & structures (See Note 5 attached)
- Rural Fire Service Bushfire Management Plan – (Dwellings in zoned bushfire areas)
- BASIX Certificate & Measures shown on plans – (Dwellings Only – See note 12)
- Floor and Ground Levels in Flood Prone Land
- On Site Sewage Management Application – 2 copies Geotechnical Report & water balance
- Water Connection Form (if town water required)
- Construction Certification Application included – **see over page**

COUNCIL STAFF ARE AVAILABLE

BETWEEN 8.30AM & 10.30AM TO PROVIDE FURTHER ADVICE

NOTE: Failure to supply all the information will result in delays in dealing with the application or refusal of the application. The assessment of your application may also identify other issues that require clarification or further submissions.

Construction Checklist

- 2 copies of plans and 2 copies of specifications supplied (See notes on last 2 pages)
- 2 Copies of detailed specifications have been supplied (See note 6)
- Stormwater drainage plan including roof gutters, downpipes and rainwater tanks
- Engineer's details for geotechnical report / slab / footings
- Engineer's details for framework / bracing / tie-down
- Smoke detectors indicated on plans (if required)
- On Site Sewage Management – 2 copies Geotechnical Report & water balance
- Termite protection methods.....
- Bushfire protection measures.....
- External Colours / Zinalume finish

Residential Work

- Owner/Builders Permit (required for work over \$5,000)

or

- Details of Builder & Insurance (required for work over \$12,000)

Note: If contract value is under \$12,000 insurance is not required. Rural machinery / farm sheds do not require insurance.

- Long Service Levy (required for work over \$25,000)

Swimming Pools:

- Details of fencing, gates and backwash disposal supplied

Commercial / Industrial :

- Schedule of Essential Fire Services – (to be prepared by competent person)

FAILURE TO SUPPLY ALL OF THE INFORMATION REQUESTED BY COUNCIL WILL RESULT IN THE PROCESSING OF THIS APPLICATION BEING DELAYED.



Offices: Warren St Gilgandra
Postal Address: PO Box 23, GILGANDRA
Email Address: council@gilgandra.nsw.gov.au
Telephone: 02 6817 8800

GilgandraShireCouncil
meeting community needs

DA No _____

CC No. _____

Date ___/___/___

Paid \$ _____

Prop No _____

Application for a Development Application & Construction Certificate

(Under Sections 81(1)(a) & 109C of Environmental Planning and Assessment Act 1979)

1. Who is applying?

DEVELOPMENT APPLICATION CONSTRUCTION CERTIFICATE COMPLYING DEVELOPMENT

Mr Ms Mrs Dr Other

First name

Family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

2. Where is the land?

Flat/street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP/MPS no.

Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

3. What do you propose?

Describe any new building:

and describe the use or activity in the building or on the land:

3. continued

Will this involve any of the following:

- use of existing land / building
- construction of a building
- carrying out of work
- demolition
- subdivision
- other work (without building, subdividing or demolishing)

4. What is the total cost of development?

Estimated **TOTAL** Cost of the development (see note 2)

PLEASE NOTE THAT THE COST MUST BE A TRUE MARKET COST FOR THE WORK, INCLUDING ALL MATERIALS AND LABOUR COSTS AND INCLUDING ALL WORK NECESSARY TO COMPLETE THE DEVELOPMENT. COUNCIL MAY DETERMINE THE COST OF THE WORK (*Estimate will be checked against current construction cost*).

5. Do you need other approvals?

Approvals under Section 68 of the Local Government Act 1993 (see note 3)

Does this application seek approval to one or more of the matters listed in Section 78(a) (3) of the Act? eg.

- Carry out water supply work
- Carry out stormwater drainage work
- Carry out sewerage work
- Connect a private sewer with a public sewer
- Use a building as a place of public entertainment
- Connect a private drain with a public drain
- Install a sewage management facility & ancillary drainage
- Alter a sewage management facility & ancillary drainage
- Place a waste storage container in a public place
- Other – ask at our office for a complete list.

6. Who is the builder ?

First name

Family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

Builder Licence
No.

Expiry Date

Owner Builder's Permit No.

PLEASE SUPPLY A COPY OF THE OWNER BUILDER PERMIT WHEN OBTAINED.

7. You need to decide who will approve any building work

Appointment of Principal Certifying Authority

Do you wish to appoint a PCA at this time?

Yes, refer below No

Gilgandra Shire Council

Approximate date work is to commence

Other PCA – Please specify

Note the completion of this section serves as a Form 7 under the Regulation for the purpose of appointment of the Principal Certifying Authority

8. Political Donations or Gifts

Have you made any political donations (exceeding \$1,000) or gifts to a political party, Councillor or employee of Gilgandra Shire Council within the past two years?

Yes (Note: You will also need to complete a Political Donations and Gifts Disclosure Statement – available on request)

No

9. Required attachments

You need to provide the plans and specifications of your proposal to help the certifying authority determine whether it complies with set standards and requirements. Please confirm that you have attached this material by placing a cross in the appropriate boxes : (see note 4)

Copy of completed Long Service Levy Form and fee (see note 9).

Copy of Insurance certificate under the Home Building Act 1989 (see note 10)

9. The owner of the land must sign.

The owner(s) of the land to be developed must sign the application. (see note 1)

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Address

Telephone Number

Date

Signature

Name

Address

Telephone Number

Date

If more than 2 owners, please attach a separate sheet with additional owners' consents.

This owner's consent also authorises access to the subject premises by an authorised person for the purposes of carrying out inspection(s) under the provisions of Section 118C(3) of the Act.

10. Applicant signature

This application and the accompanying plans and documents may be photocopied by or on behalf of Councillors, Council Officers, Government Agencies and members of the public for the purpose of giving notice of the application and for use in the assessment, consideration of submissions and determination of the application.

I/We accept that the issue of Council's receipt is written acknowledgement to me/us that Council has received *this application*. I/We formally submit this application for Council's consideration.

Signature(s)

Name(s)

Date:

11. Privacy policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application changes.

12. Statistics

Information for the Australian Bureau of Statistics

Place a tick in the box provided which best describes the materials the new work will be constructed of:

Walls

- brick veneer
- full brick
- single brick
- concrete block
- concrete/masonry
- concrete
- steel
- fibrous cement
- hardiplank
- timber/weatherboard
- cladding-aluminium
- curtain glass
- other
- unknown*

Roof

- aluminium
- concrete
- concrete tile
- fibrous cement
- fibreglass
- masonry/terracotta shingle tile
- slate
- steel
- terracotta file
- other
- unknown

Floors

- concrete
- timber
- other
- unknown

Frame

- timber
- steel
- other
- unknown

Particulars of the proposal

What is the area of the land?

 m²

Gross floor area of existing building?

 m²

What is the gross floor area of the proposed addition of new building?

 m²

Number of pre-existing dwellings?

Number of dwellings to be demolished?

How many dwellings are proposed?

How many storeys will the building be?

Gilgandra Shire Council

APPLICATION FOR DEVELOPMENT & CONSTRUCTION

NOTES for completing the Application

Note 1: In the case of Crown land within the meaning of the *Crown Lands Act 1989*, the owner's consent MUST be signed by an officer of the Department of Land and Water Conservation.

Note 2: In the case of a building or work, the fee is based on the estimated cost (including labour & materials). Council may determine a reasonable market value for assessment purposes.

Note 3: The application must be accompanied by such matters as would be required under S.81 of the *Local Government Act 1993* if approval was to be sought under that Act.

Note 4: Council may reject any development consent application if it is considered that the application is illegible or unclear as to the development consent which is being sought. (Clause 51 EP&A Regulation 2000).

Note 5: A Plan of the land MUST indicate:

- a) location, boundary dimensions, site area and north point of the land.
- b) existing vegetation and trees on the land.
- c) location and uses of existing buildings on the land.
- d) existing levels of the land in relation to buildings and roads.
- e) location and uses of buildings on sites adjoining the land.
- f) BASIX certification details

Note 6: Development application plans MUST indicate (where relevant):

- a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development.
- b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building.
- c) elevations and sections showing proposed external finishes and heights.
- d) proposed finished levels of the land in relation to buildings and roads.
- e) building perspectives, where necessary to illustrate the proposed building.
- f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate).
- g) proposed landscaping and treatment of the land (indicating plant types and their height and maturity).
- h) proposed methods of draining the land.
- i) BASIX certification details

Construction Certificate plans MUST include:

- a) copies of compliance certificates relied upon (if any)
- b) two (2) copies of detailed plans and specifications.
The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:
 - show a plan of each floor section;
 - show a plan of each elevation of the building;
 - show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground;
 - indicate the height, design, construction and provision for fire safety resistance (if any).
- c) Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.
- d) Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.
- e) Where an alternative solution to meet the performance requirements of the BCA is proposed, the application must also be accompanied by details of the performance requirements that the alternative solution is intended to meet, and details of the assessment methods used to establish compliance with those performance requirements. The list must describe the extent, capability and basis of design of each of the measures concerned.
- f) BASIX certification details

Subdivision Work

- details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- details as to which public authorities have been consulted with as to the provision of utility services to the land concerned
- detailed engineering plans as to the following matters; earthworks, roadworks, road pavements, road furnishings, stormwater drainage, water supply works, sewerage works, landscaping works and erosion control works
- copies of any compliance certificates to be relied on.

Note 7: Specifications

- to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.
- state whether the materials proposed to be used are new or second hand and give particulars of any second-hand and give particulars of any second-hand materials to be used.

Note 8: Additional Information

Shops, offices, commercial or industrial development:

- details of hours of operation;
- plant and machinery to be installed;
- type, size and quantity of goods to be made, stored or transported;
- loading and unloading facilities.
- Detailed list of any fire safety measures that are proposed to be implemented in the building. The list must describe the extent, capability and basis of each design.

Change of Use

- A list of the Category 1 fire safety provisions that currently apply to the existing building, and a list of the Category 1 fire safety provisions that are to apply to the building following its change of use,
- a list of any fire safety measures in the building or proposed in the building. The list must describe the extent, capability and basis of design of each of the measures concerned.

Demolition:

- details of age and condition of buildings or works to be demolished.
- details of the methods of securing the site during the course of construction.

Advertisements;

- details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed.

Note 9: Under S.80(10A) of the *Environmental Planning & Assessment Act 1979* development consent cannot be granted until any long service levy payable under Section 34 of the *Building and Construction Industry Long Service Payments Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. Council is authorised to accept payment.

Note 10: Home Building Act Requirements

In the case of an application for a Construction Certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach the following:

- a) in the case of work by a licensee under the Act:
 - i) a statement detailing the licensee's name and contractor licence number; and
 - ii) documentary evidence that the licensee has complied with the applicable requirements of that Act, or
- b) in the case of work done by any other person:
 - i) a statement detailing the person's name and owner-builder permit number, or
 - ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of *owner-builder work* in Section 29 of that Act.

Note 11: The application must be accompanied by a statement of environmental effects unless the proposed development is considered to have negligible effect (minor interior alterations) which must:

- a) demonstrate that the environmental impact of the development has been considered
- b) set out steps to be taken to protect the environment or to mitigate the harm.

Note 12: 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 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.

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments that are consistent with the relevant BASIX Certificate.

Applicants can generate the BASIX Certificate only on the NSW Department of Infrastructure, Planning and Natural Resources' BASIX website: www.basix.nsw.gov.au. For more information, phone DIPNR's BASIX Help Line on 1300 650 908.