



*City of Canterbury*

*City of Cultural Diversity*

# DA Guide

CLASS 1 AND 10 BUILDINGS ONLY  
(DWELLINGS, ADDITIONS TO DWELLINGS,  
CARPORTS/GARAGES, SWIMMING POOLS ETC)

**5** steps to  
preparing a  
Development  
Application

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## ***About This Guide***

This DA Guide explains how to prepare a Development Application. It provides a simple, step-by-step guide to all the things you need to do before submitting an application.

You should ensure that you have received a Development Application checklist with your Development Application form and this Guide. This Guide should be used in conjunction with the checklist to ensure that you have provided all the correct information, plans etc with your application. If your application includes all the required details, we can deal with it more quickly.

**Note: This Guide does not apply to dual occupancies, townhouses/villas, flat buildings, a home business or industrial or commercial development. Please refer to the DA Guide for Class 2–9 Buildings instead.**

## ***Any Questions?***

If you need more information or advice, phone us on 9789 9300 or call in to our Customer Service Centre.

**We strongly recommend that you discuss your proposal with us before submitting a development application.**

Duty officers are available at Customer Service Centre at 137 Beamish Street Campsie.

# ***What is a “D.A.”?***

A development application (or “DA”) is a formal request for permission to carry out a proposed development. Development is legally defined as:

- The use of land
- The subdivision of land
- The erection of a building
- The carrying out of a work
- The demolition of a building or work

# ***Do I Need To Lodge a “D.A.”?***

You need to lodge a development application if you propose to do any of the following:

- erect a new building or structure including outbuildings, swimming pools, retaining walls, etc.
- add to or alter an existing building
- demolish a building
- demolish, damage or alter a building or place that is a heritage item
- carry out earthworks, excavation or filling.

**Some minor developments, listed in our Development Control Plan for *Exempt and Complying Development* do not require a DA. These include:-**

- cabanas, green houses and gazebos
- barbecues, garden sheds, and open pergolas
- Satellite dishes, solar water heaters, skylight roof windows

**Sometimes it is not clear whether something requires a Development Application, as it will often depend on the size and location of the works. Therefore, it is always best to check with us before proceeding.**

# ***Follow These 5 Steps***

To make a development application, follow these 5 steps:

1. Ask about Council controls and policies
2. Prepare plans and drawings
3. Prepare a Statement of Environmental Effects
4. Complete the application form
5. Lodge the completed form, accompanied by plans, Statement of Environmental Effects, BASIX Certificate and fees.

# Step 1 Ask About Council Controls & Policies

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## ***Ask us first!***

The first step in preparing a development application is to find out about our controls, policies and guidelines. Before designing your proposal, you need to know about:

- Approval requirements under Environmental Planning legislation
- *Canterbury Planning Scheme Ordinance* and the *Local Environmental Plans* for Campsie, Canterbury and Belmore/Lakemba Precincts
- Relevant *Development Control Plans/Codes*
- Relevant *Council policies*

**Note: all of our Development Control Plans and many other useful documents are available on our web page at [www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au).**

Contact us for information and advice as early as possible in the design process. Most initial enquiries can be answered over the phone but it is better to call in personally to our Customer Service Centre. We have trained staff who will be able to tell you about the relevant legal requirements, development standards, design guidelines and alert you to the constraints that you will need to consider in designing or preparing your proposal.

For a detailed response to a specific proposal, we suggest that you come in for a 'pre-DA discussion' with one of the Development Assessment Planners or Building Surveyors for your area. Phone (02) **9789 9300** for an appointment, and send us a sketch plan in advance to illustrate your ideas. This will focus the discussion and allow us to give more detailed suggestions.

## ***Need Other Approvals?***

You need to be aware that your proposal may require approval from other government agencies. We can help you identify relevant approvals and agencies which are listed under Section 91 of the Environmental Planning and Assessment Act 1979.

A development that requires any of these approvals is classed as an *integrated development*. Applications for integrated development are referred to the relevant agency, such as:

- Heritage Council – where your proposal involves a site covered by a State Heritage Order,
- Dept of Planning – where your proposal involves works within 40 metres of a waterway,
- Dept of Environment, Climate Change and Water – where your proposal involves works to a scheduled premises licensed by that Department or may impact on threatened species,
- NSW Fisheries.

**We strongly recommend that you consult with relevant approval bodies as early as possible.**

You may also apply for an approval under the Local Government Act 1993 at the same time you are making your development application. These approvals relating to matters such as swinging or hoisting goods over a public road, placing a waste container in a public place, and erecting a temporary structure. Please refer to Section 68 of the Local Government Act 1993 for further details.

# Step 2 Prepare Plans & Drawings

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## *Which Plans?*

You will need to prepare several types of plans and drawings. The actual plans required for your proposal will depend on the type of development proposed.

The following is a general guide to which plans you will need to prepare. However, we recommend that you check with us for any requirements that specifically relate to your proposal or the site.

**A. Plans, Elevations and Sections**

Required for all applications.

**B. Reduced Plan (A4)**

Required for all residential applications involving construction works.

**C. Survey Plan**

Required for all new single and two storey dwellings and first floor or more additions to existing buildings. Where significant changes to existing ground levels (RL's) occur as a result of building construction, or if the site warrants due to terrain and slope of land a survey plan may be requested by Council.

**D. Stormwater Details**

Required for all new developments and for alterations/additions that involve changes to stormwater drainage.

**E. Shadow Diagram**

Required for all new two storey dwellings and first floor additions to dwellings.

**F. Soil and Water Management Plan**

Required for all demolitions, new buildings, and alterations and additions to residential buildings.

**G. BASIX Certificate**

A BASIX Certificate is required for all new residential developments, except for alterations and additions.

## *Checklist*

Use the following checklists to help you include all the required information on your plans. You only need to show the details that are relevant to your proposal.

### Title block

Include a title block on every plan showing:

- name of architect or designer
- plan number and date
- amendment number and date (if relevant)
- applicant's name
- location and title description of the property.

### **Orientation**

Include a north point on every plan! This will help us relate your plans to the actual site.

### **Scale**

Show the scale on every plan. Always draw a bar scale so that dimensions can be easily determined on photocopy reductions.

### **Levels**

Your plans and elevations must show all relevant height information from natural ground level (NGL) to: finished floor levels, ceiling and roof ridge levels, etc.

Levels and contours should be shown relative to the Australian Height Datum (AHD). Where an “assumed datum” is used, you must provide sufficient details for us to accurately interpret your levels.

### **How many copies?**

Provide us with:

- Five (5) copies of the (A4) reduced elevation plan for notification.
- Five (5) copies of the Survey Plan.
- Five (5) copies of all other plans including one (1) coloured copy.

**Note: One (1) coloured copy is required only for alterations and additions.**

## A. Plans and Elevations

These drawings will clearly document the proposed building/s or works. Draw plans, elevations and sections at standard scales such as 1:100 or 1:200, and include the following details:

### Plans

- north point (true north) and scale (show ratio and bar scale)
- title block indicating name of architect/designer, date of preparation, plan number, amendment number (where relevant) and clients' name and address of subject property
- location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings)
- existing buildings (show outline only)
- room layout, partitioning, location of windows and doors
- room dimensions, areas and proposed use of each room
- walls and fences
- total floor area and floor space ratio
- vehicle entrance and exit driveways
- car parking areas (show dimensions)

### Elevations and sections

Draw an elevation viewed from each direction, and at least one section showing:

- date, plan number, amendment number
- existing buildings (show outline only)
- building facade, windows, roof profile
- external finishes (eg wall, roof, window, door and fence materials, paint colours, etc).
- finished ground levels, floor levels, ceiling levels roofline levels (show driveway grade)
- chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels)
- retaining walls and fences (indicate height)
- extent of excavation or filling of the site.

### Building Code of Australia information

Under the Building Code of Australia (BCA), you can choose to comply with the “deemed-to-satisfy” provisions of the Code or you can choose an “alternative solution”. The Code provides building standards for a wide variety of matters including energy efficiency, fire exits, smoke detectors, windows and doors based on the classification of a building and its use. This can be a complicated part of the building process and you will need to consult with your architect or designer before providing us with the structural details of your proposal. Our building surveying staff can assist with any questions regarding the BCA. Contact our City Planning Division on 9789 9300.

## B. Reduced Plan (A4) Size

This plan illustrates the height from natural ground level and external configuration of the proposed development on an A4 sheet. We are required to provide copies of this plan to anyone who may be affected by the development. Show the following details on the plan:

- north point (true solar north)
- scale (show bar scale)
- a plan view showing proposed buildings and works in relation to boundaries and adjoining buildings. Show setback distances from boundaries, easements and adjoining buildings. Indicate all access ways and parking areas. **(Note: The plans must NOT show the floor plan of the dwelling or the designated room names)**

## C. Survey Plan

This plan must be prepared by a registered surveyor and will show the exact location of buildings and other features on the site, at the same scale as the plans and elevations. The plan should include the following details:

- north point (true north)
- scale (show ratio and bar scale), lot dimensions and areas
- date, plan number, amendment number
- position of all existing structures
- position of structures on adjoining land
- position of existing trees over 4 metres high or with canopy spread greater than 3 metres
- reduced level at the base of such trees, and their height and canopy spread.

## D. Stormwater Details

You will need to illustrate how stormwater runoff from your site will be managed. The method of stormwater management proposed will depend on existing site conditions such as the slope of your land and the existing foundation material.

**Think about your stormwater disposal as soon as you start your building design stage. It is essential that you incorporate your drainage design into the initial architectural design process. Solutions to drainage issues associated with discharging stormwater run-off from your site may require changes to the design of your proposal.**

In the case of larger developments, you will need to submit a concept stormwater drainage plan with your development application.

You should find out about the drainage requirements that apply to your site before you finalise the design of your proposed building and/or excavation works etc. A building surveyor is on duty at our Customer Service Centre and is available to answer your enquiries each weekday. Please contact our Customer Service Centre on 9789 9300 for further details.

**NOTE: Stormwater Plans presented to Council that are thorough and concise, with the appropriate information presented, are less likely to incur delays in assessment.**

## E. Shadow Diagram

This plan must show the effect, in plan and elevation, of any existing shadows and any additional shadows cast by your proposal, particularly in respect of its overshadowing effect on any windows, private yard spaces, clothes drying areas, and any solar hot water, or similar, systems, on any adjoining property. Draw the plan to the same scale as your survey and architectural plans, and show the following details:

- north point (true north)
- scale (show ratio and bar scale)
- date, plan number, amendment number
- position of existing and proposed buildings on the site
- position of buildings on adjoining land
- shadows cast at March 22, June 22, September 22 & December 22 for 9am, 12noon & 3pm
- if proposal is replacing an existing building, show change in shadows from existing to proposed development.

To maintain solar access for neighbouring properties, residential proposals involving first floor additions and new 2 storey dwellings must demonstrate that any adjoining property will receive at least 2 hours sunlight between 9am and 3pm on June 21 to at least 50% (or 35sqm with minimum dimension 2.5m, whichever is the lesser area) of the principal area of ground level private open space. Please see our Development Control Plan No. 37 – Energy Smart Homes Policy for further details.

## **F. Soil & Water Management Plan**

This site plan will illustrate the specific methods of erosion and sediment control that will be used to meet the specific site conditions at various stages of construction. Show the following details:

### **Basic Site Information**

- north point (true solar north)
- scale (show ratio and bar scale)
- date, plan number and name of person who has prepared the plan
- contours – initial and final
- existing and proposed boundaries

### **Construction Details**

- 'site' or 'disturbed area'
- location of stockpiles and secure chemical storage area
- location of temporary and permanent Soil and Water Management Controls
- vehicle access point/s

### **Stormwater Management**

- location of drains, downpipes, pits and watercourses
- proposed integration with on-site detention/infiltration
- stormwater discharge point (if proposed)

### **Major Projects**

- details on staging of works
- location of any vegetation to be removed
- proposed re-vegetation program.

Other details may be required depending on the scale of the development and specific requirements of the site. Please ask us for further information and sample plans if required.

## **G. BASIX Certificate**

BASIX, the Building Sustainability Index, is an interactive, web-based planning tool designed to assess the potential performance of residential development against water consumption and greenhouse gas emission targets prescribed by the NSW Government.

BASIX is a self-assessment tool, designed to be used by building applicants and others involved in designing residential development proposals. BASIX is accessed via the BASIX website, [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au). Applicants wishing to build a new home are required to complete a BASIX assessment in relation to their proposal before an application can be lodged with council.

The BASIX Certificate, generated once a BASIX assessment has been satisfactorily completed, confirms that the proposed development will meet the Government's water

consumption and greenhouse gas emission targets if it is carried out in accordance with commitments made by the applicant during the BASIX assessment. Council will be unable to consider applications that are lodged without a BASIX Certificate.

If you are proposing alterations and additions to an existing dwelling valued at \$50 000.00 and above or a swimming pool (or spa) with a volume greater than 40 000L you will require a BASIX Certificate.

If you are proposing alterations and additions to an existing dwelling you will need to demonstrate that your proposal promotes energy efficient design. Your proposal must address our *Development Control Plan No. 37 - Energy Smart Homes Policy* including the following:

- Ceiling, wall and floor insulation type and R value noted on the architectural plans
- The type of shading devices planned for northern, east and west facing window where the addition faces these directions

Further information on BASIX can be obtained from [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) or 1300 650 908

# Step 3 Prepare The Statement of Environmental Effects

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## ***What is a Statement of Environmental Effects?***

A *Statement of Environmental Effects* details the likely impacts of the proposal, and the proposed measures that will mitigate these impacts. It is a written statement about the proposal that supports your plans and drawings.

**All development applications require a *Statement of Environmental Effects*.**

Only a brief statement is required for proposals that are likely to have a negligible impact, eg. interior alterations and minor building work. Check with our City Planning Division.

## ***What to Include?***

Your Statement should address all the issues that are applicable to your proposal. The following is a guide to the issues relevant to different types of proposals. You should also check with us for any specific requirements applicable to your proposal or your site.

- A. Site Suitability**  
Required for all applications except minor additions or alterations.
- B. Present and Previous Uses**  
Required for all applications.
- C. Design Guidelines**  
Required for all new residential developments.
- D. Privacy, Views and Overshadowing**  
Required for all residential proposals.
- E. Air and Noise**  
Required for all residential proposals.
- F. Heritage**  
Required for all proposals relating to items or places that are heritage items.
- G. Additional Items**  
Required for sites affected by land contamination and acid sulphate soils.
- H. Busy Road and Rail Corridors**  
Required for any development, including excavation and/or use of cranes(s), on land that adjoins a busy road or rail corridor.

# Checklist

To help you prepare your Statement of Environmental Effects, we've provided a checklist of considerations relevant to each of the above issues.

## How many Copies of your Statement of Environmental Effects?

Provide 8 **copies** of your Statement of Environmental Effects.

## A. *Site Suitability*

Demonstrate that the site is suitable for the proposed development. Relevant considerations include:

- site constraints such as slope, flooding, geotechnical and groundwater issues (provide a hydrological and geotechnical report by a qualified engineer where the proposal involves excavation exceeding 2 metres)
- proximity to transport services, shops, community and recreational facilities
- compatibility with adjoining development and visual setting (streetscape, etc)
- local planning objectives (check our Codes, Policies and LEPs)
- size and shape of allotment
- age and condition of buildings

## B. *Present and Previous Uses*

Provide the following details:

- present use of the site
- date that present use commenced
- previous uses of the site (if known)
- present use of adjoining land
- is the present or any previous use of the site is a potentially contaminating activity (e.g. workshop, service station, electrical substation, landfill, etc.)
- whether or not you are aware that the land is contaminated
- details of any testing or assessment of the site for land contamination.

## C. *Design Guidelines*

State how your proposal will satisfy our relevant site planning and design guidelines. Relevant considerations include:-

- streetscape
- topography
- local context and building character, including massing, roof design, verandahs, balconies, windows, materials and decorative detailing
- setbacks
- building envelope
- proposed fencing

## ***D. Privacy, Views and Overshadowing***

How does the proposed development affect privacy, views and overshadowing?

### **Visual privacy:**

- window placement relative to adjacent dwellings and common areas
- views between living rooms and the private yards of other dwellings
- use of screen planting, hedges, walls or fences to improve privacy
- headlight glare, light spillage

### **Acoustic privacy:**

- placement of active use outdoor areas relative to bedrooms
- separation of roads, parking areas and driveways from bedroom and living room windows
- noise transmission between dwellings
- measures to mitigate external noise sources (eg traffic noise, placement of air conditioners, exhaust systems, pool pumps)

### **Views**

- impact of the proposed development on views from adjoining or nearby properties
- design options for protecting views
- views from the proposed development

### **Overshadowing**

- provide an analysis of your shadow diagrams prepared by a consulting architect. Consider shadows from adjoining buildings as well as the proposed development.

## ***E. Air and Noise***

Show the proposal will not cause, or be affected by, air or noise emissions.

### **Air:**

- existing or proposed sources of air emissions (on-site and nearby) such as food premises, exhaust systems, waste storage, oil or wood burning stoves or heaters
- proposed mitigation measures: placement and height of flues or chimneys; filters and location of waste storage areas and compost heaps.

### **Noise:**

- existing and proposed noise sources (on-site and nearby): main roads, railway lines, aircraft, industries, transport terminals, loading bays, heavy vehicles, restaurants, clubs, hotels, car parks, ventilation and air conditioning units, pumps and pool filters
- proposed noise reduction measures: noise barriers, building layout and setback, room layout and window placement, building materials, insulation, double glazing
- construction noise: hours of operation, type of equipment, maximum noise levels, consultation with nearby residents, compliance with Environment Protection Authority guidelines
- where noise is a major design issue, attach a report by an acoustic consultant.

## ***F. Heritage***

Provide a heritage assessment\* prepared by a professional heritage consultant. The assessment must address:

- historical development of the site
- description of the item and its setting (e.g. garden, fences, ancillary buildings, etc)
- contribution to streetscape: height, scale, mass, setback, fenestration, architectural style and period
- heritage significance (use State Heritage Inventory Criteria)
- effect of proposal on the heritage significance of the building and its setting
- design options and rationale for the preferred option
- conservation principles in accordance with ICOMOS (Burra) Charter

\* Sites adjoining a listed Heritage Item will require assessment in relation to the impact of any proposed development on the Heritage Item.

## ***G. Additional Information***

Some developments may be proposed on sites affected by contaminated land or acid sulphate soils. In these cases, the following information is relevant:-

### **Contaminated Land:**

In determining all development applications, Council must consider the possibility of land contamination and the implications it has for any proposed or permissible future uses of the land. We will adopt a precautionary approach to ensure that any Land Contamination issues are identified and dealt with early in the planning process. Contaminated land issues may arise, for example, with sites that have been previously used for industrial activities or with sites that were used as service stations etc. For further information, please refer to Council's Contaminated Lands Policy.

### **Acid Sulfate Soils:**

Acid Sulfate Soils (ASS) contain iron sulfides that are usually stable. However, when exposed to air, after drainage or excavation works, the soils rapidly form sulfuric acid. This acid can leach into the surrounding area acidifying neighbouring drains, wetlands and creeks etc., causing severe environmental damage. ASS can also affect public and private infrastructure by causing serious damage to steel and concrete structures such as the foundations of a building.

In the Canterbury City area, acid sulfate soils have been identified in the vicinity of the Cooks River, Wollie Creek and Salt Pan Creek. Areas of up to a kilometre from these waterways may also be affected by Acid Sulfate Soils. Therefore, if you are proposing development anywhere within this vicinity which involves excavation works for a basement carpark or drainage works or the like, you should check with us to determine whether your land is affected by ASS.

If we confirm that your property is affected, you can either proceed to prepare an ASS Management Plan or undertake a Preliminary Assessment to confirm whether an ASS Management Plan is required. This plan must be prepared by a qualified geo-technical engineer in accordance with the ASS Manual published by the Department of Urban Affairs and Planning. The Plan will provide a framework for the on-going management and monitoring of the impacts on acid sulfate soils throughout the development. Although there is no set standard for the level of detail to be provided in a Management Plan, the Plan should reflect the level of risk from the potential disturbance or oxidation of acid sulfate soils, and as a minimum should address the following matters:-

- an overview of environmental attributes of the site and surrounds
- an overview of any proposed works
- a description of the acid sulfate soil mitigation strategies incorporating a schedule of constraints
- a monitoring program for soils and the surface and sub-surface water quality
- a description of a pilot project or field trial
- a description of the contingency procedures to be implemented at the site to deal with unforeseen events.

Prior to preparing an ASS Management Plan, you may need to undertake a preliminary assessment or a detailed assessment, including a soil survey with soil analyses, carried out in accordance with the Laboratory Methods Guidelines within the ASS Manual. You will need to submit your ASS Management Plan or Preliminary Investigation to Council with your Development Application. Please contact our Customer Service Centre for further information or call us on 9789 9300.

## ***H. Busy Road and Rail Corridors***

Any development, including excavation and/or use of crane(s), on land that adjoins a busy road or a rail corridor must be designed in accordance with “*Development near rail corridors and busy roads – Interim Guidelines.*” published by the NSW Department of Planning as part of State Environmental Planning Policy (Infrastructure) 2007.

Busy roads within the City of Canterbury include: Canterbury Road, New Canterbury Road, Bexley Road, King Georges Road, Punchbowl Road, Georges River Road and the M5 Motorway.

These guidelines can be obtained from the Register of Development Assessment Guidelines on the Department of Planning website, <http://rdaguidelines.planning.nsw.gov.au/register.cfm>, see Noise and Vibration

Any application subject to these guidelines must address them in the Statement of Environmental Effects.

# Step 4 Complete The Application Form

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The following questions on the Application Form require particular care and attention.

## **Q4 Owner's Consent**

You must obtain the consent of the landowner. If there is more than one landowner, every owner must sign. If the owner is a company, the application must be signed by an authorised person, and their name and position within the company must be clearly shown on the form. If you are proposing an activity or works within a development that is strata subdivided, you must obtain the signature of the owners' corporation. **If the application form is not signed by the landowner(s), we cannot determine your application.**

## **Q6 Proposed Development**

You must describe the proposed development in detail. Tell us exactly what you propose to do, eg., construction of a two storey dwelling with basement garage.

## **Q8 Gifts and Donations**

Have you, or anyone with a financial interest in this application made one or more political donations or gifts to a Councillor or political party, with a total value of or exceeding \$1000.00 within the past two years?

Persons having a *financial interest* include you as the applicant or any person on whose behalf you make this application, the property owner or owners, any person who has entered an agreement to acquire the site or any part of it, any members of the family of the persons previously mentioned; developers; architects; designers; engineers; landscape architects; traffic consultants, planning consultants, heritage consultants; builders or any person likely to obtain a financial gain if the proposed development is authorised or carried out.

If this has occurred, please complete the *Political Donations and Gifts Disclosure Statement* which can be obtained from our website [www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au) or from Customer Service.

If one or more donations or gifts with a total value of or exceeding \$1000 is made to a Councillor or political party by you or anyone with a financial interest in this application after the application has been made and prior to the determination of the application, those donations or gifts must also be disclosed by completing the Disclosure Statement. If a gift is made to a Council officer after the date of lodgement of the application and prior to determination of the application, that gift must also be disclosed by completing the Disclosure Statement.

This requirement is in accordance with Section 147 of the NSW Environmental Planning and Assessment Act 1979.

## ***Q10 Other Council Approvals***

The matters listed in this question require Council approval in addition to development consent. By ticking any boxes that are relevant, you will avoid the need to make a separate application later. An additional fee may also apply (see our current Fee Schedule for details).

## ***Q11 Your Signature***

Please check that you have signed the application.

# Step 5 **Lodge The Application Form And Fees**

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## ***How to lodge your application***

We prefer that you lodge your application personally at our Customer Service Centre. This is so we can check to see that you have all the necessary information and save you delays in the processing of your application.

Don't forget to:

- include all the required plans and supporting documents
- obtain the landowner's consent
- sign the application form
- pay the development application fees

### **Fees**

Application fees are calculated on a scale based on the estimated cost of development (or the number of lots in the case of subdivision). Ask us for a current Fee Scale.

### **Long Service Levy**

A building Industry Long Service Levy applies to all construction work \$25,000 or over in value. The Levy is charged at a rate of 0.35% of the total cost of the proposed work. You can choose to pay the Levy when you lodge your Development Application or you can pay prior to the release of your Construction Certificate or Complying Development Certificate. Please ask our Customer Service Staff for further details.

### **Payment options**

You can pay your fees by cash, cheque or EFTPOS (Savings only). You should make cheques payable to 'Canterbury City Council'.

# ***After you Lodge your Application***

## ***A. Acknowledgement***

You will receive a receipt specifying the amount of fees paid and the registered Development Application Number.

## ***B. If We Need More Information***

We may need more information about your application. If we do, we will request this as soon as possible after receiving the application. We will also send you a letter to confirm our request. The planning laws permit us to request further information within 21 days of lodgement.

## ***C. Public Notification***

Most development applications are publicly notified to enable interested persons to submit comments to the Council. The submission period varies according to the type of development proposed.

## ***D. Making Enquiries***

If you would like to find out how your application is progressing, you can telephone us for details. The name and telephone number of the Council officer responsible for assessing your application is shown on all notices and letters dealing with your application.

## ***E. Amended Plans***

If your plans are found to be deficient or do not comply with our codes and policies, **we do not have to accept amended plans**. We will assist you to achieve a satisfactory development but there are some cases where the acceptance of amended plans will hold up the process and be unlikely to achieve a satisfactory outcome. It is much better if you carefully check your plans **before** they are lodged to ensure they comply with our requirements.

## ***F. Notice of Determination***

After your application has been determined you will receive a 'Notice of Determination of Development Application'. The Notice will tell you whether we have approved or refused your application.

If your application is approved, the Notice will detail any conditions of consent.

If your application is refused, the Notice will give the reasons for refusal. The Notice will also explain your right of appeal to the Land and Environment Court.

## ***G. Conditions of Consent***

If your development application is approved, then you must ensure that the development is carried out in accordance with any relevant conditions.

You cannot alter or vary the development (or the way in which it operates) unless the

terms of the consent are modified. To do this, you must make an application to modify the consent. An additional fee applies.

## **H. Other Approvals**

If your proposal involves building work, you will need to obtain a *Construction Certificate* for the detailed building plans or engineering drawings.

You can apply for this either to the council, or to an accredited certifier. You must also appoint a *Principal Certifying Authority* and notify the Council in writing before you commence any construction work.

Your proposal may also require an approval or licence from another government agency. For example, if you ticked any of the boxes at Question 9 of the Development Application form you may need to obtain an additional approval.

It is your responsibility to obtain any additional approval that may be required before you commence the development.

## **Disagree with your Notice of Determination?**

If you are dissatisfied with the determination of your development application, contact us immediately so we can clarify issues and discuss your options.

Options available to you include:

- A **Review of Determination** of your application under sections 82A or 96AB of the Environmental Planning & Assessment Act (EP&A Act). You must complete an application form and pay an additional fee. You cannot seek a review if the proposal is *designated development* or *integrated development*. Under the provisions of the Environmental Planning and Assessment Act 1979 we may only review its decision within 6 months of the date shown on the Notice of Determination (this period is extended to 12 months if the subject DA was lodged prior to 28 February 2011). After this 6 month period a decision cannot be made. You must ensure that an application for a Review of Determination gives us a reasonable period in which to review its decision (a minimum period of 3 months is required). If unsure, ask us for details.
- An application to **Modify a Development Consent**. This may be appropriate if you disagree with particular conditions of consent or decide to amend certain aspects of the proposal. You must complete an application form, and attach a written justification for the proposed modification. You must also pay an application fee.

Applications to modify a consent must go through a similar process as the original application, including any necessary notification and advertising. Therefore, it is important that you allow sufficient time to obtain our approval before proceeding with any modifications to your proposal.

- An appeal to the **Land and Environment Court**. An appeal must be commenced within 6 months of the day on which you received your Notice of Determination. Before proceeding to a court hearing, the Court will arrange a mediation conference if this is acceptable to both parties.

# Please check that your Development Application Includes

- Reduced Plans (A4) - 5 copies (Note: The reduced plans should include a site plan. The site plan should not show the floor plan of the dwelling, and/or the designated room names)
- Survey plan – 5 copies
- Shadow diagrams – 5 copies (where required)
- All other plans - 5 copies
- A4 Notification plans – 5 copies
- BASIX Certificate – 5 copies
- Statement of Environmental Effects – 5 copies
- Application Form - 1 Original Application form and 4 copies
  - signed by all landowners
  - signed by the applicant
- Completed Development Application Checklist - 1 copy
- Application fees.
- Long Service Levy (optional at DA stage).

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**Phone:** (02) 9789 9300  
**Fax:** (02) 9789 1542  
**Post:** PO Box 77  
CAMPSIE 2194  
**Document Exchange:** DX 3813, CAMPSIE  
**E-mail:** [council@canterbury.nsw.gov.au](mailto:council@canterbury.nsw.gov.au)  
**Web:** [www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au)

**Customer Services:**  
**Canterbury City Council**  
Administrative Centre  
137 Beamish St  
Campsie NSW 2194

**Hours: 9.00 a.m. to 5.00 p.m.**  
**Monday to Friday**



# DEVELOPMENT APPLICATION

Section 78A, Environmental Planning and Assessment Act 1979  
(FOR CLASS 1 and 10 BUILDINGS ONLY)

DA No:.....

## About this form

Use this form to apply for development consent to:

- erect a new dwelling or carry out additions to an existing dwelling
- demolish an existing structure
- erect a new outbuilding or carry out additions to an existing outbuilding
- install a swimming pool, erect a front fence or similar

(If you wish to construct a dual occupancy, townhouses/villas, multiple unit developments, industrial or commercial activities or buildings etc. use the DA Form for Class 2 – 9 Buildings)

If your proposal involves construction work and you have prepared detailed drawings and specifications, you may also lodge a Construction Certificate Application with this application. **If you lodge your Construction Certificate and Development Application together, we will give you a 15% discount on your Construction certificate application fee.** However, you should be aware that we may impose conditions on your Development approval requiring changes to your proposal. These changes may result in amendments to your Construction Certificate application See the reverse of this form for further details

This Application may not be required for certain types of minor building work or uses that do not require development consent. However, a Complying Development Certificate may still be required for minor building work. Please check with us for further details.

## Documentation

Please refer to our **DA Guide** for details on the plans and other documents you will need to provide with this application. Copies are available at the Customer Service Centre.

## Other approvals

Your proposal may also require other approvals. Question 9 of this form will help you determine whether you need any approvals from other government agencies. Question 8 of this form enables you to apply for other Council approvals that are required for certain activities. Please see our **DA Guide** for further details.

## Lodgement & fees

Please follow the instructions on page 3.

## Any questions?

Call us on (02)9789 9300 or visit our Customer Service Centre at 137 Beamish Street, Campsie.

## Applicant and site details

1. Your name, address and contact details

Title Mr  Mrs  Miss  Ms  Other.....

Family name (or company) .....

Given names (or contact person).....

Postal address..... Post code .....

Phone (1)(. .) .....Fax( . .) .....

Phone (2)(. .) .....E-mail.....

2. Your architect or consultant?  
*In case we need to discuss design or other issues*

Name.....

Phone (1) (. .) ..... Fax(. .).....

Phone (2) (. .) ..... E-mail.....

3. Location and title description of the property

Street No. ....Street.....

Suburb.....

Lot(s) ..... Section.....

Deposited Plan(s) ..... Strata plan.....

**4. Owner's consent**

*If more than one owner, every owner must sign. If owner is a company or corporation, a director, secretary or authorised delegate must sign*

Name ..... Name .....

Signature ..... Signature .....

*If you are signing on the owner's behalf as their legal representative, state the legal authority under and attach documentary evidence (eg, Power of Attorney, Executor, Trustee), or if signing on behalf of a company, please indicate the name of the Company and your position.*

**Note: If the property is in a strata plan, the Owners' Corporation consent is required under seal.**

**Development details**

**5. Type of development?**

*(You may need to tick more than one of these boxes)*

- A  New dwelling/additions to an existing dwelling
- B  Demolition of a structure
- C  New outbuilding/additions to existing outbuilding ( eg, garage, carport, garden shed, satellite dish
- D  Swimming Pool, Front Fence or similar

**(Note: If you need to demolish structures on the site and do not apply for demolition on this application, a separate Development Application will need to be submitted to, and approved by Council prior to the removal of the structures from the property)**

**6. Please describe the proposed development**

*Tell us exactly what you propose to do (eg. Construct a new two storey dwelling)*

.....  
.....  
.....

**7. Estimated cost of the Development**

Estimated cost: \$..... Demolition cost:.....

*State the full contract price for labour and materials. If unsure, ask us for current building construction figures. We will check your estimate against the Cordell's Building Cost Guide in order to establish the value of work if a quote is not provided.*

**8. Gifts and Donations:**

Have you, or anyone with a financial interest in this application made one or more political donations or gifts to a Councillor or political party, with a total value of or exceeding \$1000.00 within the past two years?

Yes.....No.....

Persons having a *financial interest* include you as the applicant or any person on whose behalf you make this application, the property owner or owners, any person who has entered an agreement to acquire the site or any part of it, any members of the family of the persons previously mentioned; developers; architects; designers; engineers; landscape architects; traffic consultants, planning consultants, heritage consultants; builders or any person likely to obtain a financial gain if the proposed development is authorised or carried out.

If this has occurred, please complete the *Political Donations and Gifts Disclosure Statement* which can be obtained from our website [www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au) or from Customer Service.

If one or more donations or gifts with a total value of or exceeding \$1000 is made to a Councillor or political party by you or anyone with a financial interest in this application after the application has been made and prior to the determination of the application, those donations or gifts must also be disclosed by completing the Disclosure Statement. If a gift is made to a Council officer after the date of lodgement of the application and prior to determination of the application, that gift must also be disclosed by completing the Disclosure Statement.

This requirement is in accordance with Section 147 of the NSW Environmental Planning and Assessment Act 1979.

**9. Integrated development:**  
Will the development involve or relate to any of the following?

*Tick relevant boxes (if any).  
If unsure, ask us for assistance.*

- Item on the State Heritage Register or subject to an Interim Heritage Order
- An Environment Protection Authority (EPA)-licensed activity
- Earthworks, hoardings or structures within a public road
- Earthworks within 40 metres of foreshore or a watercourse
- Extraction or use of river or groundwater
- Destruction or damage to an Aboriginal relic
- Dredging or reclamation of any waters
- Removal or damage to marine vegetation

*Applications for these types of development will be referred to the relevant approval body (see page 4 of DA Guide). These applications must include 2 additional copies of the application, including plans and all documentation for each approval body and an additional fee of \$250 for each approval required. We recommend you consult with any relevant agencies before lodging this application.*

**10. Are you applying for approval for any of these activities?**

*Tick relevant boxes (if any).  
Refer to page 4 of the DA Guide*

- Water supply, sewerage, stormwater drainage work
- Temporary structure
- Placing waste/waste storage container in a public place or Council sewer
- Domestic oil/solid fuel heater (not portable)
- Swing or hoist goods over a public road

## Signatures

**11. Your declaration**

*If the applicant is an Owners' Corporation, must be signed by the Secretary under common seal.*

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed, rejected or returned.
- more information may be requested within 21 days of lodgement.

Signature..... Date .....

# How to Lodge this Application

## Professional Advice:

We strongly recommend that you consult with us before lodging this application. Professional Planners and Building Surveyors are on duty at our Customer Service Centre to advise you of relevant planning and building controls and provide preliminary advice on your proposal. However, for more detailed advice or information, you should make an appointment with the relevant planner or building surveyor responsible for the area in which your proposal is located. Please phone us on 9789 9300 to arrange an appointment.

## Construction Certificate:

As stated on the front of this form, if your proposal involves construction works, you can also lodge a Construction Certificate with this development application if you have prepared detailed plans and specifications.

However, you should be aware that we sometimes attach conditions to your Development Consent which then require changes on your plans for the Construction Certificate. We recommend that you do not lodge your Construction Certificate until you have received your Development Consent and incorporated any changes required as a result of the conditions attached to your consent.

**PLEASE ENSURE YOU HAVE READ OUR DA GUIDE BEFORE LODGING YOUR APPLICATION – IT IS DESIGNED TO HELP YOU WITH COMPLETING THIS FORM AND PREPARING YOUR PLANS AND STATEMENT OF ENVIRONMENTAL EFFECTS.**

**ADDITIONAL COPIES OF THIS APPLICATION FORM CAN BE DOWNLOADED FROM OUR WEB PAGE AT:**

[www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au)

**Please note that copies of all our Development Control Plans, Codes and Policies are also available on this web page.**

## Address the application to:

General Manager  
Canterbury City Council

You can forward it to us by any of the following methods:

## Courier or Personal Delivery:

Customer Service Centre  
Ground Floor  
137 Beamish Street, CAMPSIE 2194  
Office Hours: 9.00am – 5.00pm, Monday to Friday

## Post:

P O Box 77, CAMPSIE 2194

## Document Exchange:

DX 3813, CAMPSIE

## How to Contact Us:

Phone: 9789 9300

Fax: 9789 1542

Email: [council@canterbury.nsw.gov.au](mailto:council@canterbury.nsw.gov.au)

## Fees:

Application fees are calculated on a scale based on the contract value of the proposed work. There may also be notification and advertising fees associated with your proposal. Please check with our Customer Service Centre staff for further details.

A Building Industry Long Service Levy is also applicable to all construction work \$25,000 or over in value. The Levy is charged at a rate of 0.35% of the total cost of the proposed work. You can choose to pay the Levy at Development Application stage, but it must be paid prior to the release of a Construction Certificate or a Complying Development Certificate. Please ask our Customer Service Centre staff for further details.

## Payment Methods:

Pay by cash, cheque, EFTPOS (Cheque and Savings only), or Credit Card (Amex and Diner's Club not accepted). Please make cheques payable to Canterbury City Council.

## Acknowledgment:

We will acknowledge that we have received your application with a receipt specifying the amount of fees paid and the registered number of the application.

## Please Note:

**If you post your application, please ensure that all the necessary information identified in our DA Guide has been included. If your application is incomplete, it will be returned to you by mail with your payment.**



## DEVELOPMENT APPLICATION CHECKLIST CLASS 1 AND 10 BUILDINGS ONLY

**PLEASE NOTE:** *If all the required information is not provided, the development application will not be accepted at our Customer Service Centre.*

Address.....		Applicant to Complete		Office use Only- CS Officer		
		Yes	No	Yes	No	N/A
Development Application No: .....		Yes	No	Yes	No	N/A
1	Have <b>Five (5)</b> fully completed application forms been provided? (We will accept one (1) original and 4 copies)					
2	Has the <b>written consent of all owners</b> been provided? (See page 17 of the DA Guide)					
3	Have <b>Five (5)</b> copies (One <b>(1)</b> coloured copy for additions to existing buildings) of all plans been provided?					
4	Have <b>Five (5)</b> copies of the <b>BASIX Certificate</b> been provided (see pages 9-10 of the DA Guide)?					
5	Have <b>Five (5)</b> copies of a <b>Statement of Environmental Effects</b> been provided (See pages 12 - 16 of the DA Guide)?					
6	Have <b>5 x A4 size external configuration plans</b> showing elevations of the building & additions been provided? (see pages 6 and 8 of DA Guide)					
7	Is the property a <b>Heritage Item</b> ? If yes, has an impact assessment been prepared? (see Pages 12 and 15 of DA Guide)					
8	Has an <b>estimated cost</b> of development been provided? (Council staff will check your estimate against the Cordells Building Cost Guide if a Quantity Surveyors report is not provided)					
9	<p><b>Do the plans clearly illustrate:-</b> (see pages 6 – 11 of the DA Guide)</p> <ul style="list-style-type: none"> <li>• Total site area, boundary dimensions and true north point?</li> <li>• Existing buildings, existing floor plan, (streetscape elevation required for 2 or more storeys)?</li> <li>• House numbers, location &amp; uses of buildings on adjoining land?</li> <li>• The floor plan of the proposed development?</li> <li>• Internal walls/partitions and room names or uses?</li> <li>• Figured dimensions of existing and proposed work?</li> <li>• Window and door schedule? (showing all dimensions)</li> <li>• Type of Construction proposed? (eg Brick veneer , full brick)</li> <li>• Parking, including ramp gradients, dimensions &amp; details for basements?</li> <li>• calculations of all existing and proposed floor areas</li> <li>• location of smoke detectors</li> <li>• Location, canopy and height of any tree over 3m high or your site, the street and adjoining properties?</li> </ul>					
10	<p>Does the plan contain a <b>title block</b> showing:-</p> <ul style="list-style-type: none"> <li>• The name of the architect or designer who prepared the plan?</li> <li>• Plan number and date of preparation?</li> <li>• Applicant's name and property address?</li> <li>• Amendment numbers and date of amendment (if relevant)?</li> <li>• Is the plan drawn to scale ie: 1:100 or 1:200?</li> </ul>					
11	<p>Have all <b>elevations and sections</b> been provided? (See Page 6 and 8 of DA Guide for details). Do they clearly illustrate:</p> <ul style="list-style-type: none"> <li>• Natural ground level (+ any proposed changes to ground level)?</li> <li>• height of the proposed development from natural ground level and finished floor, ceiling and roof ridge levels</li> <li>• The maximum permissible height line (where applicable)?</li> </ul>					
12	Has a proposed schedule of <b>external material finishes</b> been provided?					

		Yes	No	Yes	No	N/A
13	Have <b>Five (5)</b> copies of a <b>survey plan</b> been provided? ( <b>Note: required for all new buildings including 2 storey dwellings and first floor or more additions to existing buildings &amp; Demolitions</b> – (see Page 6 and 9 of DA Guide).					
14	Has a proposed method of a <b>Stormwater Drainage</b> been nominated on the architectural plans? (see page 6 and 9 of the DA Guide for details)					
15	Have <b>Five (5)</b> copies of a <b>Soil and Water Management Plan</b> been submitted? (See Page 6 and 10 of DA Guide for details). Do these plans show: <ul style="list-style-type: none"> <li>• Basic site information &amp; Construction details</li> <li>• Stormwater Management details</li> </ul>					
16	Is the property potentially affected by <b>Acid Sulfate Soils (ASS)</b> ? If yes, has the following information been provided: (see page 12, 15 and 16 of DA Guide for details) <ul style="list-style-type: none"> <li>• Refer to Table 1 of Council's "<b>Advice on Acid Sulfate Soils</b>".</li> </ul>					
17	<b>If you answered YES to Question 16</b> , have you elected to carry out: <ul style="list-style-type: none"> <li>• An ASS Management Plan; or</li> <li>• A Preliminary Assessment to confirm whether ASS Management Plan is required.</li> </ul> <b>Five (5)</b> copies of your Management Plan or Preliminary Assessment with your development application)					
18	Have <b>Five (5)</b> copies of <b>shadow diagrams</b> been provided? ( <b>Note: required for all new 2 storey dwellings and first floor or more additions to existing buildings</b> ) (See page 6, 9 and 10 of DA Guide for details).					
19	Has the site been previously used for an activity that may have <b>contaminated the site?</b> (for examples, please see our Contaminated Land Policy, Appendix 1 – Schedule of Potentially Contaminating Activities, page 28)). If yes, has the following information been provided:- <ul style="list-style-type: none"> <li>• A Preliminary Site Contamination Investigation (Stage 1) in accordance with our Contaminated Land Policy; or</li> <li>• If the site has already been remediated, a Site Audit Statement or a Validation and Monitoring Report in accordance with the Land Contamination Policy.</li> </ul>					
20	Is this a proposed <b>Integrated Development</b> (needs other government bodies' approval)? (refer to page 4 of the DA Guide)					
21	Have you in your <b>Statement of Environmental Effects</b> addressed the Building Code of Australia (BCA) Requirements for the proposed method of Construction? (see page 8 of the DA Guide)					
22	Have you completed a Waste Management Plan for this proposal, and included <b>5 copies</b> of the waste Management Plan with the application?					
23	Have you, or anyone with a financial interest in this application made any donations or gifts which must be declared? See Question 8 of the DA form or page 17 of the DA Guide for more details					
24	Does the property adjoin a busy road or rail corridor? See pages 12 and 16 of DA guide for more details					

## ADDITIONAL QUESTIONS FOR DEMOLITION

**PLEASE NOTE:** Point No's 6, 8, 19 and 22 are applicable for Demolition purposes (including Alterations & additions to an existing building) and must be completed by the applicant

		Yes	No	Yes	No	N/A
25	Have you read “ <b>Demolition Requirements</b> ” prepared by Council?					
26	Does the plan (including <b>5</b> copies) show: <ul style="list-style-type: none"> <li>• all the existing buildings and structures on the site?</li> <li>• which buildings/ structures are to be demolished?</li> <li>• existing trees to be retained or removed?</li> <li>• existing driveway to be retained or removed?</li> <li>• Sediment and erosion control measures?</li> <li>• Protection of public during demolition works?</li> <li>• Any other measures to be in place, as stated in the Work Method Statement?</li> </ul>					
27	Is a private contractor carrying out the demolition work?					
28	Is the demolition work being carried out by mechanical means, and if so is the person(s) or company doing the work licensed?					
29	If you answered <b>YES</b> to questions 25 and 26, provide the details of the person employed to carry out the work including their phone details.					
30	Is a Work Method Statement (including <b>5</b> copies) been prepared and included with the application? (refer to the demolition requirements)					
31	Have you included the cost of the demolition works into the cost of the development?					

### DECLARATION BY APPLICANT:

*I/we declare to the best of my/our knowledge and belief, that the details on this checklist are correct in every aspect and that the information required, as set out in Council's DA Guide, has been supplied.*

Name of Applicant/s:.....Phone No:.....

Signature of Applicant/s:.....

**Office Use Only:**

**Please List Information/Plans/Documentation etc., required before application can be lodged:**

.....

.....

.....

.....

**Checked by:** (CSO to complete)

Name:.....Initials:.....Date.....