



*City of Canterbury*

*City of Cultural Diversity*

# DA Guide

FOR CLASS 2 – 9 DEVELOPMENTS  
(INCLUDING DUAL OCCUPANCIES,  
TOWNHOUSES/VILLAS, MULTIPLE UNIT  
DEVELOPMENT, COMMERCIAL AND INDUSTRIAL  
DEVELOPMENT AND HOME BUSINESSES)

**5** steps to  
preparing a  
Development  
Application

Amended – January 2012

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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. Use this guide 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 dwellings, additions to existing dwellings, carports, garages, swimming pools etc. If your application involves one of these domestic uses – please see the DA Guide for Class 1 and 10 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.**

Pre-Lodgement Applications are available.

A planning officer is on duty at the Customer Service Centre for counter and phone enquiries.

Customer Service Centre hours are 9.00am to 5.00pm, Monday to Friday and located 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
- (in some instances) change the use of an existing building or land to another use
- subdivide land or strata subdivide a building
- (in some instances) display an advertising sign
- carry out earthworks, excavation or filling.
- establish Outdoor Dining adjacent to a shop or restaurant

**Some minor developments, listed in State Environmental Planning Policy (Exempt and Complying Development) 2008 do not require a DA. These include:-**

- cabanas, green houses and gazebos
- barbecues, garden sheds, and open pergolas
- Satellite dishes, skylight roof windows
- Changing the use of a shop to another shop or an office to another office
- Some advertising signs.

**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 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 you can start 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 lodge a “pre-lodgement application” (or pre-DA). There is a form and guidelines available on our website. After you complete the form and prepare plans you can lodge them with us and they will be allocated to an officer for comment. A fee is charged for this service.

## ***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
- ❑ Office of Water – where your proposal involves works within 40 metres of a waterway
- ❑ Division of Environment – where your proposal involves works to a scheduled premises licensed by the Department
- ❑ Division of Environment – where your proposal may affect native flora and fauna or Aboriginal heritage
- ❑ NSW Fisheries.

**NOTE:** Referrals regarding the Water Management Act 2000 are sent to the Office of Water

**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.

**NOTE: If you proceed in lodging a Development Application the Government Information (Public Access) Act 2009 allows for members of the public to view your application as well as the information (including personal details) submitted with it.**

# 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. Site Analysis Plan**

Required for all applications.

**B. Plans, Elevations and Sections**

Required for all applications.

**C. Reduced (A4) Notification Plans (A4)**

Required for all applications involving construction works.

**D. Survey Plan**

Required for all applications involving construction works.

**E. Stormwater Drainage Plan**

Required for all applications involving construction works.

**F. Landscape Plan**

Required for all applications involving construction works.

**G. Subdivision/Strata Subdivision Plan**

Required for any Subdivision of Land, Torrens or strata subdivisions and boundary adjustments.

**H. Shadow Diagram**

Required for all applications resulting in a building being 2 storeys or more.

**I. Soil and Water Management Plan**

Required for all applications involving construction works.

**J. Waste Management Plan**

Required for all applications.

**K. Architectural Model**

Required for residential/commercial development involving more than 20 dwellings & exceeding 3 storeys in height & all large scale commercial buildings

**L. Details of Materials and Finishes**

Required for all applications involving construction works.

**M. BASIX Certificate**

Required for all new residential developments including alterations and additions over the value of \$50,000.00.

**N. Building Code of Australia and Fire Safety report**

Required for new buildings and alterations & additions to existing buildings. A list of existing and proposed fire safety measures must accompany this report.

**O. Commonwealth Disability (Access to Premises – Building) 2010 or Premises Standard**

Required for most non-residential development to ensure disabled access into and around a building. Details do not need to be shown with the DA but must be shown on any CC or CDC. In order to minimise modifying plans after a consent has been issued, you are strongly advised to address the Premises Standard as part of the Development Application.

## ***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 northpoint 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 relevant vertical information from natural ground level (NGL) to: finished floor level, ceiling heights, roof ridge level etc.

Levels and contours should be shown relative to the Australian Height Datum (AHD) or Reduced Levels (RL).

The use of a datum point on the site as a reference for levels is NOT acceptable.

### **How many copies?**

Provide us with eight (8) copies of all documents.

Note: for alterations and additions to existing buildings at least two (2) copies must be coloured. Coloured copies are not required for new buildings.

# A. Site Analysis Plan

This plan illustrates and analyses existing site conditions in relation to surrounding land and buildings. Draw the plan at a standard scale such as 1:100, 1:200 or 1: 500, and include the following details, which are relevant to your proposal:

## Orientation

- north point (true solar north)
- scale (show ratio and bar scale)
- date

## Property details

- property boundaries and dimensions
- lot and deposited plan numbers
- site area (square metres)
- easements, rights of way, sewer mains

## Landform and vegetation

- contours or spot levels (extend contours into adjoining roads and properties)
- differences in ground levels between the site and adjoining land
- stormwater drains, flow paths, drainage easements, watercourses, channels, etc
- extent of any known landfill or contaminated soil
- landscape features such as cliffs, rock outcrops, embankments, retaining walls, foreshores, etc
- important views from the site, and from adjoining land
- existing vegetation including the location, height, canopy spread, species

## Access

- public roads, laneways, pathways
- driveways, parking areas, loading bays

## Existing development

- show existing buildings on the site and adjoining land including distances from boundaries, height, current uses, front and rear entrances, and location of all windows adjacent to boundaries of the development site (include the room use associated with those windows). A streetscape elevation is required for development involving 2 or more storeys.
- proposed buildings (show outline only)
- overshadowing by adjoining buildings
- fences & walls: location, height, materials
- swimming pools
- privacy: adjoining private open spaces, facing doors and windows
- noise, odour and light spillage sources (eg main roads, railway lines, tennis courts, sports fields, air conditioning units, pool pumps, existing advertising signs etc)
- street frontage features: light poles, trees, kerbs, footpaths, crossings, street furniture, bus shelters and stops etc
- heritage or archaeological features

# B. 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, 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
- courtyard dimensions and areas
- walls and fences
- total floor area and floor space ratio
- disabled persons access, see page 14 below for details
- vehicle entrance and exit driveways
- car parking and loading areas (show dimensions)
- waste bin storage and collection facilities
- Additional details for Outdoor Dining as specified in DCP 44 "Activities in Public Places"

## 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).
- Window and door schedule? (showing all dimensions)
- existing and 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.

## C. Reduced Plan (A4 Size)

This plan illustrates the height 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) and 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.
- All elevations showing all proposed levels and heights from natural ground level (NGL) to: finished floor, ceiling heights and roof ridge.
- Indicate external materials and finishes.

**Note:** Sample Plans are contained in the back of our Notification Policy (DCP 32).

## D 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 not be more than 6 months old. 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, contours and spot levels
- position of structures (including trees) on adjoining land (including the street and adjoining parks or open space)
- 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.

The use of a datum point on the site as a reference is NOT acceptable.

## E. Stormwater Drainage Plan

This plan will illustrate how stormwater runoff from your site will be managed. You should find out about the drainage requirements that apply to your site before you prepare your drainage plan. Contact our Development Engineer on 9789 9300 for further advice.

**It is essential to incorporate your drainage design in the initial architectural design process as problems with discharging stormwater runoff from your site may require a redesign of your proposal.** Sites that fall away from the street frontage may have difficulty discharging stormwater runoff to the street, requiring a drainage easement to be negotiated through a neighbouring property to discharge the stormwater. (Council prohibits the use of pump-out systems other than for underground basement carparks where the only area being pumped is the driveway and associated sub-soil drainage system)

Your drainage design must be prepared by a registered Civil Engineer and include provision for on-site detention (OSD) where necessary. The details shall be prepared in accordance with our Stormwater Management Manual – Specification 9 "A Guide to Stormwater Drainage Design" which contains checklist of information to be lodged with your application.

Information to be included in your proposal includes:

- North point
- Scale
- Existing surface levels and contours (AHD Datum)
- Existing street levels and location of trees and public utilities that may affect your development.
- Proposed building locations, finished floor levels and roof layout
- Proposed location of the on-site detention system, overflow weir and associated surface and invert levels
- Proposed pit surface and invert levels
- Proposed retaining wall levels
- Proposed point of discharge (no more than 15 metres downstream from the development site)

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

## F. Landscape Plan

This plan should be prepared in accordance with DCP 45 – Landscape, by a qualified landscape architect or consultant and should illustrate the proposed landscape design for your proposal. The plan should demonstrate an understanding of the site and its context. Draw the plan to match the scale of the architectural and survey plans and show the following details:

- north point (true north) and scale (show ratio and bar scale)

- name of the landscape designer or company, their contact details and professional qualifications
- date, plan number, amendment number (where relevant)
- finished surface levels, embankments and grades (indicate extent of cut and fill)
- location, species and canopy spread of all existing trees to be retained or removed, including any affected trees on adjoining properties or Council's nature strip. This must include ALL tree's covered by our Tree Preservation Order (TPO)
- Arboricultural advice detailing the protection or removal of trees
- proposed tree and shrub planting, including number of each species, their location, massing and mature height, and any proposed edging and mulching
- proposed surface treatments and restoration eg turf, paving, bank stabilisation, mounds.
- Reduced levels at the base of trees and their height and canopy spread.
- driveways and carparking areas
- location of letter boxes, drying areas and garbage receptacles
- finished surface levels, including embankments, grades and contours
- location of stormwater pipes and pits, including any on-site detention
- proposed fences and retaining walls (indicate height and material)
- erosion and sediment control measures
- maintenance program.

## G. Subdivision/Strata Subdivision Plan

This plan will clearly illustrate the proposed land subdivision layout. Draw the plan to a standard scale such as 1: 200 or 1: 500, and show the following details:

- north point (true solar north) and scale (show ratio and bar scale)
- date of preparation and plan number,
- existing and proposed boundaries
- existing lot and deposited plan numbers
- relationship to existing roads and subdivision boundaries (show width of roads)
- proposed lot numbers, boundary dimensions and proposed lot areas (square metres)
- proposed roads, pathways (indicate width)
- proposed easements and rights of way
- proposed public reserves, drainage reserves
- existing and finished levels (contours or spot heights with Australian Height Datum values)
- long sections and cross sections of proposed roads

Strata Subdivision plans are generally prepared by a registered surveyor. They should include the same detail shown above but they must also include the location of all buildings on the site and show each dwelling lot, associated courtyard area and carspace allotment etc.

**NOTE:** strata subdivision applications for existing multiple unit developments may be affected by State Environmental Planning Policy (Affordable Rental Housing) 2009 which is designed to retain low cost rental accommodation.

If your proposal is affected by SEPP 2009, you will need to submit additional information with your application demonstrating that your proposal will not reduce the amount of low cost accommodation available in the locality.

## H. 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, windows with associated room use and private open space on adjoining land
- shadows cast at mid-winter at 9am, 12noon & 3pm. Additional times and dates, eg: hourly at mid-winter, may also be required.
- if the proposal is replacing an existing building, show change in shadows from existing to proposed development.

To maintain solar access for neighbouring properties, all developments must ensure that all adjoining residential properties will receive at least two (2) hours sunlight between 9am and 3pm on June 21 to at one room occupied during the day eg: living or family room and to at least 50% 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.

## I. Soil & Water Management Plan

This 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.

## J. Waste Management Plan

This plan will detail waste management and minimisation activities to be carried out during demolition, construction and operation of the premises/development. This plan will need to:-

- specify wastes by type and volume, and nominate reuse and recycling potential
- nominate siting of waste storage and recycling facilities for demolition, construction and final use
- specify how and where residual wastes will be disposed of
- show how ongoing waste management of the site will operate

Please see DCP 48 - Waste Management Plan for more details.

## K. Architectural Model

The model will create a three-dimensional illustration of the architectural form of the proposal and its relationship to adjoining development and topographical features. The model must be to scale and may be required for mixed residential/commercial developments, and large-scale residential or commercial developments. We may also require models for other developments. We will determine the necessity for a model to be submitted after we have received your application. In some cases, we may ask for a coloured perspective instead of a model.

## L. Details of Materials & Finishes

If your application involves a new building or additions to an existing building, we need to know full details of your proposed external finishes and materials. You should include details of proposed brick styles and colours, roof tiles, doors and window frames, balustrading, colour schemes for painted areas and details of hard-paved surfaces. These details must be provided in colour. Brochures from the manufacturers of the products cannot be used. Details of the manufacturer and product name & range must be shown.

## M. 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 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 is 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 40,000 litres a BASIX Certificate is required.

If your proposal is less than \$50,000 in value or swimming pool is of a smaller volume you will need to demonstrate that your proposal promotes energy efficiency 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 north, east and west facing windows 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.

## N. BCA and Fire Safety report

A Building Code of Australia (BCA) report relating to the proposed development must be submitted with the application. Commencing with classification and size of the development and addressing all issues that affect the development detailed in Sections A to J of the BCA, including the NSW appendix.

Alternative Solutions will need to be indicated identifying the areas that do not comply with the 'Deemed-to-Satisfy' provisions of the BCA. These must be prepared in accordance with the requirements of A0.8 of the BCA.

A schedule of the fire safety measures must be submitted detailing what the existing AND proposed measures are and how they are, or will be, installed to comply with the relevant Australian Standard(s). Refer to the Fire Safety Measure Schedule at the back of this Guide.

## **O. Premise Standard disabled access**

The Commonwealth Disability (Access to Premises – Buildings) 2010 or Premises Standard applies to all Construction Certificates and Complying Development Certificates lodged after 1 May 2011. The Premises Standard aims to improve disabled access into and around buildings.

While the Premises Standard does not apply to DA's, given its requirements on design and physical space it is strongly advised that you consider it when preparing your DA in order to minimise disruptions or delays at the CC stage.

The Premises Standard applies to new buildings as well as to alterations and additions to existing buildings, such as shops, offices, hotels, medical centres/aged care facilities, larger residential developments eg: those with common or community areas such as pools or secure entrances, industrial complexes, public amenities and car parks.

Development that does not require work, such as change of use DA's, are not subject to the Premises Standard, because a CC is not required. However they must (as well those DA's mentioned above) must still address the requirements in our own Access and Mobility Code (DCP 51). Small residential DA's are not subject to the Premises Standard.

The Premises Standard is part of the Building Code of Australia. Any consent (eg: a DA or CC consent or Complying Development Certificate) that requires compliance with the BCA must address the Premises Standard.

# 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***.

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

Your Statement should address all the issues that are applicable to your proposal. The Statement details your proposal and expands on the information shown on the plans. The Statement tells us what your proposing to do and how your going to do it.

The Statement must detail how your proposal complies with our codes and policies.

The Statement must demonstrate how the proposal meets the development controls found in our DCP's and other codes. Simply stating that the proposal complies with our codes is not satisfactory, the statement must demonstrate how compliance is achieved.

For applications that do not propose any work, such as change of use applications, a Statement of Environmental Effects is still required. The statement must outline how the use is permissible and complies with either the Canterbury Planning Scheme Ordinance or Local Environmental Plan and how the use will operate if consent is granted eg: number of staff, hours of operation, vehicular access, & loading and waste management.

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 non-residential applications.
- C. Design Guidelines**  
Required for all applications.
- D. Operation and Management**  
Required for all non-residential applications.
- E. Access and Traffic**  
Required for all applications except minor additions or alterations.
- F. General Accessibility**  
Required for all non-residential applications.
- G. Privacy, Views and Overshadowing**  
Required for all residential and mixed residential/commercial proposals.
- H. Air and Noise**  
Required for all applications except minor additions or alterations.
- I. Heritage**  
Required for all proposals which affect a listed heritage item or land within the vicinity of a listed heritage

item.

**J. Additional Items**

Required for sites affected by land contamination and acid sulphate soils.

**K. Busy Road and Rail Corridors**

Required for any development, including excavation and/or use of crane(s), on land that adjoins a busy road or a rail corridor.

**L. Traffic Generating Development**

Required for any development that increases vehicular traffic by 60% or more and/or heavy vehicular traffic by 10% or more, onto the subject sites adjoining road.

**M. BCA and Fire Safety Report**

Required for all developments addressing Section A-J of the BCA and the NSW Appendix. Fire safety measures must include any existing and proposed measures.

## ***Checklist***

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

### ***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 (EPI's, DCP's and codes & policies)
- 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:-

- development standards, including, setbacks, height, FSR, landscaping & parking. The Statement of Environmental Effects must detail and demonstrate how the proposal complies with the standards contained within the applicable codes. Any variations from our standards must be fully detailed and justified.

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

## ***D. Operation and Management***

Describe how the establishment will operate:

- type of business
- number of staff
- expected number of customers or clients
- hours and days of operation
- plant, machinery, production processes
- type and quantity of goods handled: raw materials, finished products, waste products
- arrangements for transport, loading and unloading of goods (give details of frequency of truck movements and size of vehicles)
- hazardous materials or processes.

We require a detailed Management Plan for proposals which may adversely impact on residential amenity. A Management Plan may therefore be required for proposal such as entertainment facilities, boarding houses and taxi depots as well as commercial and industrial development. A Management Plan must describe how your activity will be operated and managed to minimise adverse amenity impacts.

## ***E. Access and Traffic***

Demonstrate that there is adequate provision for access, including:

- pedestrian amenity (paving, seats, weather protection, security lighting)
- proposed bicycle facilities (racks, lockers, showers)
- existing public transport services
- vehicle access to a public road (indicate grade)
- resident, staff, customer, client and visitor parking arrangements
- parking calculations
- will there be any conflicts between vehicles, pedestrians and cyclists? (describe proposed traffic management measures)
- for major travel-generating proposals, attach an access and traffic impact assessment report by a transport consultant (also see Traffic Generating Development) below.

## ***F. General Accessibility***

Demonstrate how the proposed development provides easy access and usable areas for everyone in accordance with the Commonwealth Disability (Access to Premises – Building) 2010, or Premises Standard and the Disability Discrimination Act. Consider the needs of people with walking difficulties or sensory impairments, wheelchair users and people with young children. You should consider:

- parking arrangements
- access to and within the development
- toilet facilities

Certain types of developments may require additional information (eg: aged persons housing). The Building Code of Australia, Premises Standard and DCP 51 – Access and Mobility provide further guidance. Copies of DCP 51 are available on our website.

In addition to addressing mobility and access for people with a disability, access for

loading/deliveries/couriers is also a significant consideration and must be addressed.

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

State how the proposed development will 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

Your privacy plans must show all adjoining (or nearby) residential properties as they relate to your proposal. This means that your plans must show the neighbours dwellings including the location and size of windows which adjoin your site, including the room use of those windows. In addition, the privacy plan must show the private open space on adjoining or nearby properties. Your proposal must not unreasonably impact on the privacy and general amenity of your neighbours.

### **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.

## ***H. 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): industries, spray painting booths, 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 treatment devices 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 State Government environmental guidelines
- where noise is a major design issue, attach a report by an acoustic consultant.

## ***I. Heritage***

The purpose of a Heritage Impact Statement is to provide Council with sufficient information for it to determine the impact of the proposed development on the heritage item concerned. The Heritage Impact Statement should be prepared by a professional heritage consultant however for minor works it may be prepared by the architect or planning consultant. To determine the level of detail required and who should prepare the Heritage Impact Statement, consult Council's Heritage Adviser before submitting the application.

A Heritage Impact Statement must address the following:

- summarise the historical development of the heritage item and its setting (the setting is the immediate area or locality in which the item is situated. It includes gardens, fences, other buildings and features on the land on which the heritage item is situated as well as surrounding buildings and features in the streetscape)
- describe the heritage item and its setting (the description of the item should address the period and style of the heritage item, its materials and finishes, its form, and its setbacks and orientation on the property. The description should also address the setting of the item in similar terms as well as the visual relationship between the item and its setting)
- assess the condition and integrity of the heritage item (integrity refers to how original the heritage item is and how much change has occurred to it over time)
- state why the heritage item is significant\*
- describe the proposed development and specify the changes which would be made to the heritage item and its setting
- assess the impact which the changes would have on the heritage item and its setting including both positive and negative impacts (if any)
- describe measures designed to mitigate negative impacts (if any) on the heritage item and its setting
- state whether any other development options were considered and why the preferred option was selected

For sites of State significance (listed on the State Heritage Register), or of exceptional significance to the local area, a Conservation Management Plan (CMP) may also be required. Check with Council's Heritage Adviser to confirm whether a CMP is required.

\*For guidance on assessing the significance of a heritage item, refer to the publication titled *Assessing Heritage Significance* which is available from the Department of Planning Heritage Branch ([www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)).

## ***J. 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. A precautionary approach will be adopted 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. These soils 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 sulphate 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 be affected by ASS. 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.

## ***K. 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, [www.planning.nsw.gov.au/developmentassessments](http://www.planning.nsw.gov.au/developmentassessments), see Noise and Vibration

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

## ***L. Traffic Generating Development***

Any development that is deemed to be “traffic generating” must comply with the controls and standards contained within the NSW Road Noise Policy published by the NSW Division of Environment. The NSW [Road Noise Policy](http://www.environment.nsw.gov.au) can be obtained at [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au).

The Road Noise Policy is aimed at large infrastructure developments such as new roads. However it also applies to traffic generating developments, such as large residential or mixed use developments as well as commercial or industrial developments.

Most traffic generating development in Canterbury will be governed by items 3 and 6 in Table 3 in Clause 2.3.1 of the Road Noise Policy.

As a guide if your development increases vehicular traffic onto the subject sites adjoining road by 60% or more and/or heavy vehicular traffic by 10% or more, the development is deemed “traffic generating” and you must address the Road Noise Policy in your Statement of Environmental Effects.

## ***M. BCA and Fire Safety Report***

A Building Code of Australia (BCA) report relating to the proposed development must be submitted with the application. Commencing with classification and size of the development and addressing all issues that affect the development detailed in Sections A to J of the BCA, including the NSW appendix.

Alternative Solutions will need to be indicated identifying the areas that do not comply with the ‘Deemed-to-Satisfy’ provisions of the BCA. These must be prepared in accordance with the requirements of A0.8 of the BCA.

A schedule of the fire safety measures must be submitted detailing what the existing AND proposed measures are and how they are, or will be, installed to comply with the relevant Australian Standard(s). Refer the Fire Safety Measures Schedule at the back of this Guide.

# 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. Make sure you tell us about relevant operational details in your Statement of Environmental Effects.

## **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.

## **Q9 Integrated Development**

Under the planning laws, you must indicate on the application form whether you need an approval from another Government agency specified in the legislation. If your proposal does require one of these approvals, it is classed as 'integrated development'.

Development that involves or relates to any of the matters listed in Question 9 on the DA form or on page 4 of this guide may be “integrated development”.

**A list of “integrated development” is found in Section 91 of the Environmental Planning and Assessment Act 1979. We strongly advise that you review this section of this Act before completing your application.**

The following is a general guide to determining which approval body (and which statutory approval) is relevant to your proposal.

- ❑ Item on the State Heritage Register or subject to an Interim Heritage Order – Approval required from the Heritage Council of NSW (sec. 58 Heritage Act 1977)
- ❑ A Department of Environment, Climate Change and Water – licensed activity – Approval required from the Department (sections 43(a), 43(b), 43(d), 47, 48, 55 and 122 Protection of the Environment Operations Act 1997)
- ❑ Earthworks, hoardings or structures within a public road - depending on the status of the road, the authority could be Canterbury City Council, the Roads and Traffic Authority (sec. 138 Roads Act 1993), the Minister for Land and Water Conservation or other agencies.
- ❑ Earthworks within 40 metres of a foreshore or a watercourse – Approval required from the Department of Environment, Climate Change and Water (Part 3 Approvals Water Management Act 2000)
- ❑ Extraction or use of river or groundwater – Approval required from the Department of Environment, Climate Change and Water (sections 10, 13A, 18F, 20B, 20CA, 20L, 116 and Part 8, Water Act 1912)
- ❑ Destruction or damage to an Aboriginal relic – Approval required from the National Parks and Wildlife Service (sec. 90 National Parks and Wildlife Act 1974)
- ❑ Dredging or reclamation of any waters – Approval required from NSW Fisheries (sec. 201 Fisheries Management Act 1994)
- ❑ Removal or damage to marine vegetation – Approval required from NSW Fisheries (sec. 205 Fisheries Management Act 1994)

A more detailed guide to integrated development is available from the Department of Planning (phone 02 9228 6333 or email [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)). If you are unsure whether another approval is required, please consult with the relevant agency. Similarly, if your proposal involves any of the above matters, we strongly recommend that you consult with the agency concerned before you lodge a development application.

Applications for integrated development will be referred to the relevant agency to obtain their 'general terms of approval'. These requirements will then be incorporated in the conditions of any development consent issued by the Council.

Please note that an additional fee of \$250.00 applies to each referral to a government department under integrated development. Cheques should be made out to the agency concerned

**NOTE: The Government Information (Public Access) Act 2009 allows for members of the public to view your application as well as the information (including personal details) submitted with it.**

# 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
- include the BASIX Certificate(s)
- 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).

### **Long Service Levy**

A building Industry Long Service Levy applies to all construction work with a value of \$25,000 or more. The Levy is charged at a rate of 0.35% of the total cost of the proposed work. You can pay the Levy when you lodge your Development Application or you must 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 (Cheque and 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. You will also receive a letter advising you of the officer assessing your application 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.

### ***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 follow it on our website via a “DA Tracker” or 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 may ask for amended plans. ***However we do not have to accept amended plans.*** It is much better if you carefully check your plans ***before*** they are lodged to ensure they comply with our requirements.

## ***F. Independent Hearing & Assessment Panel***

Your application may be referred to our Independent Hearing and Assessment Panel (IHAP) for review prior to consideration by the City Development Committee. Applications and criteria for applications to be referred to IHAP are outlined under our IHAP information sheet, which is available from our Customer Service Centre and the Council website. Larger developments may be referred to the Joint Regional Planning Panel (JRPP).

## ***G. 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 give details of 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.

## ***H. 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.

## ***I. Section 94 Contributions***

Your Notice of Determination may include a *Section 94 Contribution*. This is a condition requiring a payment towards the capital cost of providing community facilities such as open space, car parking, etc. These Contributions are determined in accordance with a *Section 94 Contributions Plan*. This sets out the circumstances in which a contribution can be imposed, the formulae for calculating contributions, and the program of works on which the funds will be spent. You can view or purchase a copy of the relevant Contributions Plan at Council. All Section 94 Contributions are paid into a special account. They cannot be used for any other purpose.

## ***J. Other Approvals***

A Development Consent ***DOES NOT*** permit you to start building. If your proposal involves building, 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 a private certifying authority. You must also appoint

a *Principal Certifying Authority* and notify the Council in writing before you commence any construction work.

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** under section 96 of the EP&A Act. 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 Plan (A4) - 8 copies  
Note: The reduced plans should include a site plan and the buildings elevations. These plans should not show the floor plan of the dwelling or the designated room names.
- Survey plan – 8 copies
- Shadow diagram – 8 copies
- All other plans - 8 copies
- Statement of Environmental Effects - 8 copies
- Application Form - 1 original & 7 copies.
  - signed by all landowners
  - signed by the applicant
- Completed Development Application Checklist – 1 copy
- Application fees
- Long Service Levy
- BASIX Certificate – 8 copies

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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**

## City of Canterbury Essential/Critical Fire Safety Measures Schedule

Note: This Schedule is listing the present Standards of Performance which may vary depending upon the dates of installation. This schedule may not be exhaustive therefore if additional measures are installed, annual certification is also required.

<b>Property Address:</b>
<b>Applicant:</b>

Statutory Fire Safety Measures		Design & Installation	Tick measures	
			Existing	Proposed
1	Access panels, doors and hoppers to fire resisting shafts	Clause C3.13 BCA, AS 1530.4-1997		
2	Automatic fail-safe devices	Clause C3.6, Spec. C3.4, D2.21 BCA		
3	Automatic fire detection and alarm systems	Clause C2.3,E2.2, G3.8 BCA, AS 1670.1 1995, AS 3786-1993		
4	Automatic fire suppression systems	Clause C2.3, E1.5, E2.2 BCA, AS 2118 (Parts 1,4 & 6)-1999		
5	Emergency lighting	Clause E4.2, E4.3, E4.4 BCA, AS/NZS 2293.1-1998		
6	Emergency lifts	Clause C3.10, E3.4 BCA, AS 1735.2-1997		
7	Emergency warning and intercommunication systems	Clause E4.9, G3.8 BCA, AS 2220 –1989 (Parts 1 to 2)		
8	Exit signs	Clause E4.5, E4.6, E4.7, E4.8 BCA, AS/NZS 2293.1-1998		
9	Fire control centres and rooms	Clause E1.8, Spec. E1.8 BCA		
10	Fire dampers	AS/NZS 1668-1998 (Parts 1 to 2)		
11	Fire doors	Clause C3.4, C3.11 BCA, AS/NZS 1905-1997 (Parts 1 to 2)		
12	Fire hydrant systems	Clause E1.3 BCA, AS 2419.1-1994		
13	Fire seals protecting openings in fire-resisting components of the building	Clause C3.15 BCA, AS 4072.1-1992		
14	Fire shutters	Spec C3.4 BCA, AS 1905.2-1989		
15	Fire windows	Clause C3.4 BCA		
16	Hose reel systems	Clause E1.4 BCA, AS 2441-1988		
17	Lightweight construction	Clause C1.8, Spec.C1.8 BCA, AS 1530.4-1997		
18	Mechanical air handling systems	Clause E2.2, Spec. E2.2(a) BCA, AS/NZS 1668 (Parts 1 to 2)-1998		

Statutory Fire Safety Measures		Design & Installation	Tick measures	
			Existing	Proposed
19	Perimeter vehicle access for emergency vehicles	Clause C2.3, C2.4 BCA		
20	Portable fire extinguishers	Clause E1.6 BCA, AS 2444-2001		
21	Safety curtains in proscenium openings	Clause H 1.3, Spec. H1.3 BCA		
22	Smoke and heat vents	Clause C2.3, Spec. E2.2c, Spec. G3.8 BCA, AS 2665-2001		
23	Smoke dampers	AS/NZS 1682.1-1998		
24	Smoke detectors and heat detectors	Spec. E2.2(a) BCA, AS 1670.1-1995, AS 3786-1993		
25	Smoke doors	Clause C2.5,C3.4, D2.6 BCA		
26	Solid core doors	Clause C3.11 BCA		
27	Standby power systems	Spec. G3.8 BCA		
28	Wall – wetting sprinkler and drencher systems maintenance schedule	Clause C3.4 BCA, AS 2118.2-1995		
29	Warning and operational signs	Clause C3.6, D2.23, E3.3 BCA		
30	Fire safety notices, fire exits, doors relating to fire exits and paths of travel to exits	Clause 183, 184, 185 & 186 EP&A Regulation		
31	Other including alternative solutions	<b>Insert requirements</b>		

**Month of Registration:**



## DEVELOPMENT APPLICATION CHECKLIST (FOR CLASS 2 – 9 BUILDINGS ONLY)

**PLEASE NOTE: This checklist is to be completed for all Development Applications. Eight (8) copies (1 original and 7 copies) of all relevant documentation is to be packaged in single sets. (eg; 1 D/A form, S of EE, plans, survey, colour charts etc...) If the required information is not provided and packaged, the DA will not be accepted at the Customer Service Centre.**

Address.....		Applicant To Complete		Office Use Only- CS Officer		
Development Application No:.....		Yes	No	Yes	No	N/A
1	Have <b>eight (8)</b> fully completed application forms been provided? (We will accept one (1) original and 7 copies)					
2	Has the written <b>consent of all owners</b> been provided?					
3	Have <b>eight (8)</b> copies (including coloured copies for additions to existing buildings) of all plans been provided?					
4	Have <b>eight (8)</b> copies of the <b>BASIX Certificate</b> been provided (see page 13 of the DA Guide)					
5	Have <b>eight (8)</b> copies of the <b>Statement of Environmental Effects</b> been provided? <ul style="list-style-type: none"> <li>• Does the SEE demonstrate compliance with all relevant, EPI's, DCP's, codes and policies including the standards and objectives contained within them?</li> <li>• Does the SEE include the details required in pages 15-21 of the DA Guide?</li> <li>• Does the SEE address the Building Code of Australia requirements for the proposed method of construction eg: compliance with ventilation?</li> <li>• Have you provided any justification for any departure from a numerical standard in the SEE? (Note: in most cases SEPP 1 Objections cannot be used for variations)</li> </ul>					
6	Have <b>8 x A4 size external configuration plans</b> showing elevations of the building & additions been provided? (see page 9 of DA Guide and Council's Notification Policy for sample plans) <b>Note: Only required for DA's with building works</b>					
7	Is the property an <b>Heritage Item OR within the vicinity of an heritage item</b> ? If yes, have you prepared a <b>Heritage Impact Statement</b> ? (see Page 19 of DA Guide)					
8	Have you provided an <b>estimated cost quote</b> from your architect or builder? A copy of the quote(s) from your architect/builder is required and will be checked by our staff against the Aust. Institute of Building Surveyors Building Cost Guide, Cordells or Rawlinsons					
9	Have <b>eight (8)</b> copies of all <b>plans</b> been provided? Do they show: <ul style="list-style-type: none"> <li>• north point (true north) and scale (show ratio and bar scale)</li> <li>• title block indicating name of architect/designer, date of preparation, plan number, amendment number (where relevant) and clients' name and address of subject property</li> <li>• location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings)</li> <li>• existing buildings (show outline only)</li> <li>• room layout, partitioning, location of windows and doors</li> <li>• room dimensions, areas and proposed use of each room</li> </ul>					

	<ul style="list-style-type: none"> <li>courtyard dimensions and areas</li> <li>walls and fences</li> <li>total floor area and floor space ratio</li> <li>disabled persons access (class 2-9 buildings)</li> </ul> <p>NOTE: have you considered the Commonwealth Disability (Access to Premises – Buildings) 2010? This <i>should</i> be address in your Development Application but <b>must</b> be addressed in your Construction Certificate. See page 14 of DA Guide.</p> <ul style="list-style-type: none"> <li>vehicle entrance and exit driveways</li> <li>car parking and loading areas (show dimensions)</li> <li>waste bin storage and collection facilities</li> </ul>					
10	<p>Have <b>eight (8)</b> copies of <b>elevations and sections</b> been provided? Do they show (in both RL's and dimensions):</p> <ul style="list-style-type: none"> <li>date, plan number, amendment number</li> <li>existing buildings (show outline only)</li> <li>building facade, windows, roof profile</li> <li>external finishes (eg wall, roof, window, door and fence materials, paint colours, etc).</li> <li>Window and door schedule? (showing all dimensions)</li> <li>existing and finished ground levels, floor levels, ceiling levels roofline levels (show driveway grade)</li> <li>chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels)</li> <li>retaining walls and fences (indicate height)</li> <li>extent of excavation or filling of the site.</li> <li>the maximum permissible height line?</li> </ul>					
11	<p>Do the plans 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>amendment number and date of amendment (if relevant)?</li> <li>Applicant/s name and property address</li> </ul> <p>The scale the plan is drawn to ie: 1:100 or 1:200</p>					
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12	<p>Have <b>eight (8)</b> copies of a <b>survey plan</b> been provided?(Note: required for all new buildings, first floor or more additions to existing buildings, outbuildings, demolitions and swimming pools. <b>The survey must not be more than 6 months old and be prepared by a registered surveyor.</b> The survey must illustrate:</p> <ul style="list-style-type: none"> <li>True North Point and scale</li> <li>Lot boundaries and dimensions</li> <li>Position of all existing structures, contours and spot levels</li> <li>Position of all structures (including trees) on adjoining land, including street trees, and adjoining parks &amp; open space.</li> <li>All trees protected by our Tree Preservation Order</li> <li>Reduced levels at the base of such trees and their height and canopy spread.</li> </ul> <p><b>The use of a datum point on the site as reference for levels is NOT acceptable</b></p>					
13	<p>Have <b>eight (8)</b> copies of the <b>External Colours and Finishes Schedule</b> been provided? This must comprise a sample board with coloured copies nominating the manufacturer and product details, name and range (see page 13 of DA Guide)</p>					
14	<p>Have <b>eight (8)</b> copies of a <b>Stormwater Drainage Plan</b> been submitted? Do they show:</p> <ul style="list-style-type: none"> <li>North point and scale</li> <li>Existing surface levels and contours</li> <li>Existing street levels and location of trees and public utilities that may affect your development.</li> <li>Proposed building locations, finished floor levels and roof layout</li> <li>Proposed location of the on-site detention system, overflow weir and associated surface and invert levels</li> <li>Proposed pit surface and invert levels</li> <li>Proposed retaining wall levels and all changes in ground level</li> <li>Proposed point of discharge (no more than 15 metres downstream from</li> </ul>					

	the development site)					
15	Have <b>eight (8)</b> copies of a fully detailed <b>Building Code of Australia and Fire Safety Report</b> been provided? All existing & proposed fire safety measures fitted to the correct Australian Standard must be listed (see pages 14 & 21 of DA Guide).					
16	Have <b>eight (8)</b> copies of a <b>Privacy Plan</b> been prepared? (see page 18 of DA Guide for details) This plan must show <ul style="list-style-type: none"> <li>• all adjoining (or nearby) dwellings, including window locations and sizes, associated room use, and private open space areas, relative to the proposed development.</li> <li>• The placement of your active areas (eg: outdoor areas/decks, family rooms &amp; general entertaining space) relative to adjoining properties.</li> <li>• Location of noise generators (air-conditioning, pool pumps, machinery, traffic, exhaust fans, etc) relative to adjoining properties.</li> <li>• Privacy measures such as screens &amp; landscaped hedges.</li> <li>• View protection and view sharing</li> </ul>					
17	Have <b>eight (8)</b> copies of a <b>Soil and Water Management Plan</b> been submitted? (see Page 12 of DA Guide). Do these plans show:- <ul style="list-style-type: none"> <li>• Site and building information &amp; construction details</li> <li>• Vehicular access and gutter &amp; drain protection</li> <li>• Stormwater Management details</li> <li>• Major projects – staging of works, vegetation removal &amp; revegetation</li> </ul>					
18	Is the property potentially affected by <b>Acid Sulfate Soils (ASS)</b> ? If yes, has the following information been provided:- (see page 19 of DA Guide) <ul style="list-style-type: none"> <li>▪ Will the proposed works involve any disturbance of 1 tonne or more of soil (eg, for excavation of basement parking and the construction of maintenance drains etc.)</li> <li>▪ Are the proposed works likely to lower the water table?</li> </ul>					
19	<b>If you answered yes to the question above, have you elected to carry out:</b> <ul style="list-style-type: none"> <li>▪ An Acid Sulfate Soil Management Plan; <b>or</b></li> <li>▪ A Preliminary Assessment to confirm whether ASS Management Plan is required</li> </ul> Please include <b>eight (8)</b> copies of your Management Plan or Preliminary Assessment with your development application					
20	Have <b>eight (8)</b> copies of <b>shadow diagrams</b> been provided? <ul style="list-style-type: none"> <li>• Shadow diagrams (plans AND elevations) are required at 9.00am 12noon and 3.00pm on Winter Solstice.</li> <li>• These diagrams must show the location of buildings (including window location &amp; associated room use) and private open space on adjoining properties at 9.00am 12noon and 3.00pm on Winter Solstice.</li> <li>• The diagrams must show the existing and proposed shadowing cast from your site on adjoining properties.</li> </ul>					
21	Has the site been previously used for an activity that may have <b>contaminated</b> the site? (for examples of this please see our Contaminated Land Policy, Appendix 1 – Schedule of Potentially Contaminating Activities, page 28). If yes, have <b>eight (8)</b> copies of 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; <b>or</b></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>					
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
22	Have <b>eight (8)</b> copies of <b>landscape plan</b> , prepared by a qualified landscape architect or consultant, been submitted? A landscape plan is required for all new development and developments that affect existing landscaped areas. Does the plan include:- <ul style="list-style-type: none"> <li>• north point (true north) and scale (show ratio and bar scale)</li> <li>• name of the landscape designer or company, their contact details and professional qualifications as well as the plan number and date</li> <li>• finished surface levels, embankments and grades (indicate extent of cut</li> </ul>					

	<p>and fill)</p> <ul style="list-style-type: none"> <li>location, species and canopy spread of all existing trees to be retained or removed, including any affected trees on adjoining properties or Council's nature strip. This must include ALL tree's covered by our Tree Preservation Order (TPO).</li> <li>Reduced levels at the base of trees and their height and canopy spread.</li> <li>Arboricultural advice detailing the protection or removal of trees</li> <li>proposed tree and shrub planting, including number of each species, their location, massing and mature height, and any proposed edging and mulching</li> <li>finished surface levels, including embankments, grades and contours</li> <li>proposed surface treatments and restoration eg turf, paving.</li> <li>driveways and carparking areas</li> <li>location of letter boxes, drying areas and garbage receptacles</li> <li>location of stormwater pipes and pits, including any on-site detention</li> <li>proposed fences and retaining walls (indicate height and material)</li> <li>erosion and sediment control measures</li> <li>maintenance program.</li> </ul>					
23	<p>Are you proposing any <b>excavation</b>? If "yes", have you provided <b>eight (8)</b> copies of:</p> <ul style="list-style-type: none"> <li>geo-technical report outlining the method of excavation and protection measures for adjoining properties? and a</li> <li>dilapidation report for the adjoining sites and buildings?</li> </ul>					
24	<p>Have you included <b>eight (8)</b> copies of a completed a <b>Waste Management Plan</b> for your proposal with this application (see Appendix 1 and 2 in DCP 48 – Waste Management for details)?</p>					
25	<p>The location and dimensions of waste management facilities on the plans?</p>					
26	<p>Have you, or anyone with a financial interest in this application made any donations or gifts which must be declared? See Q8 of the DA form &amp; page 22 of the DA Guide for details</p>					
27	<p>Does the property adjoin a busy road or rail corridor? See page 20 of DA Guide</p>					
28	<p>Is the development Traffic Generating? see p21 of DA Guide</p>					
29	<p>Do you understand that the information you lodge with this application will be available for viewing by anyone via the Government Information (Public Access) Act 2009?</p>					

## ADDITIONAL QUESTIONS FOR DEVELOPMENTS WITH A RESIDENTIAL COMPONENT:

These questions must be answered IN ADDITION to Questions 1 - 29		Yes	No	Yes	No
30	Do the plans show <b>garbage &amp; clothes drying areas &amp; letter boxes</b> ?				
31	<p>Have <b>detailed calculations</b> been provided, including:-</p> <ul style="list-style-type: none"> <li>calculation of required minimum site area (density permitted)?</li> <li>floor space of each dwelling?</li> <li>amount of landscaped open space &amp; courtyard areas required?</li> <li>number of car spaces required (resident and visitor)?</li> </ul>				

## ADDITIONAL QUESTIONS FOR BUSINESS & INDUSTRIAL DEVELOPMENT INCLUDING CHANGE OF USE & HOME BUSINESS:

These questions must be answered IN ADDITION to Questions 1 - 29		Yes	No	Yes	No

32	<p>Have you included <b>eight (8) copies</b> of an <b>Operations Management Plan</b>? See page 17 of DA Guide. The plans must include the following:</p> <ul style="list-style-type: none"> <li>the existing and proposed <b>days</b> and <b>hours of operation</b>;</li> <li>the number of staff and on-site staff and visitor parking;</li> <li>details of any <b>plant or machinery</b> to be installed;</li> <li>full details of the <b>type, size and quantity of goods</b> to be manufactured, stored and/or transported;</li> <li>details of <b>loading</b> and <b>unloading facilities</b>, including truck turning circles,</li> <li>details of the <b>number of offices/factory units</b> and floorspace proposed;</li> <li><b>traffic and acoustic reports</b> detailing any amenity impacts on adjoining and nearby properties; and,</li> <li>operational <b>waste management</b> plan</li> </ul>				
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## SUBDIVISION CHECKLIST:

These questions must be answered IN ADDITION to Questions 1 - 29		Yes	No	Yes	No
33	Have the <b>dimensions</b> and areas of existing and proposed lots been provided?				
34	Is the application accompanied by a <b>Statement of Environmental Effects</b> which addresses the provisions of DCP 30 (Subdivision Code) and/or SEPP (Affordable Rental Housing) 2009?				
35	Have full details of any proposed rights of way, drainage <b>easements</b> or the like been shown on the plans?				
36	Have full details of proposed <b>vehicular access</b> been shown on the plans, including any rights-of-way?				

## ADDITIONAL QUESTIONS FOR DEMOLITION

**PLEASE NOTE:** (This is to be completed for all Demolition Applications, including proposals to alter and extend existing buildings)

These questions must be answered IN ADDITION to Questions 1 - 29		Yes	No	Yes	No
37	Is the property an <b>Heritage Item</b> ? If yes, have the heritage provisions of the relevant LEP or the CPSO been addressed in the Heritage Impact Statement?				
38	Have you read " <b>Demolition Requirements</b> " prepared by Council?				
39	<p>Have you provided <b>eight (8)</b> of the <b>demolition plan</b>, showing:</p> <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? (see page 11 of DA Guide for details)</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> <li>Asbestos removal and management?</li> </ul>				
40	Is the demolition work being carried out by a private contractor? If so, have you provided the license and contact details of the contractor?				
41	<p>Is the demolition work being carried out by mechanical means? and if so is the person(s) or company doing the work licensed?</p> <p>If you answered <b>YES</b> to these two questions, provide the details of the person employed to carry out the work including their phone details.</p>				
42	Have you included <b>eight (8)</b> copies of the <b>Waste Management Plan</b> ? See Appendix 1 of DCP 48 – Waste Management for details				
43	Have <b>eight (8)</b> copies of the <b>Work Method Statement</b> been provided? Refer to the Demolition Requirements.				
44	Have you included the cost of the demolition works into the cost of the development?				
45	<p>Are you proposing any <b>excavation</b>? If "yes", have you:</p> <ul style="list-style-type: none"> <li>Provided a geo-technical report outlining the method of excavation and protection measures for adjoining properties? and</li> </ul>				

	• Provided a dilapidation report for the adjoining sites and buildings?				
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**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.*

*I/we understand that the information and details lodged with this application will be available to be viewed by members of the public via the Government Information (Public Access) Act 2009.*

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:***

.....

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

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



# DEVELOPMENT APPLICATION

Section 78A, Environmental Planning and Assessment Act 1979  
(FOR CLASS 2 – 9 BULDINGS ONLY)

DA No:.....

## About this form

Use this form to apply for development consent to:

- erect, alter or demolish a building or structure (except single dwellings, swimming pools, carports, garages etc – use the Development Application form for Class 1 and 10 buildings instead)
- change the use of land or a building
- subdivide land
- carry out earthworks or similar
- outdoor dining
- strata subdivide a building
- home business
- erect or display advertising

If construction work is involved and you have prepared detailed drawings and specifications, you may also lodge a Construction Certificate 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 need to be aware that we may impose conditions on your Development Consent requiring changes to your proposal, and these changes may need to be included in your Construction Certificate. See the reverse of this form for further details.

This Application is not 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.

## 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 9 enables you to apply for other Council approvals required for certain activities. See our **DA Guide** for details.

## Lodgement & fees

Please follow the instructions on page 4.

## 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.....

Telephone (..).....Fax(..).....

Mobile Phone.....E-mail.....

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

Name .....

Telephone (..)..... Fax(..).....

Mobile Phone..... E-mail.....

3. Location and title description of the property

Unit, shop or suite ..... 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 Company name 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?
- |  |   |
|--|---|
| A <input type="checkbox"/> Building or structure | E <input type="checkbox"/> Subdivision of land/building |
| B <input type="checkbox"/> Demolition            | F <input type="checkbox"/> Change of use/first use      |
| C <input type="checkbox"/> Earthworks or similar | G <input type="checkbox"/> Sign or advertisement        |
| D <input type="checkbox"/> Home Business         | H <input type="checkbox"/> Outdoor dining               |

*(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. 4 x 3 bedroom units)
- If a building, what will it be used for? .....

7. Estimated cost of the Development
- Estimated cost: \$..... Demolition cost: .....
- Provide a quote for carrying out the work you propose. This must state the full contract price including 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.*

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

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

- Moveable dwelling, manufactured home or temporary structure
- Water supply, sewerage, stormwater drainage work
- Use/construct a building/temporary structure as Place of public entertainment
- Temporary structure
- Placing waste/waste storage container in a public place or Council sewer
- Domestic oil/solid fuel heater (not portable)
- Operate Public carpark/caravan/camping ground/manufactured home estate
- Operate/install amusement devices
- Operate undertaker's business or mortuary
- Swing or hoist goods over a public road

## Signatures

**10. 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.
- the information I lodge with this application will be available to view to any person via the Government Information (Public Access) Act 2009
- more information may be requested by the assessing officer.

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 during normal business hours and are available 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 a “Pre-Lodgment Application” (pre-DA). Forms are available on our website. A pre-DA application requires plans & details to be submitted and fees paid.

### Construction Certificate:

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.

**NOTE: If you proceed in lodging a Development Application the Government Information (Public Access) Act 2009 allows for members of the public to view your application as well as the information (including personal details) submitted with it.**

**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  
City of Canterbury

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 generally 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, however, 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.