



COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

Issued under the Environment Planning and Assessment Act 1979. (Section 85, 85A)

Address the application to:

- ◆ The General Manager
North Sydney Council
PO Box 12
North Sydney NSW 2059
- ◆ Customer Service Centre
North Sydney Council
200 Miller St, North Sydney

- ◆ DX 10587 North Sydney

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9936 8100 or come in and talk to us.

OFFICE USE ONLY. Keep this box blank.

PART 1 Application

1. Applicant

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Mr Mrs Ms Other

Full Family name (no initials) (or Company)

Full Given names (no initials) (or A.C.N.)

Postal address
We will post all letters to this address

Phone ()

Email

Mobile ()

Facsimile ()

Contact Person

Person who may be contacted to discuss the application during business hours

2. Owner's consent

Due to possible conflicts of interest, Council will not accept applications for development on Council owned land.

Every owner of the land must sign this form.

When works affect a joint wall, consent of both property owners is required (eg semi-attached or terrace dwelling).

If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form.

If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Owner

Address

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application.

Signature(s)

Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications. Please call us to find out who owns the land, according to our records.

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. power of attorney, executor, trustee, company director, etc).

PART 1 Application and site details (cont)

3. Land to be developed

We need this to correctly identify the land.

Unit No. House No. Street

Suburb

Lot No, DP/MPS, etc
vol/fol area of site (m²)
or site

These details are shown on your rate notices, property deeds, etc.

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Parcel

4. Description of work

Please describe briefly everything that you want approved by the council, including signs, hours of operation, use, subdivision, demolition etc.

Type

- Use of land/building Erect a building Subdivision
 Carrying out of works Demolition Other

5. Estimated cost of work

The estimated cost of the development or contract price is subject to a check by Council before final acceptance.

Estimated cost of work \$

Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.

NAME (printed), & qualification Signature of qualified person certifying value of work

PART 2 Development Details

6. Operating details

(If applicable)

Planning NSW use this information for statistical purposes.

Number of staff/employees

Existing

Proposed

Working hours:

Mondays

to

to

Tuesdays

to

to

Wednesdays

to

to

Thursdays

to

to

Fridays

to

to

Saturdays

to

to

Sundays

to

to

Parking and loading facilities:

Existing

Proposed

Number of parking spaces

Number of loading spaces

PART 3 Checklist & Declaration

All the details sought in the accompanying checklist must be provided. On-site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may sometimes be required. A Council Officer will contact you soon after their initial inspection if this is the case.

Note: The onus is on the applicant to satisfy themselves that their property is one capable of being dealt with as a Complying Development Certificate as described in the Exempt and Complying Codes 2008.

The proposal must comply with all the set criteria.

THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING RETURNED.

7. Declaration

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I also understand that if the information is incomplete the application will be rejected. I acknowledge that if the information provided is misleading any approval granted 'may be void'.

I have carefully examined the provisions of the Exempt and Complying Codes 2008 as they relate to complying development. I am satisfied that the works proposed are compliant with those provisions and accept that if this is not the case, the application will be refused.

Signature

Date

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Fees & Deposits	\$	Receipt No.	Date	Fees & Deposits	\$	Receipt No.	Date
Complying Development Certificate (715)				Other			
Archiving (722)				Other			

COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST



REQUIRED	SUPPLIED		
	YES	NO	WHY NOT
<p>PLANS</p> <p>Plans include the site plan, floor plan, elevations and section. Plans must be drawn to scale in ink and on A4 or A3 size paper. (Larger plans will only be accepted on prior agreement of Council) Free hand, single line or illegible drawings will not be accepted.</p> <p>• Two coloured copies of all plans must be submitted with your application...</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicants name, block/house/shop/flat number, street/road name, town or locality . . • Lot Number, section number, DP number. (Found on rate notice or land title) • Measurements in metric • The position of true north • Additions/alterations - to be highlighted in red for DA's • Building, or parts of building to be demolished to be indicated in outline. • Draftsman/Architect name and date • BASIX undertakings (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>COLOURED PLANS</p> <ul style="list-style-type: none"> • Brick - Red; Rooftiles - Orange; Concrete - Dark Green; Tile - Purple; Fibre Cement Sheets/Cement Render - Light Green; Glass & Glass Bricks - Light Blue; Sandstone - Light Brown; Timber - Yellow; Steel, Galvanised Iron - Dark Blue. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>SURVEY PLAN (2 copies)</p> <p>Information Should Include:</p> <ul style="list-style-type: none"> • Plan to scale preferably 1:100. • Plan to show all existing structures. • Plan to show all trees greater than 5m in height +/- or 3m in canopy spread. The exact location of any such tree, the RL at their base and their height and canopy spread. • Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary. • Show the levels of the lowest floor, and of any yard or unbuilt on area belonging to that floor, and the levels of the adjacent ground. • Levels - contour and spot levels. • Easements and rights of way including common or party walls. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>SITE PLAN (2 copies)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> • Drawings to scale preferably 1:100. • Location of the new and existing buildings in relation to site boundaries. • Location/position of all buildings/structures on adjoining land (showing street number and street address). • Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways. • Relative location of adjoining buildings. • Location of any adjoining owner windows facing your development. • Existing stormwater drainage location. If stormwater run-off or roof area will increase show proposed drainage details/concept plan, including discharge location and tank location. • Location of pedestrian and vehicle access and car parking (indicating extent of cut and fill and gradients). Engineering details may be required. 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED		
	YES	NO	WHY NOT
<p>■ SPECIFICATIONS (2 copies)</p> <p>A specification is a written statement that should include as a minimum:</p> <ul style="list-style-type: none"> • The construction of the building to specific BCA standards and materials to be used. • Type and colour of external finishes. • Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars. • The method of drainage, effluent disposal and provision of water supply. • Any other details relevant to the construction of the building. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ ADVERTISING STRUCTURE/SIGN (2 copies) (Advertising applications only)</p> <p>If you are planning on erecting an advertising structure or sign you will need to supply the following:</p> <ul style="list-style-type: none"> • Details of the structure, materials to be used and how it will be fixed to the building. • Its size, colours, lettering and overall design. • The proposed location shown on a scale plan and building elevation. • The amount and extent of light spill. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ BASIX CERTIFICATE (New dwellings, multi occupancy dwellings, duplexes, alterations and additions and new swimming pools) (2 copies)</p> <p>New dwellings, multi occupancy dwellings, duplexes, alterations and additions and new swimming pools, applications lodged after 1 October 2006 must be accompanied by a BASIX certificate. This certificate can only be obtained through the BASIX website www.basix.nsw.gov.au</p> <p>Council cannot accept these applications without this certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ FIRE SAFETY MEASURES SCHEDULE (2 copies)</p> <p>a) Proposed alterations to existing building (BCA Class 2 to 9) are to be accompanied by a fire safety measures schedule listing all existing and proposed fire safety measures (including the standards of performance) to be installed within the building as a result of the proposed works.</p> <p>b) In addition to the above; If the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house):</p> <ul style="list-style-type: none"> (i) a list of Category 1 fire safety provisions (as defined in the EP and A Regulations) that currently apply to the existing building, and (ii) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ HOME BUILDING ACT REQUIREMENTS (2 copies)</p> <p>In the case of an application for a Complying Development certificate for residential building work (within the meaning of the <i>Home Building Act 1989</i> attach the following:</p> <p>a) in the case of work by a licensee under the Act:</p> <ul style="list-style-type: none"> (i) a statement detailing the licensee's name and contractor licence number, and (ii) documentary evidence that the licensee has complied with the applicable requirements of the Act, or 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED
<p>HOME BUILDING ACT REQUIREMENTS <i>Continued...</i></p> <p>b) in the case of work done by any other person:</p> <ul style="list-style-type: none"> (i) a statement detailing the person's name and owner-builder permit number, or (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act. <p>A certificate purporting to be issued by an approved insured under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.</p>	<p>YES NO - WHY NOT</p>
Confirmation of submission of all required documentation	
<hr/> <p>SIGNATURE OF ARCHITECT/PERSON PREPARING PLANS (Confirming submission of all required documentation)</p>	<p>OFFICE USE</p> <p>Initials of customer service officer accepting application</p>