

## Application for COMPLYING DEVELOPMENT CERTIFICATE

Development and Environmental Services Group • [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

Administration Centre, Bridge Road, Nowra

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Southern District Office, Deering Street, Ulladulla

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Your Complying Development Certificate (CDC) application **MUST** be accompanied by a completed CDC checklist demonstrating compliance with all relevant development standards in the State Environmental Planning Policy (SEPP) (Exempt & Complying Development Codes) 2008 or in compliance with Council's DCP 89, as applicable.

### Office Use Only –

#### Application No.

 / 

Census District .....

Inspection District .....

Zoning .....

Related Files .....

Date Received: .....

#### Fees

Application \$.....

Comp./Occ. Cert. \$.....

Long Service Levy \$.....

Other (.....) \$.....

Other (.....) \$.....

Total – \$.....

Receipt No. ....

### 1 APPLICANT'S DETAILS

Mr  Ms  Other

Family or Company Name

First Name

Flat/street no.

Street

Town or Locality

State  Postcode

Daytime Telephone

Mob.  Fax

Email

Applicant's Reference

The applicant is also the owner  Yes  No

### 2 PROPERTY/OWNER(S) DETAILS

Flat/street no.

Street

Town or Locality

Lot or Portion Nos.  Section (where relevant)

DP or Parish Name

Area of Land (in m<sup>2</sup> or hectares)

*You can find the lot no., section and DP no. on a map of the land; on the title documents for the land; or on your rates notice.*

All Owner's Name(s)

Postal Address

Postcode

Telephone No. (Bus)

### 3 SELECTED CODE

Please nominate the code under which the CDC is being sought:

SEPP (Exempt and Complying Development Codes) 2008, or

Development Control Plan 89 - Exempt and Complying Development

### 4 PROPOSAL DETAILS

**An application for CDC must comply with all relevant requirements of the SEPP (Exempt & Complying Development Codes) 2008 or Council's DCP 89**

Tick whether the proposal involves –

Use Of Land/Building  Carrying out of Work

Full Description of Proposed Development and /or Use

  


Existing Development/Use

Project value

(excluding value of land)

Number of car parking spaces proposed

Hours of Operation (where relevant)

## IMPORTANT INFORMATION

### 1 Access to information

Section 12 (1) of the *Local Government Act 1993* states that persons are entitled to inspect the current version of a DA (within the meaning of the *Environmental Planning and Assessment (EP&A) Act 1979*) and associated documents.

However Section 12 (1A) states:

"...a person does not have the right to inspect so much of a development application, or an application under Part 1 of Chapter 7 for approval to erect a building as consists of:-

(a) the plans and specifications for any residential parts of a proposed building, other than plans that show its height and its external configurations in relation to the site on which it is to be erected".

For more information please refer to Council Privacy Management Policy – available on Council's website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

### 2. Privacy Notification

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

### 3. DA Tracking

Council's on-line DA Tracking system allows customers to view plans, other details and track the progress of a DA or CDC throughout the assessment process.

The on-line system provides key milestones in the DA or CDC process but does not provide a detailed history. Persons wishing to confirm information in detail should contact Council either via the email facility at the bottom of the on-line DA tracking window of each application listed or in writing in order to obtain a written response.

All documents associated with the application will be accessible on-line via Council's DA Tracking site, in accordance with Council policy.

### 4. DA Decision Making

If in the opinion of Council Officers any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council Meeting, otherwise qualified Planning, Development and/or Building Assessment staff will make a decision.

### 5. Copyright Note

The Applicant is advised that Council may use or make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the *Environmental Planning and Assessment Act 1979*, the *Local Government Act 1993* and Council's Community Consultation Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed out by member of the public and using the plans and accompanying documents for Council's Strategic Planning purposes. The Applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.

## 5 DETAILS OF STRUCTURE

Tick whether: New  Alterations  Additions

BCA Classification Class:

Type of Construction (select type from schedule on reverse side of application (Section 10)).

Floor

Wall

Roof

Frame

Colour of Walls (specify)

Colour of Roof (specify)

Floor area (excluding garages)  m<sup>2</sup>

Number of Storeys

If Structure is a Dwelling, state whether: separate house, kit house or transportable dwelling (excluding caravan or mobile home)

## 6 SUPPORTING INFORMATION

You need a BASIX Certificate in Shoalhaven when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au). BASIX Cert. No.

You can support your application with additional material, such as reports, photographs and models to illustrate your proposal. Please list what you have attached.

## 7 OTHER CERTIFICATES

Do you wish to appoint Council as the Principal Certifying Authority for the purpose of undertaking required inspections and issuing Compliance and Occupation Certificate(s)?

Yes  No

**Note:** If you ticked yes, this application will be deemed to also be an application for Final Occupation Certificate. The date of application will be taken to be the date that a final inspection is requested. If an Interim Occupation Certificate is required, a separate application must be lodged at that time.

## 8 SECTION 68 APPLICATION DETAILS

If you are also seeking approval to an activity under Section 68 of the Local Government Act, tick the type of approval required. You will need to provide full details with the application.

- On-site water supply work
- Sanitary drainage work (sewage disposal)
- Stormwater drainage work
- Other – specify:.....
- Other – specify:.....

## 9 SECTION 138 APPLICATION DETAILS

If you are also seeking approval to an activity within the road or footpath area under Section 138 of the Roads Act, tick the type of approval required. You will need to provide full details with the application.

- Gutter layback  
 Footpath crossing  
 Footpath  
 Connection of stormwater to kerb or Council system  
 Other – specify:.....

## 10 SCHEDULE OF MATERIALS

The Australian Bureau of Statistics requires that the description which best describes the materials to be used for wall, floor, roof and frame construction be nominated from the schedule below.

| Walls               | Roof                       | Floor    |
|---------------------|----------------------------|----------|
| Brick Veneer        | Aluminium                  | Concrete |
| Full Brick          | Concrete                   | Timber   |
| Single Brick        | Concrete Tile              | Other    |
| Concrete Block      | Fibrous Cement             | Unknown  |
| Concrete Masonry    | Fibreglass                 |          |
| Concrete            | Masonry/Terracotta Shingle |          |
| Steel               | Tiles                      |          |
| Fibrous Cement      | Slate                      | Frame    |
| Hardiplank          | Steel                      | Timber   |
| Timber/Weatherboard | Terracotta Tile            | Steel    |
| Cladding-Aluminium  | Other                      | Other    |
| Curtain Glass       | Unknown                    | Unknown  |
| Other               |                            |          |
| Unknown             |                            |          |

## 11 BUILDER'S DETAILS

Builder's Name(s)   
*(If 'owner' write 'owner/builder' or if unknown write 'N.Y.K.')*

Licence No.

Postal Address

Town  Postcode

Telephone No. Bus.

## 12 OWNER'S DECLARATION

The owner(s) of the land to be developed must sign the application. If you are not the owner of the land, you must have **all** the land owners sign the application. If the land is Crown land, an authorised officer of the Department of Lands must sign the application. If the land is owned by Council, the General Manager, or delegate must sign the application.

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

I/We hereby permit any duly authorised officer of the Council of the City of Shoalhaven to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulation or planning instrument.

Signature

Name

Date

Signature

Name

Date

If the land is owned by a company (P/L) the signature of at least one (1) director residing in Australia is required. If a company signatory, indicate position held.

## 13 APPLICANT'S DECLARATION

I/We the undersigned hereby apply for a complying development certificate in relation to the development proposal described above and in the plans, specifications and documents accompanying the application.

I/We declare that the proposal as detailed in the plans and specifications complies with SEPP (Exempt & Complying Development Codes) 2008 or Council's DCP 89, as applicable.

*Note: A duly authorised officer of the Council may make minor amendments to the plans/specifications for clarification and/or to ensure compliance with relevant statutory/policy requirements. Such amendments shall be highlighted in red on the approved plans.*

I agree to inform the owner (s) of the land about the publication of forms and documents in DA Tracking on Council's website.

I/We undertake to develop in accordance with the development consent approval granted by the Council and conform with the provisions of the relevant Act(s), Regulations, SEPP Codes and the Local Environmental Plan.

I/We further undertake to indemnify Shoalhaven City Council against all claims arising from negligence (or otherwise) resulting from work carried out in connection with the development within the road reserve.

Signature of Applicant(s)

..... Date: .....

..... Date: .....