



## **Before you lodge your Development Application**

### ***Fees***

You will need to state the value of the development and obtain a fees schedule from Council. This fees schedule should then be attached to your application when you lodge it.

### ***Have you considered a pre-lodgement meeting?***

By meeting with Council staff prior to lodging your application, you are able to ensure that as many issues as possible are addressed appropriately prior to Council's assessment of the application. This provides a chance for you to ask any questions you may have or address any concerns. Such consultations can be arranged to involve Council's environmental services and/or engineering staff, as required/available. You should contact Council's environmental services staff on (02) 6827 1900 if you wish to arrange a pre-lodgement meeting.

### ***Is your land zoned appropriately for the proposed development?***

When in doubt - check with Council staff (or you may wish to obtain legal certificates for the land you are developing). You should ensure that your development proposal is permissible within the zone and consistent with the zone objectives.

### ***Have you considered the other implications of the Local Environmental Plan (LEP)***

The LEP not only describes the different zones found within Coonamble Shire but outline factors that Council must consider when assessing different types of applications. The LEP is available at public libraries within the Shire, via Council's website at [www.coonambleshire.nsw.gov.au](http://www.coonambleshire.nsw.gov.au) (alternative web-references are available from Council staff if, for any reason, the web-site is not functioning) or upon request at Council's administration building at 80 Castlereagh Street, Coonamble.

### ***Have you considered the implications of the following Development Control Plans (DCPs) and Policies?***

- DCP 1 - Coonamble Township and Surrounds
- DCP 2 - Rural Small Holdings
- DCP 3- Small Cattle Feedlots
- DCP 4 - Small Intensive Piggeries
- DCP - Exempt and Complying Development
- Notification Policy
- Fencing Code Policy
- Fixed Bars on Commercial Premises

### ***Integrated Development***

An application for Integrated Development must include:

- a. Sufficient information for the approval body to make an assessment of the application under their legislation;
- b. An additional fee (\$250) for each approval body - cheques must be made out in the name of that particular approval body, not Council;
- c. Additional copies of plans as determined by Council (or the relevant consent authority);

If you are unsure if your development is Integrated Development, be sure to check with Council staff prior to lodging your application.

### ***Species Impact Statements***

A species impact statement is required in the case of land that is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities (or their habitats).

### ***Consent from the Minister for the Environment***

If the land is within a wilderness area and is the subject of a wilderness protection agreement or conservation agreement within the meaning of the *Wilderness Act 1987*, a copy of the consent of the Minister for the Environment to the carrying out of the development.

## **Frequently Asked Questions**

### **What time-frame can I expect for a determination of my development application?**

This will depend on the scale and complexity of the development and whether or not sufficient information for assessment of the application is provided in the first instance. Council endeavours to have all development applications determined within a 40-day period. This may vary if concurrence from other government departments or notification/advertisement is deemed necessary, or if additional information is required.

#### *Additional Information*

Council may ask for additional information regarding the development if that information is necessary for the determination of the application or if that information is required by a concurrence authority (e.g. RTA). This will generally occur within 21 days of receiving the application.

### **What about my local approval or construction certificate?**

A development application must be approved before a construction certificate for the development may be issued. Generally, you will be issued your construction certificate from Council around the same time as you are issued development consent (unless the construction certificate is obtained from a private certifier).

Local approvals will generally be determined within 10 days.

### **How do I submit my application?**

You may deliver your application by hand, send it by post or transmit it electronically to [council@coonambleshire.nsw.gov.au](mailto:council@coonambleshire.nsw.gov.au) (note: the application must be accompanied by the application fee and may not be submitted via fax).

### **What can I expect to pay for my development application?**

A fees schedule, based on your particular application, should be obtained from Council staff and submitted with your application.

### **When/if I have received a development approval, does that mean I can begin my development?**

Not necessarily. Generally, a development involving construction works will also require a construction certificate. Most developments will also require that an occupation certificate be lodged with Council. If a development approval is granted, you will need to make sure you *read the conditions of consent very carefully*, as the conditions will tell you if you are not to commence a particular activity or use a particular building or land until appropriate certificates are lodged with Council. The conditions will also let you know what, if any, additional approvals are necessary.

### **When is a BASIX certificate required?**

- any new domestic dwelling
- change of building use where building becomes a BASIX affected building
- development involving the alteration, enlargement or extension of a BASIX affected building where the estimated cost of construction is \$50,000 or more.
- Swimming pool and/or spa that service(s) only one dwelling and has a capacity or combined capacity of 40,000 litres.

### **Will my development be advertised?**

Depending on the provisions of the *Environmental Planning and Assessment Act 1979* and associated Regulations, and other state and local Environmental Planning Instruments, your development application may be notified to owners of adjoining or nearby allotments, advertised in a local newspaper and/or advertised via on-site signage. The Local Environmental Plan and Council's provides a good guide as to what will be advertised. Council may also notify relevant government departments for comment or concurrence.

Development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and associated documents are considered publicly available documents. Excerpts of a development application relating to the erection of a building that are sufficient to identify the applicant and the land to which the application relates (and containing a plan of the building that indicates its height and external configuration of the building, if relevant) will, by law, be made available to interested persons.

Any submissions made to Council concerning your development application will be taken into consideration during the assessment process and will be considered on their merits.

### ***What if I want to change my application?***

You may apply to Council in writing to amend your application before it is determined. Any changes to your application should be clearly described and any necessary documentation should be provided. If you wish to lodge amended (rather than additional) plans or documents, the plan(s) or document(s) being replaced should be made obvious.