

# DA & CC APPLICATION CHECKLIST



PO Box 249, COONAMBLE NSW 2829  
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**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH ALL APPLICATIONS. YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS ALL RELEVANT INFORMATION IS RECEIVED.**

## Have you provided?

Tick the box(s) in your checklist when you have supplied the following:

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| -Three (3) copies of the architectural/engineering plans | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Three (3) copies of the specifications                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

## Have you attached?

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| -Detailed architectural plans showing floors, elevations, site plan, sections, heights levels | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Detailed specification describing the materials and manner of construction of the building   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Geotechnical investigation/assessment report including site classification                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Engineering design drawings  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Details of the sewerage management system if gravity sewer is not available                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Details of water supply and storage if Council's reticulated water supply is not available   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Stormwater drainage design details   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Soil and water management plan, including soil and erosion control works                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Plan of site levels/contours and proposed cut/fill   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Design details for wind bracing and uplift including design wind category                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Landscape design plan  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| -Design details for flood-resistant construction and floor levels                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

-Fire services design drawings and calculations	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-A list of existing and proposed <i>statutory fire safety measures</i> serving the building	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Written assessment of the need to fence the building site, preventing public access	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Interior design detail for food premises, Hair/beauty salons	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Disabled toilet(s) design plan and elevations drawn to a scale of 1 in 20	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Evidence of any accredited component, process or design sought to be relied upon where the application involves an alternative solution to meet a BCA performance requirement. If yes, is it accompanied by:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Details of the performance requirements, the solution is intended to meet, and will affect	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
-Details of the assessment and verification Methods used to establish the solutions compliance	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A



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**OFFICE USE ONLY**

Application No: \_\_\_\_\_  
 Receipt No: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Property No: \_\_\_\_\_

**DEVELOPMENT CONSENT, CONSTRUCTION  
 CERTIFICATE and/or OTHER APPROVALS APPLICATION**

**TYPE OF CONSENT, CERTIFICATE OR APPROVAL REQUIRED**

- DEVELOPMENT CONSENT
- CONSTRUCTION CERTIFICATE
- OTHER APPROVALS under s68 of Local Government Act 1993

**PART 1**

**SITE & APPLICANT DETAILS**

**Applicant's Name:**

If you represent a Company, apply in the company's name. State your position under 'Title Other'.

Title: MR  MRS  MISS  MS  OTHER

Surname or Company Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

**Applicant's Postal Address:**

\_\_\_\_\_

**Applicant's Phone & Facsimile No's:**

Phone: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_\_

**Location of proposed Development:**

Please state street address and Property or building name.

\_\_\_\_\_  
 \_\_\_\_\_

**Land Title description:**

This information is needed to Correctly identify the land.

Lot(s) No: \_\_\_\_\_ Section No: \_\_\_\_\_

Deposited Plan No (DP): \_\_\_\_\_

Parish: \_\_\_\_\_ County: \_\_\_\_\_

**Owner's Name:**

(if not the applicant)

If represented by a company, apply in the company's name.

State position under 'Title Other'.

Title: MR  MRS  MISS  MS  OTHER

Surname or Company Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

**Owner's consent to lodge this application:**

The owner's authorisation to lodge this application must be obtained if you are not the owner. This is a mandatory requirement of the Act.

**As owner of the above property, I/we consent to this application, and grant permission for Council officers to enter upon such property in order to determine this application and undertake any associated inspections.**

Note: If the land is owned by a company, a company seal must be provided with at least one (1) executive signature.

Owner's Name:	_____
Postal Address:	_____
Owner's Signature:	_____
	_____
Date:	_____

**Applicant's Declaration:**

Before signing, make sure you Have addressed and completed all applicable questions on this form.

**I apply for approval to carry out the development described in this application. I also understand that:**

- ◆ **This application authorises Council officers to enter upon the subject Land for the purpose of assessing and determining the application, and to perform associated and subsequent inspections.**
- ◆ **I am liable to pay for or rectify any damage caused to public roads, drains or footpaths arising from construction works associated with the development.**

Applicant's Name:	_____
Applicants Signature:	_____
	_____
Date:	_____

## PART 2

## DEVELOPMENT DETAILS

### Development Proposal:

Indicate the TYPE of development proposed.

- |   |   |
|---|---|
| <input type="checkbox"/> Erection of a building | <input type="checkbox"/> Use of land/building |
| <input type="checkbox"/> Subdivision            | <input type="checkbox"/> Demolition           |
| <input type="checkbox"/> Carrying out of work   | <input type="checkbox"/> Other                |

Tick appropriate box(s)

### Development Description:

eg. dwelling, residential flat/building, warehouse, retail store etc.

<hr/> <hr/>
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### Proposed use:

State the intended use of the land/building (eg warehouse of white goods, motor vehicle repairs etc).

<hr/> <hr/>
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### Is this application for Integrated Development?

Nominate the additional approvals to be obtained from the administering approval bodies.

- YES      NO

Note: An application for Integrated Development must include:

- a) sufficient information to permit the approval body to assess the application;
- b) an additional fee of \$250.00 is applicable for each approval body. Council requires a separate cheque to be made out to these bodies;
- c) Additional copies of plans as determined by Council.
- d) Payment of minimum advertisement fee being \$150.00.

Heritage Act 1977

s58

Roads Act 1993

s138

National Parks & Wildlife Act 1974

s90

Mine Subsidence Compensation Act 1961

s15

Waste Minimisation Management Act 1995

s44

Rivers & Foreshores Improvement Act 1948

Part 3A

Fisheries Management Act 1994

s144

s201

s205

Pollution Control Act 1970

s17A

s17C

17D

17I

Water Act 1912

s10

s13A

s18F

s20B

s20CA

s20L

s116

Part 8

**Type of consent:**

If applicable.

Staged Development

Deferred Development

**Planfirst Levy:**

(0.64 % of estimated value  
> \$50000.00)

YES

NO

**Long Service Levy:**

(0.35 % of estimated value  
> \$25000.00)

YES

NO

(Long Service Levy Payment Form  
is to be submitted with payment)

**What is the estimated  
cost of the development?**

Estimated Cost/Value:

\$

**Environmental  
Statement:**

Tick only one (1) box to  
indicate the environmental  
statement which is applicable  
to the proposed development.

An Environmental Impact Statement (EIS) is attached  
**(For Designated Development);**

A Statement on Environmental Effects (SEE) is attached  
**(For other Development); or**

A Species Impact Statement (SIS) is attached  
**(For threatened species, habitats, etc); or**

The proposed development is considered to have negligible  
effect.

**Complying Development  
Which Planning Instrument?**

An application for a complying development certificate is being made under:  
(Tick the appropriate planning instrument)

Coonamble Shire Council's Development Control Plan for Exempt & Complying Development

State Environmental Planning Policy (Exempt & Complying Development Codes 2008)

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### PART 3

### CONSTRUCTION DETAILS

**Are you using a licensed builder?**

To be completed only if the proposed building will be residential building work.

YES

Builder's Name:	_____
Address:	_____ _____
License No:	_____
Phone No's:	(H) _____
	(W) _____
	(M) _____

NO

**(If No, will the work be done as an Owner-Builder?)**

YES

Owner-Builder  
Permit No:

NO

Total building value:

\$

**Is a Builder's Insurance Indemnity Certificate required?**

An Insurance Certificate must be obtained for any 'residential building work' performed by a licensed builder or contractor which exceeds a contract value of \$12,000.00.

YES

NO

Certificate No (if applicable)

#### APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)

The PCA is appointed under s109E of the Environment Planning and Assessment Act 1979. The Act requires that a person who proposed to carry out development (the applicant) involving building or subdivision work (other than exempt development) must appoint a PCA prior to commencement of that work. The applicant may appoint Council (for building or subdivision work) or an accredited private certifier (for building or strata subdivisions only) as the PCA.

You need to decide who will approve any building work.

Do you wish to appoint a PCA at this time?  Yes (refer below)  No

Coonamble Shire Council

\_\_\_\_\_  
Approximate date work is to commence

Other PCA – Please specify

\_\_\_\_\_

Address: \_\_\_\_\_ Accreditation No: \_\_\_\_\_

**Note: the completion of this section serves as a Form 7 under the Regulation for the purpose of appointment of the Principal Certifying Authority**

Have you made any political donations (exceeding \$1,000.00) or gifts to a political party, Councillor or employee of Coonamble Shire Council within the past two (2) years?

Yes – Note: You will need to complete a Political Donations & Gifts Disclosure Statement (available on request)

No

**What are the main Materials to be used?**

Please indicate the materials to be used in the construction of the new building(s):

<b>Walls</b>	<b>Code</b>	<b>Roof</b>	<b>Code</b>	<b>Floor</b>	<b>Code</b>	<b>Frame</b>	<b>Code</b>
Brick (Double)	11 <input type="checkbox"/>	Tiles	10 <input type="checkbox"/>	Concrete/Slate	20 <input type="checkbox"/>	Timber	40 <input type="checkbox"/>
Brick (Veneer)	12 <input type="checkbox"/>	Concrete/Slate	20 <input type="checkbox"/>	Timber	40 <input type="checkbox"/>	Steel	60 <input type="checkbox"/>
Concrete/Stone	20 <input type="checkbox"/>	Fibre Cement	30 <input type="checkbox"/>	Other	80 <input type="checkbox"/>	Aluminium	70 <input type="checkbox"/>
Fibre Cement	30 <input type="checkbox"/>	Steel	60 <input type="checkbox"/>	Not Specified	90 <input type="checkbox"/>	Other	80 <input type="checkbox"/>
Timber	40 <input type="checkbox"/>	Aluminium	70 <input type="checkbox"/>			Not Specified	90 <input type="checkbox"/>
Curtain Glass	50 <input type="checkbox"/>	Other	80 <input type="checkbox"/>				
Steel	60 <input type="checkbox"/>	Not Specified	90 <input type="checkbox"/>				
Aluminium	70 <input type="checkbox"/>						
Other	80 <input type="checkbox"/>						
Not Specified	90 <input type="checkbox"/>						



**Building Details:**

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

**All New Buildings**

Number of storeys  
(including underground floors)

---

Gross floor area of new building (m2)

---

Gross site area (m2)

---

**Residential Buildings Only**

Number of dwellings to be constructed

---

Number of pre-existing dwellings on site

---

Number of dwellings to be demolished

---

Will the new dwelling(s) be attached  
to other new buildings?

 YES NO

Will the new dwelling(s) be attached  
to existing buildings?

 YES NO

Does the site contain a dual occupancy?

(NB dual occupancy = two dwellings on the same site)

 YES NO

## PART 4

## LOCAL APPROVAL DETAILS

### Are you also seeking an approval under the Local Government Act 1993?

You can apply with this development application to seek an approval for any of the listed activities which require approval under Section 68 of the Local Government Act 1993. Additional fees may be applicable.

YES

NO

*Tick appropriate box(s)*

### PART A

Buildings, Temporary structures

- Install a manufactured home, moveable dwelling or associated structure

NOTE: The plans, specifications & information required for Council to process and access the relevant activity (including that which is specified in the regulations under the Local Government Act) must also be submitted with this application.

### PART B

Water supply, Sewerage & Stormwater Drainage Work

- Carry out water supply work
- Draw water or sell water from a Council water supply standpipe
- Install, alter, disconnect or remove a meter connected to a service pipe
- Carry out sewerage work
- Carry out stormwater drainage work
- Connect a private drain or sewer with a public drain or sewer of Council

### PART C

Management of Waste

- For fee or reward, transport waste over or under a public place
- Place waste in public place
- Place a waste storage container in a public place
- Dispose of waste into Council's sewer
- Install, construct or alter a waste treatment device
- Operate a system of sewerage management (within the meaning of Section 68A)

**PART D**  
Community Land

- Engage in Trade or Business
- Direct or procure entertainment to the public
- Construct temporary enclosure for purpose of entertainment
- For fee reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

**PART E**  
Public Roads

- Swing/hoist goods over a public road by means of a lift, hoist or tackle
- Expose or allow to be exposed (whether for sale or otherwise), any article in or on, or so as to overhang any part of the road, outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

**PART F**  
Other Activities

- Operate a public car park
- Operate a caravan park or camping ground
- Operate a manufactured home estate
- Install a domestic oil or solid fuel heating device
- Install or operate amusement devices
- Repealed
- Use a standing vehicle or any article for purpose of selling any article
- Repealed
- Repealed
- Carry out an activity prescribed by the regulation or an activity of a class or description prescribed by the regulations

# **NOTES FOR COMPLETING DEVELOPMENT CONSENT APPLICATIONS**

## **NOTE 1**

An application for local approvals under the Local Government Act 1993 must be accompanied by such matters as would be required under s81 of that Act, as well as the information and details prescribed under its Regulations (prescribed forms available at Council).

## **NOTE 2**

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 (\$250.00) for each approval body – cheques must be made out in the name of that particular approval body, not in Council's name.
- c) Additional copies of plans as determined by the consent authority.
- d) Suitable mailing envelope and postage stamps.

## **NOTE 3**

Plans or drawings described the proposed development must indicate (where relevant):

- a) The location of proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development;
- b) Floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building;
- c) Elevations and sections showing proposed external finishes and heights;
- d) Existing and proposed finished levels of the land in relation to buildings and roads;
- e) Building perspectives, where necessary to illustrate the proposed building;
- f) Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate);
- g) Proposed landscaping and treatment of the land (indicating the plant types and their height and maturity).
- h) Proposed methods of draining the land;
- i) Location of existing utility services and the extension/provision of any new utility services necessary for the development;
- j) Areas of environmentally sensitive land within and adjoining the proposed development;

## **NOTE 4**

Where the development requires notification/advertising, an A4 plan of the building that indicates its height and external configuration, as erected, in relation to the site on which it is erected, is to be submitted.

## **NOTE 5**

Other information must indicate (where relevant):

a) In the case of shops, offices, commercial or industrial development:

- ◆ Details of hours and days of operation, including deliveries to the site;
- ◆ Plant and machinery to be installed
- ◆ Type, size and quantity of goods to be made, stored or transported;
- ◆ Size, type and frequency of service and delivery vehicles intended to utilise the development;
- ◆ Loading and unloading of facilities;
- ◆ Access for disabled persons
- ◆ Types & quantities of waste to be generated by the development, and the manner of treatment storage and disposal;
- ◆ Anticipated number of employees to be engaged, in both the short and long term.

b) In the case of, change of building use (except where the proposed change is to class 1a or class 10 building) where no alterations or additions to the existing building are proposed:

- ◆ A list of any fire measures in the building or on the land on which the building is situated in connection with the proposed change of building use, and
- ◆ A separate list of such measures as are currently implemented in the building and on the land the building is situated. The list must describe the extent, capability and basis of design of each of the measures concerned.

c) In the case of development involving the erection of a building, work or demolition:

- ◆ Details of the methods securing the site during the course of construction.

## **NOTE 6**

Where a proposed development is not designated development, the application must be accompanied by a statement of environmental effects (SEE) unless the proposed development is considered to have negligible effect (eg minor interior alterations) which must:

a) Demonstrate that the environmental impact of the development has been considered;

b) Set out steps to be taken to protect the environment or to mitigate the harm.

## **NOTE 7**

The Council may, within twenty-one (21) days of receiving the development application, ask for additional information on the development if that information is necessary for the determination of the application or if that information is required by a concurrence authority.

The Council may, within twenty-five (25) days after the lodgement of a development application for integrated development, ask for additional information concerning the development if the information is necessary for the determination of the application or if the information is required by an approval body.

## **NOTE 8**

Under s80 (10A) of the Environmental Planning and Assessment Act 1979 development consent cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid.

**NOTE 9**

In the case of an application for a construction certificate for residential building work (within the meaning of the Home Building Act 1989) the following need's to be supplied:

a) In the case of work by a licensee under that Act:

- ◆ The licensee's name and contractor license number, and
- ◆ Documentary evidence that the licensee has complied with the applicable requirements of that Act – ie a certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that the person is the holder of an insurance contract; or

b) In case of work done by any other person:

- ◆ The person's name and owner-builder permit number, or
- ◆ 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 that Act, currently being \$5000.00 if work is to be carried out by a licensed builder, or \$3000.00 if work is to be carried out by the owner.

### **Definition of Class 1 & 10 Buildings Under the BCA**

<b>CLASS</b>	<b>USE</b>
<b>1a</b>	A single dwelling being-
	<b>i)</b> A detached house; or
	<b>ii)</b> One or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit; which is not located above or below another dwelling or another Class of building other than a private garage.
<b>1b</b>	A boarding house, guest house, hostel or the like, with a total floor area not exceeding 300m <sup>2</sup> and in which not more than 12 persons would ordinarily be resident.
<b>10a</b>	A non-habitable building being a private garage, carport shed or the like.
<b>10b</b>	A non-habitable structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like.