

# Complying Development Certificate

Planning & Development Services Group

**City Administrative Centre** Bridge Road, Nowra, NSW, Australia, 2541

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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 under applicable state and local environmental planning instruments and Development Control Plans (DCP).

## 1 Applicant Details

Title: (Mr/Mrs/Miss/Ms/Other) .....

Family or Organisation: .....

First Name: .....

Postal Address: .....

Town or Locality: .....

Postcode: .....

Daytime Phone: .....

Mobile: .....

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

*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

Phone No. (Bus)

## 3 Selected code

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

State Environmental Planning Policy (SEPP) (Exempt and Complying Development Codes) 2008; or

SEPP (Affordable Rental Housing) 2009

SEPP (Infrastructure) 2007

SEPP (Temporary Structures) 2007

Other SEPP. Please specify

## 4 Proposal Details

An application for CDC must comply with all relevant requirements of applicable state and local environmental planning instruments.

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)

*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. Personal information contained on this form will be displayed on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.*

**This form may be displayed on Council's website in accordance with Government Information (Public Access) Act 2009**

### OFFICE USE ONLY

Application No:		DA \$	Total \$
Zoning:		CC \$	Date Rec:
Related Files:		OC \$	Receipt No:

Form Number: 526	Issue Date: 05/2014
Version Number: 2	Next Review date: 06/2016



## 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: .....

## 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.

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 by members 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.

## 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 NSW Government Land & Property Information 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.

..... (Date)..... / ..... / .....

(Signature of Owner 1)

..... (Name)

Address: .....

Town or Locality: .....

Postcode: .....

Daytime Phone No: .....

..... (Date)..... / ..... / .....

(Signature of Owner 2)

..... (Name)

Address: .....

Town or Locality: .....

Postcode: .....

Daytime Phone No: .....

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, 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 display 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: .....