

# Application to Modify a Complying Development Certificate

Planning, Environment and Development Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541  
**Address all correspondence to:** The General Manager, PO Box 42, Nowra, NSW, Australia, 2541  
 council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

## 1 Applicant Details

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

First Name: .....

Surname: .....

Organisation: .....

Postal Address: .....

.....

Town or Locality: .....

Postcode: .....

Daytime Phone: .....

Mobile: .....

Email: .....

The applicant is also the owner?    Yes     No

## 2 Property/Owner(s) Details

Flat/street no. : .....

Street: .....

Town/Locality: .....    Postcode: .....

Area of Land (in m2 or hectares): .....

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: .....

.....

Town/Locality: .....    Postcode: .....

Phone No. (Bus): .....

## 3 Details of Modification

Give details of the manner and extent of the proposed modification and the reasons for seeking these modifications. Provide evidence that the modification does not substantially alter the development and that the proposal complies with State Environmental Planning Policy (SEPP) (Exempt and Complying Development Codes) 2008

.....

.....

.....

.....

.....

.....

.....

.....

.....

## 4 Approved Development

Pursuant to Section 4.30 of the EPA Act 1979 application is hereby made to modify the following Development Certificate CDC .

Complying Development Consent No. : .....

Date Approved: .....

Description: .....

.....

A copy of the relevant BASIX Certificate is attached .....

(Effective 1st July, 2005)

**Note:** Where modification of the Complying Development Certificate involves alterations to the approved plan(s) all documentation must be submitted in readable, unlocked, PDF digital format on CD or USB using Council's naming protocol. Documents must be A4 formatted and individual files must not exceed 4MB for on-line publication and distribution purposes. Floor plans must be a separate file.

### OFFICE USE ONLY

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

Form Number: 236	Issue Date: 11/2014
Version Number 4	Next Review date: 06/2020



## 5 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 Department of Industry - 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.

..... (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.

## 6 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: .....

## Important information

### 1 Access to information

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to open access information about a Development Application. However, this does not extend to:

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

(b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

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

### 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 distribute electronic copies of the development application (DA) and associated documents for the purpose of complying with its obligations under the EPA Act 1979, the GIPA Act 2009 and Council's Community Consultation Policy. This may include public notification of the DA, referral to government agencies, referral to other groups and sections within Council including but not limited to strategic planning for strategic planning purposes, Shoalhaven Water, assets and works and community services, as necessary to properly assess the DA. Copies will also be provided to councillors and the regional planning panel as required. The applicant is responsible for obtaining all licenses necessary from the copyright owners for this purpose.