



Development Application Guidelines

How to apply for development consent

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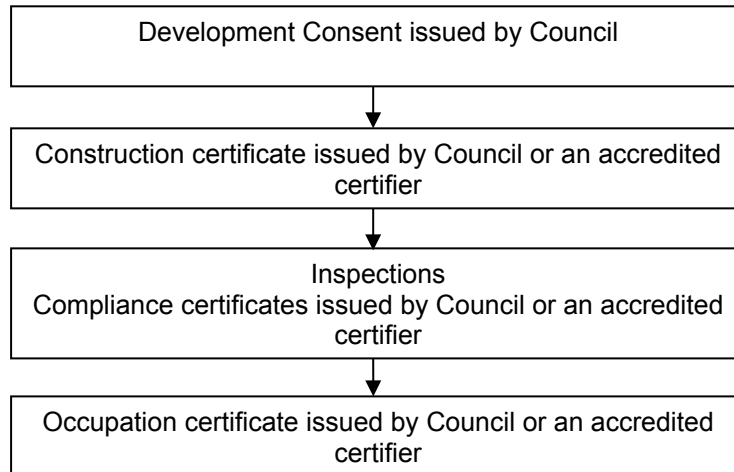
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1. PURPOSE

These guidelines have been produced to assist applicants to complete a development application for local development and give a broad outline of the procedures involved in processing a development application.

The principal steps involved in local development are set out below.



The *Environmental Planning and Assessment (EP&A) Act, 1979* provides for the concepts of:

- **Exempt development**
- **Complying development; and**
- **Local development**

If your development is not **exempt** or **complying** then it will most likely be **local development**. Local development also includes **designated** development and **integrated** development.

Your proposal may also need *concurrence* or approval from a State government agency.

If *concurrence* is required, you must indicate on your application the name of the agency whose *concurrence* you need. For more information regarding *concurrence* refer to Section 15.3 of these guidelines.

If your proposal also needs an *approval* from a State government agency your development is known as **integrated development**. The agency must issue its general terms of approval and these will form part of the development consent. The agency is then bound to issue its approval in those terms for three years from the date of the development consent. For more information about integrated development refer to Section 15.4 and Attachment C of these guidelines.

Note: *If you need approval from a State government agency to carry out your proposal and the necessary approval is denied, Council must refuse your application.*

If your development is **designated** you will need to prepare an Environmental Impact Statement. See Attachment 'A' for more information.

To carry out your proposal, you may also need other approvals from Council. It is now possible to apply for these approvals at the same time as you apply for development consent.

For example, if you need approval to do work in the road reserve, refer to Section 15.7 and Attachment D of these guidelines.

Certain aspects of the development approval process may be certified by a private sector professional called an “accredited certifier”. For more information about the accreditation system, see Attachment E of these guidelines.

2. DISCLOSURE OF POLITICAL DONATIONS AND GIFTS

From 1 October 2008 when lodging:

- i. A relevant planning application (eg. Local Environmental Plan (LEP), Section 94 Plan, Development Control Plan (DCP), development application or modification) you must disclose information about any reportable political donations and gifts (if any made in the previous two years and up to determination of the planning application). If you make a donation or gift after lodging your submission, you must make a disclosure within seven days of making the donation or gift.

Your disclosure obligations include reportable political donations or gifts made by any person with a financial interest as defined by S147(7) of the *EP&A Act 1979*.

- ii. A submission on a relevant planning application (eg. LEP, Section 94 plan, DCP, development application or modification) you must disclose information about any reportable political donations and gifts (if any) made in the previous two years and up to determination of the planning application. If you make a donation or gift after lodging your submission, you must make a disclosure within seven days of making the donation or gift.

Your disclosure obligations relate to:

- a) All reportable political donations made to any local councillor (being donations of \$1,000 or more); and
- b) All gifts made to any local councillor or employee.

Your disclosure obligations include reportable political donations or gifts made by an associate. An associate is defined by Section 147(8) of the *Environmental Planning & Assessment Act 1979*.

Failure to disclose a reportable political donation or gift is an offence.

Your disclosure will be made available to the public on Council’s website in accordance with the Act.

More information on your disclosure obligations and a copy of the disclosure form and guide are available at www.shoalhaven.nsw.gov.au or www.planning.nsw.gov.au/donations . You may contact Council’s Planning and Development Services Group on 4429 3111.

Disclosures lodged by Councillors with the Election Funding Authority can be viewed at the Election Funding Authority website at www.efa.nsw.gov.au

3. DEVELOPMENT APPLICATION (DA) TRACKING & ELECTRONIC LODGEMENT OF DOCUMENTS

An electronic DA tracking system is provided on Council's website: www.shoalhaven.nsw.gov.au This enables an applicant or third party to enquire about the progress of a DA leading to determination and also view documents associated with the DA electronically, in accordance with Council policy.

Council is moving towards electronic lodgement and better electronic record keeping, document quality and quality management systems, we would like to **encourage** you to submit a CD ROM/Flash Drive with your application.

The submission of an application inclusive of a CD ROM/Flash Drive is voluntary at this stage but strongly encouraged. It is envisaged that Council will over time move towards full electronic lodgement (and also distribution of consents).

Whilst the system is being implemented, Council will continue to accept 'paper' plans. **2 copies will be required.**

Protocol on electronic lodgement ie. document naming, business rules, lodgement processes, please refer to Attachment 'G'.

4. WHEN IS DEVELOPMENT CONSENT NEEDED?

All activities (including the use of land and the subdivision of land) require development consent if those activities are specified as requiring consent in an environmental planning instrument.

If your development is not **exempt** or **complying** development, then you need to lodge a development application and obtain development consent.

NSW Government have introduced the Electronic Housing Code (EHC). It is an online system for the end-to-end processing of complying development applications under the NSW Housing Code for lots that are 200m² and above.

The EHC enables the end user to do the following:

- Investigate the exempt and complying development options available to them on an individual lot;
- Prepare a complying development application online with guidance as to the relevant documentation needed, and;
- Lodge a complying development application online;
- Generate an exempt or complying development report, and;
- Track their application.

Further information about exempt and complying development is also available, refer to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP).

5. DUAL CONSENTS

If your application involves the clearing of native vegetation on non-urban land, you may need a **separate approval** under the *Native Vegetation Act 2003*, from the Southern Rivers Catchment Management Authority (SRCMA) before you can commence your development. For further information see:

www.southern.cma.nsw.gov.au

6. CONSTRUCTION CERTIFICATES

For those activities involving construction work such as buildings or roads and drainage in a subdivision, obtaining development consent is the first step in the process. A 'Construction Certificate' is also required in addition to development consent before any work can commence.

A Construction Certificate certifies for example that if work is completed in accordance with building plans and specifications, it will comply with certain requirements of the EPA Regulations such as satisfying the provisions of the Building Code of Australia (BCA).

7. COMBINED APPLICATIONS

The *EP&A Act* provides for combined applications where a development consent and construction certificate may be issued together by Council.

Although this is available for any project requiring both a development consent and a construction certificate, this option is not recommended for more significant types of development or subdivisions.

To obtain a construction certificate a full set of working drawings must be submitted. If these are prepared before the planning issues are resolved (ie. before development consent is obtained) plans may have to be redrawn to comply with the development consent before a construction certificate can be issued.

If an application is refused on planning grounds, significant costs may have been unnecessarily incurred in preparing working drawings. In addition, the working drawings may not satisfy conditions of development consent and therefore require significant revisions. It is therefore recommended that combined applications be lodged only when the proposal meets all relevant requirements and the applicant is confident that the consent will be given. As a guide, the following categories of development could be submitted as combined applications subject to the criteria set out within each category.

- i. Residential dwellings
 - a) Detached dwellings and additions in Residential Zones **except** R3, SP3
 - b) Dwellings in Rural Zones – **All** applications within the following rural residential zones may be combined: RU4, R5, E4

Within RU1 and RU2 zones only applications that relate to lots in subdivisions which have:

- A deposited plan number later than 700000, and
- Can be identified by a Council SC number (i.e subdivision approved by Council) should be submitted as combined applications. If the property does not meet this criteria, a development application should be submitted in the first instance.

- c) Dwelling additions in Rural Zones – **All** applications for additions to existing dwellings (that have been approved by Council) within rural zones could be combined applications.

Note: *The following types of dwellings should have separate development applications:*

- *Movable dwellings*
- *Three-storey dwellings*

8. DUAL OCCUPANCY DEVELOPMENT

Applications for dual occupancy development may be lodged as a combined application provided that the proposal has been designed in accordance with Shoalhaven DCP 2014 Chapter G13 Dual Occupancy Development.

If a variation is sought from the requirements of the DCP a separate development application should be lodged. In rural zones the same criteria should be applied as for rural dwellings (see Item i(b)).

9. ANCILLARY RURAL BUILDINGS (I.E FARM SHEDS, STABLES)

Applications of this type could be submitted as a combined application subject to:

- In rural zones, only where there is an existing dwelling (Council approved) on the property **or** Council has given development consent to dwelling and such consent is still valid.
- Where applications are made on vacant properties without a current dwelling approval, the applicant should provide a short letter explaining why a building is needed at this stage and its intended use.

10. MINOR EXTENSIONS TO EXISTING INDUSTRIAL, COMMERCIAL AND RECREATIONAL BUILDINGS

- Applications of a minor nature could be a combined application.
- As a guide, a minor extension should not exceed 30% of the existing floor area of the building, although some discretion will be required.
- If the extensions are likely to lead to significant alterations to parking and servicing arrangements or have a major impact on the physical appearance of the building these are not recommended for submission as combined applications.

Note: *A Combined application should only be made where the development proposed is permissible within the relevant zone. If the proposed development is an extension to a building that has ‘existing use rights’ only a separate development application should be submitted.*

11. BED AND BREAKFAST ACCOMMODATION

Provided that the proposal complies in every respect with Council's guidelines for bed and breakfast accommodation, applications which involve building construction work could be submitted as combined applications.

Note: *Applications for bed and breakfast accommodation not involving building work and not exceeding two guest rooms can be lodged as a complying development application.*

12. OCCUPATION OF RETAIL, COMMERCIAL AND INDUSTRIAL PREMISES

Combined applications may be lodged when building works are associated with the occupation of the premises and the work is:

- Internal alterations such as partition walls
- Minor alterations to external facades (except heritage buildings or buildings in heritage areas such as Berry, Kangaroo Valley and Milton)
- Required to make the premises comply with Council's Food Premises Code.

13. ADVERTISING SIGNS INVOLVING A STRUCTURE

Provided that the sign complies with Shoalhaven DCP 2014 Chapter G22 Advertising Signs and Structures a combined application may be submitted where a structure is required to display a sign. *Please note that there is a special Development Application form for Advertising Signs.*

14. BEFORE I LODGE MY APPLICATION

Many delays that occur during the processing of applications are the result of inadequate plans or information. These delays can often be reduced by consultation with Council staff **prior to lodgement** of the application.

Council does not provide a design consultancy service, however its professional officers are available to give advice on development proposals. Planners and Building Surveyors can give guidance to prospective applicants through telephone or counter enquiries, prearranged interviews and where appropriate, on-site discussions.

It is desirable that a concept plan be made available for discussion when attending for interviews.

Advice on more significant proposals can be obtained through the Development Advisory Unit (DAU). This is a group of senior professional officers, which meets to provide expert advice to prospective developers on their proposals. An information sheet is available which contains further information about the DAU.

If you are in doubt whether to consult the DAU you should talk to Council's Area Planner.

15. HOW DO I COMPLETE THE FORM?

Applications for Subdivision and/or Development can be made on the one form. You may also apply for a construction certificate on the same form if you wish to combine both processes. Provision is also made on the form to apply for **integrated development** and/or other Council approvals that you may need to complete your development.

Some of the details required may not be relevant to all applications and in such cases you should write ‘not applicable’ or N/A.

15.1. Estimated cost

The estimated cost of construction must include the cost of labour even if you are completing some or all of the labour content yourself. The value of construction must be relevant with today’s market value for the total project.

15.2. Staged development

You **must** complete this question. Please answer ‘yes’ or ‘no’ by ticking the appropriate box. If you are applying for development consent in stages, you must attach:

- Information which describes the stages of your development
- A copy of any consents you already have for part of your development

15.3. Concurrences from State agencies

Sections 15.3.1 describes some circumstances in which concurrence for your development may be required. These examples are not exhaustive as legislation changes from time to time.

If you are unsure whether concurrence is required, please discuss your proposal with the appropriate area planner in the Planning & Development Services Group.

15.3.1. SEPP 58 or Sustaining the Catchments REP; SEPP 14 – Coastal Wetlands; SEPP 71 – Coastal Protection

If your land is within the Sydney Water Catchment it will be affected either by State Environmental Planning Policy (SEPP) 58 – Protecting Sydney’s Water Supply or its successor Sustaining the Catchments Regional Environmental Plan (REP). Your proposal may, therefore, require the concurrence of the Sydney Catchment Authority.

Before you submit your DA you should discuss your proposal with an officer of Council’s Planning & Development Services Group who will advise you.

15.4. Integrated Development – Approvals from State Agencies

Some proposals, because of their nature, need other kinds of approvals (eg licences, permits) from a State government agency. Your proposal is known as integrated development if you need development consent and approval from a State government agency. To find out if your development is **integrated** you must work through the approvals listed in Attachment C.

The general terms of approval of the relevant State agency(ies) must be obtained and form part of the development consent. Council will refer the details to the relevant agency. The agency will then provide its general terms of approval to be included in the consent or otherwise indicate that approval will not be granted. A referral fee will be charged by each agency that will look at your proposal. The cheque must be made out to the agency. The agency will issue you with a receipt when it has received your cheque. **NOTE: Please contact Council for current fee.**

The State agency is bound by its general terms of approval for three years after the consent is issued.

15.5. Environmental Effects

To assess your proposal, the Council needs to understand the impacts it will have. Depending upon the nature and scale of your proposal, you need to provide one or more of the statements listed to explain the environmental impacts of your proposal. (See Attachment A).

To assist in the preparation of a Statement of Environmental Effects, Council has produced a 'proforma' which may be completed and submitted with your application. This plan is not suitable for anything other than single dwelling, alterations and additions and ancillary structures.

15.6. Waste Management

A Waste Minimisation and Management Plan (WMMP) is required for **all** development. The WMMP should provide information on the type of waste generated, storage and collection.

For Dwellings & Associated Minor Development

If your application is for a single dwelling, renovation of, or minor addition to a dwelling-house you can use the WMMP included with the DA form.

Any other type of development

Will require the submission of a separate WMMP in accordance with Shoalhaven DCP 2014 Chapter G7 Waste Minimisation and Management Controls along with Council's Waste Minimisation and Management Guidelines.

A WMMP is to be submitted with development applications and or construction certificates and complying development applications.

15.7. Work in the road reserve

If your development proposal involves work in the road reserve you will need to get approval from Council as the Roads Authority under Section 138 of the *Roads Act, 1993*.

If you are building a house you will need approval for your driveway and you should tick 'footpath crossing'. If you need a kerb crossing, you should also tick 'gutter layback'. You will also need approval for 'connection of stormwater to the kerb or Council system'.

If you are applying for approval to do work in the road reserve the following details are required with your application.

Footpath crossing

- Site plan showing location with levels at boundary

Gutter layback in an existing kerb

- Site plan showing location with levels at boundary

Connection of stormwater to kerb

- Site plan showing location

Gutter layback where there is no existing kerb and gutter

Levels to be obtained from Council

- Site plan showing location with levels at boundary

15.8. Other Council approvals

Since July 1, 1998 it has been possible to apply for other approvals required under Section 68 of the *Local Government Act 1993* at the same time as you apply for development consent. You will need to state which approvals you want as part of your application.

The most common S68 applications are for approval to connect to Council's reticulated sewerage system or to install a waste management facility such as a septic tank.

15.9. Construction Statistics

This question **must** be completed if building works are proposed.

This question does not need to be completed for subdivision proposals. These statistics must be collected by Council on behalf of the Australian Bureau of Statistics.

The proposed construction materials should be selected from the schedule in Question 12.

Council will calculate a value of the development and if there is a significant discrepancy between Council's and the applicant's estimate, builders quotes will be required to substantiate the lower estimate.

15.10. Builders details

This information is only required if building works are involved and a construction certificate is applied for at the same time, i.e a combined application.

If the builder is also the owner, you should write 'owner-builder'. If you are an owner-builder you will need to supply evidence to Council that you have an owner-builders permit from the Department of Fair Trading. Owner-builders do not require a permit if the reasonable market cost of labour and materials involved in the work is less than \$10,000.

If you do not know who the builder will be at the time you apply, write "not yet known".

15.11. Construction Certificate

In Question 14 you are asked whether the application includes an application for a Construction Certificate. If you tick yes, you will be required to submit building plans and specifications that will comply with certain requirements of the EPA Regulations such as satisfying the provisions of the Building Code of Australia (BCA).

15.12. Appointment of Principal Certifying Authority (PCA) Certificate

In Question 15 you are asked whether you wish to appoint Council as the “Principal Certifying Authority” (PCA). If you tick yes, Council will carry out all inspections required during construction and issue an “Occupation Certificate” when the building is assessed as suitable for occupation.

By selecting Council as the PCA, you can pay all fees associated with the development when you lodge your application. Council can then manage the whole process for you from the issue of a development consent through to occupation certificate. You won’t need to go anywhere else.

Alternatively, you may choose to appoint an accredited certifier as your PCA. In this case you should tick the “No” box. You will then be required to locate and appoint a PCA and notify Council of his/her appointment and the relevant details prior to the commencement of work.

For more information about the role and responsibilities of the PCA refer to Section 18 in these guidelines entitled “What is a PCA?”. If you wish to know more about the accreditation system, a brief summary is provided in Attachment E.

15.13. Disclosure of Political Donations and Gifts (S147 of the EP&A Act 1979)

From 1 October 2008 when lodging a submission on a relevant planning application (eg. LEP, Section 94 Plan, DCP, DA or DA Modification) you must disclose information about any reportable political donations and gifts (if any) made in the previous two years and up to determination of the planning application. If you make a donation or gift after lodging your submission, you must make a disclosure within seven days of making the donation or gift.

Your disclosure obligations relate to:

- a) All reportable political donations made to any local councillor (being donation of \$1,000 or more); and
- b) All gifts made to any local councillor or employee.

Your disclosure obligations include reportable political donations or gifts made by an associate. An associate is defined by Section 147(8) of the *EP&A Act 1979*.

Failure to disclose a reportable political donation or gift is an offence.

Your disclosure will be made available to the public on Council’s website in accordance with the Act.

More information on your disclosure obligations and a copy of the disclosure form and guide are available at www.planning.nsw.gov.au/donations

Disclosures lodged by Councillors with the Election Funding Authority can be viewed at the Election Funding Authority website at www.efa.nsw.gov.au

Attachment F provides explanatory information and “Glossary of terms” on the disclosure of political donations and gifts.

Note that in accordance with the Act, your disclosure will be made available to the public via Council’s website.

15.14. Owner’s declaration

This question requires the signature(s) of all owner(s) of the land. The owner of the land is normally the person(s) having title to the land. **You must complete this question.**

The signature of a solicitor or agent acting on behalf of the owner is not sufficient. If you have recently purchased the land and are signing as the owner, you should ensure that settlement has occurred and Council has been formally advised of the transfer. Exchange of contract does not confer ownership.

Any person signing on behalf of the owner must state the authority by which that person acts.

15.15. Development Application Checklist

Part 4 of the DA Form – Development Application Checklist must be submitted with the DA form. Failure to provide all required documentation on an acceptable standard may result in your application being rejected.

15.16. Statement of Environmental Effects (SEE)

Part 3 of the DA Form – Statement of Environmental Effects is suitable for single dwellings, alterations, additions and ancillary structures. A more detailed SEE is to be provided for other development types.

16. WHAT OTHER INFORMATION IS REQUIRED?

The type of information required with your application will vary depending upon the nature, scale and complexity of the proposal and its potential impacts on the natural or built environment and the community.

The level of detail will also vary depending on whether you are also applying for approval(s) under Section 68 of the *Local Government Act* and Section 138 of the *Roads Act* at the same time as you apply for development consent.

If you are applying for development consent only, Attachment A sets out Council’s requirements.

If you are applying for a construction certificate (either with your development application or after development consent has been given) Attachment B provides requirements for further information.

If your development is integrated you will have to provide any additional information requested by the relevant state agency(ies).

Where other Council approval(s) are also required, refer to Attachment D which sets out the type of approvals for which application can be made and the information required with each type of application.

Generally speaking, an application must include sufficient information so that Council officers and anyone who may see or need to assess the application as a result of community

consultation or referral to other authorities, clearly understands what the proposal involves and the likely impacts.

Proposals should be designed to conform with the relevant Act(s), Regulations, planning instruments and Council codes, guidelines and policies. You should establish these requirements **before** you prepare your application.

17. WHAT FEES ARE INVOLVED AND WHEN DO I PAY?

17.1. Application fees

The *EP&A Act* requires payment of a processing fee for development applications at the time of lodgement of the application.

If you choose to apply for a S68 approval or S138 approval at the same time as you apply for development consent, the relevant application fees must be paid when you lodge your application.

If you decide to lodge a construction certificate application or application for approval(s) under S68 after you have received your development consent, fees will be payable at that time.

If your application is for integrated development you need to include a cheque for each agency that will look at your proposal. The cheque must be made out to the agency. The agency will issue you with a receipt when it has received your cheque. **Note: Please contact Council for current fee.**

If you select Council as your PCA, when you lodge your application, the fee for an “occupation certificate” should be paid at the same time. This fee covers Council’s costs for inspecting building work at various stages, issuing compliance certificates and a final occupation certificate. If you delay appointment of a PCA but later decide to appoint Council, you will have to pay your ‘occupation certificate’ fee when you submit the “Notice of Commencement of Building or Subdivision Work and Appointment of Principal Certifying Authority”.

The schedule of fees for subdivision work is available from the Planning & Development Services Group.

17.2. Notification

In certain circumstances, the proposals are notified to owners in the vicinity of the site who may be affected. These are identified in Council’s ‘Community Consultation Policy for Development Applications’. A further fee is payable to recover Council’s costs. Notification fees are payable at the time of lodgement of the application.

Some types of development have the potential to effect the community beyond the immediate vicinity of the site. In such cases, Council may place local newspaper notification for which an increased notification fee is charged.

Where special advertising procedures are specified under the *EP&A Act* (eg. Designated Development) a cash deposit is required. The unspent portion of this deposit is then refunded once the application is finalised.

17.3. Contributions

Where development generates a demand for Council services or facilities, a contribution under Section 94 of the *EP&A Act* may be applied.

Council has a contributions plan that outlines these charges and details the basis upon which they are calculated.

Other contributions towards water and sewer schemes may also apply. These contributions are levied by Shoalhaven Water and must be paid before a compliance certificate under the *Water Supply Authorities Act 1987* can be issued.

Except for subdivisions, contributions are normally levied at development approval stage and collected prior to release of the construction certificate. If a construction certificate is not required, contributions may have to be paid prior to the release of the development consent.

Enquiries regarding contribution rates should be directed to Council's Planning & Development Services Group.

17.4. Long service levy

A construction certificate cannot be issued 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.

Council is authorised to accept payment. Projects involving construction work valued at \$25,000 or more attract a levy of 0.35%.

17.5. BASIX Certificate – Building Sustainability

In NSW, the Building Code of Australia requires new residential use buildings to reach a sustainability index. The factors involve energy efficiency, water usage and thermal comfort in the building design. The web-based tool used to calculate these factors and produce a BASIX Certificate, and other information is available on www.basix.nsw.gov.au

A BASIX Certificate is required to be submitted with DA's for residential use buildings. The requirements apply to all new single dwellings, dual occupancy, villas, townhouses and medium density units. A BASIX Certificate is also required for alterations and additions to residential use buildings to the value of \$50,000 or more and swimming pools or spa, or combination of swimming pools and spas, that service only one dwelling and that has a capacity, or combined capacity of 40,000 litres or more.

The BASIX Certificate will define commitments to be provided during construction to enable an occupation certificate to be issued by the PCA. The BASIX Certificate will also define the commitments that must be identified on DA and/or construction certificate plans when submitted for an approval.

Where modifications are made during construction it is likely that a new BASIX Certificate will be required when a Section 96 Application to Modify a Consent is lodged with Council for approval.

17.6. Other charges

Other fees apply for the submission of amended applications, alterations to conditions of approval and review of a determination.

18. WHAT IS A PCA?

A PCA is a **Principal Certifying Authority** and may be Council or an accredited certifier. The PCA undertakes all the necessary inspections once building work has commenced and issues the relevant compliance and occupation certificates. The PCA must also ensure that all compliance certificates relied upon in the construction of a building are forwarded to Council for registration and archiving. Such certificates may be for roof trusses, engineering details, essential fire services, etc.

You may select Shoalhaven City Council to be your PCA. Alternatively, you are legally required to provide Council with the name, address and accreditation number of your PCA before you commence any work. You may select Shoalhaven City Council to be your PCA at the same time as you lodge your development application or you may choose to delay making this decision until you are ready to start building. If so, a special form is provided. This form is called “Notice of Commencement of Building or Subdivision Work and Appointment of Principal Certifying Authority”.

This form must be submitted to Council not less than two (2) days before you start any work.

If you choose Council to be your PCA you will have to pay the inspection fees at the appropriate time.

The PCA is not necessarily the same person/organisation that issues your Construction Certificate (CC).

For example, you may choose an accredited certifier to issue your CC and request Council to act as PCA or vice versa. Alternatively, you may also choose either Council or an accredited certifier to issue your CC and supervise the work as your PCA. You may also choose one accredited certifier to issue your construction certificate and another to act as PCA.

19. HOW IS MY APPLICATION PROCESSED?

When you lodge your application, staff will check the form is properly completed, adequate plans have been received and the correct fees have been paid.

The details contained in the application are then registered and recorded within Council’s computer registration system. A formal acknowledgment of receipt is given or sent to the applicant and letters notifying nearby property owners are sent if required under Council’s Community Consultation policy. Normally, two weeks is allowed in which written submissions may be made. This period may be extended at Council’s discretion.

During this period, Council’s professional officers begin the assessment of the application and carry out site inspections where required. If Council has statutory responsibilities or if advice is required from State Government authorities, referral letters are sent seeking the authority’s comments.

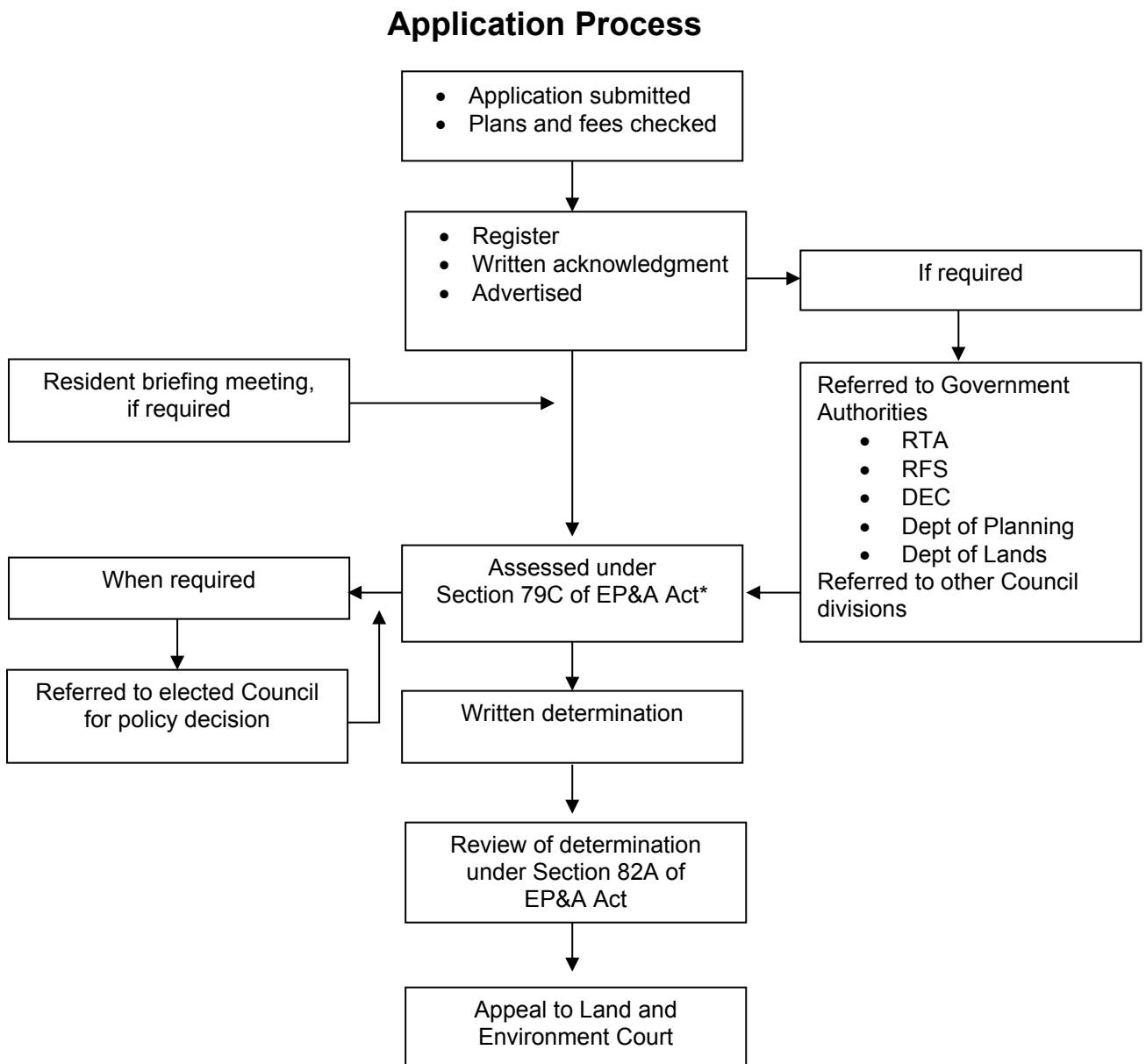
Some proposals may also need expert advice from other Council divisions. These are also referred during the initial two week period.

Provided all the necessary information has been supplied by the applicant, no valid objections are received and the proposal meets the requirements of the various acts, regulations, planning instruments, Council policies etc. a written approval is then mailed to the applicant within two to six weeks depending on the type of application. This is usually done by Council staff under delegation from the elected Council.

Delays may occur where information provided is inadequate, comments from State Government authorities are required or if the application is referred to the elected Council because approval of the application requires a variation to adopted Council policy.

The written approval will set out the conditions of consent and give advice regarding Council’s requirements if further applications are necessary.

A simple flow diagram illustrates the process.



*The matters that Council must take into consideration under Section 79C of the *Environmental Planning and Assessment (EP&A) Act 1979* are:

The provisions of:

- Any environmental planning instrument, and
- Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to Council, and
- Any development control plan, and
- Any planning agreement that has been entered into under Section 93F of the *EP&A Act*, or any draft planning agreement that a developer has offered to enter into under Section 93F, and
- Any matters prescribed by the regulations (to the extent that they prescribe matters for the purpose of this paragraph)

That apply to the land to which the development application relates:

- The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality
- The suitability of the site for the development
- Any submissions made in accordance with the Act or the regulations
- The public interest

20. WHAT HAPPENS NEXT?

For some types of development involving no construction or structural changes you may commence the approved use as soon as you have received your development consent provided that you have complied with all conditions of development consent.

If construction is involved you must obtain a construction certificate before you start, unless you have had a combined development construction certificate application approved. You may require other approvals under Section 68 of the *Local Government Act* eg. Approval to connect to sewer or install a waste management facility.

21. WHERE DO I GET HELP?

Many people do not feel confident to lodge their own applications or prepare plans etc.

Council officers are available to give advice on procedures and regulations relating to applications, but they do not provide a design consultancy service.

There are many sources of private professional assistance. These include architects, building designers, plan drawing services, builders, surveyors, planning consultants, engineers etc.

If you do not feel competent to prepare and lodge your own application you should engage professional assistance. This may add to your costs but will reduce delays and frustration and can sometimes avoid refusal of your application.

22. FEEDBACK

Council is keen to provide a high quality service to its clients. Feedback from the community assists us to continually improve our services.

If you have any comments regarding these guidelines, please refer them to Council's Planning and Development Services Group.

ATTACHMENT A - INFORMATION TO BE SUBMITTED WITH A DA

1. Plans of the land and development

You need to include a site plan of the land and the plans or drawings of the proposal to show what you intend to do.

The site plan is to be drawn to scale and show:

- The location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north
- Existing vegetation and trees on the land
- The location and uses of buildings that are already on the land
- The existing levels of the land in relation to buildings and roads
- The location and uses of buildings on sites adjoining properties

The plans or drawings are to be drawn to scale and show, where relevant:

- The location of any buildings or structures on the land, any proposed extensions or additions, the boundaries of the land and any development on adjoining land
- The location of any easements, sewerage lines, water mains, etc.
- The floor plans of the proposed buildings, and for residential use buildings show floor plans on a separate sheet
- How high the proposed development will be in relation to the land
- Each elevation of the proposed building(s)
- Any changes that will be made to the level of the land by excavation, filling or otherwise
- The level of the lowest floor, the level of any yard or unbuilt area and the level of the ground
- The arrangements you have made for parking, where vehicles will enter and leave the site, and how vehicles will move about the site
- How the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)
- How you intend to drain the land

You need to attach other plans in the following circumstances:

- An A4 or A3 size plan of the proposed building and other structures on the site if you propose to erect, alter or add to a building. The plan is to indicate the height and external shape of the proposed building as it will be erected on the site and include details of the other buildings or structures on the site.
- A plan of an existing building, drawn to scale, if your application involves building work to alter, expand or rebuild the building.

The plan will allow the council to assess whether any existing buildings must be upgraded for safety reasons.

2. Assessing the environmental impacts of your proposal

The consent authority needs to assess the impacts your proposal will have. You need to attach one or more environmental reports to your application so this assessment can be made. The type of reports will depend upon whether your proposal is designated development or will impact upon threatened species.

Designated development

If your proposal will have a high potential risk to the environment and is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000 or in a planning instrument made under the *Environmental Planning and Assessment Act 1979*, it is known as designated development. The consent authority can help you determine if your proposal is designated development.

ATTACHMENT A – Cont.

If your development is designated development, please attach an environmental impact statement (EIS) to your application.

The Director-General of NSW Department of Planning has a number of requirements for what must be included in an EIS. The requirements depend upon the nature of the proposed development. Contact the Department’s Development and Infrastructure Assessment Branch on (02) 9391 2056 to find out what you need to include in your EIS.

All other types of development

If your development is not designated development, please attach a Statement of Environmental Effects (SEE). Table 1 sets out the information you need to include in your SEE.

Table 1 What to include in a Statement of Environmental Effects

A Statement of Environmental Effects of a proposal is to include information on the following:

- What you consider to be the environmental impacts of the development
- How you have identified the environmental impacts of the development
- The steps you will take to protect the environment or to lessen the expected harm to the environment
- Any matters that must be included by any guidelines issued by the Director-General of NSW Department of Planning
- How you have addressed any other matters identified by the relevant planning instruments

Where relevant, your statement of environmental effects may also need to include additional information:

For shops, offices, commercial or industrial development:

- The hours of operation
- The plant and machinery to be installed
- The type, size and quantity of goods to be made, stored or transported
- The loading and unloading facilities that will be available

To change the use of a building (where you are not doing any building work):

You do not need to include these lists if the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna or swimming pool)

- A list of Category One Fire Safety Provisions relating to the proposed change
- A list of Category One Fire Safety Provisions used in the existing building or on the land
- A list of fire safety measures currently used in the building

Each list is to describe the extent, capability and the basis of design of each of the provisions/measures.

For a subdivision:

- the details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- the consultation you have carried out with the public authorities who provide, or will increase, the services you will need (eg. Water, road, electricity, sewerage)
- preliminary engineering drawings which show proposed roads, water, sewer, and earthworks
- both the existing and proposed ground levels when the subdivision is completed

ATTACHMENT A – Cont.

For demolition:

- the age and condition of the building or structure you will demolish
- whether the building or structure has heritage value

For advertisements:

- the size, type, colour, materials and position of the sign board or structure on which the advertisement will be displayed
- the information required under Chapter G22 – Shoalhaven DCP 2104

For development relating to an existing use:

- the details of the existing use
- a justification for the proposal having regard to the objectives of the zone

For development in a wilderness area:

- a copy of a consent from the Minister for the Environment if the area is subject to a wilderness protection agreement or a conservation agreement (you can contact the National Parks and Wildlife Service to determine if there is an agreement in place)

For building or demolition:

- the methods that will be used to protect the site during construction or demolition

Threatened species

Does your Development Application need a Flora & Fauna Assessment?

What is a Flora and Fauna Assessment?

Local Councils are responsible for assessment of development proposals to determine if they are likely to affect threatened species, populations, ecological communities or their habitat listed on the *NSW Threatened Species Conservation Act*. This is done through Section 5A of the *EP&A Act* and is called a Section 5A assessment, commonly known as a Flora and Fauna Assessment or 7-part test.

How do I know if I need to provide a Flora and Fauna Assessment?

If your development proposal will remove native vegetation (including native grasses, shrubs, trees that may be habitat for Threatened Species) or is next to an area of native bush then it is likely that you will need a Flora and Fauna assessment. Depending on the size of the area of land to be cleared, this could apply to development applications for houses and sheds. If you have any questions about whether your application requires a study you can call Council on 4429 3111. You will need to have your Lot and DP number available.

How do I get a Flora and Fauna Assessment prepared?

Flora and Fauna assessments need to be prepared by a suitably qualified environmental consultant. A list of consultants can be found in the local phonebook or through the Environmental Consultants Association website www.ecansw.org.au/consultants

Where does this requirement come from?

The requirements for flora and fauna study is provided for in NSW state legislation, Threatened Species Conservation Act that was introduced in 1995. The flora and fauna study needs to address both direct and indirect impacts and cover all aspects of development, such as any clearing, bushfire protection works, drainage works, effluent disposal, etc that may impact on threatened species, populations, ecological communities or their habitat.

What happens if I don't submit a Flora and Fauna assessment with the development application?

Council will review your development application and if it is concluded that a flora and fauna assessment is required, you will be advised of this in writing. Your application will not be finalised until this assessment has been provided to Council. If a flora and fauna assessment is not provided after a written request from Council, then your application may be refused.

What does Council do once a Flora and Fauna assessment has been submitted?

Once Council receives a Flora and Fauna Assessment it will be assessed for adequacy, sometimes by referral to a third party. If the report is not adequate, Council will require the applicant to submit further information or make modifications to or redesign their proposal. Once Council is satisfied with the assessment, the development will be conditioned accordingly.

ATTACHMENT B – INFORMATION TO BE SUBMITTED WITH A CONSTRUCTION CERTIFICATE APPLICATION

The following information must accompany applications for a construction certificate:

a) copies compliance certificates relied upon

b) Applicants are encouraged to lodge an electronic version of documents or two (2) copies of detailed plans and two (2) copies of specifications.

The plan for the building must be drawn to a suitable scale (as detailed below) and consist of a general plan and a block plan. The general plan of the building is to:

- show a plan of each floor section, and for residential use buildings show floor plans on a separate sheet
- show a plan of each elevation of the building
- show a section detail of the building
- show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground
- indicate the height, design, construction and provision for fire safety and fire resistance (if any)

The block (site) plan is to show:

- north point
- all boundaries
- location of proposed and existing structures
- easements
- service lines
- site falls
- significant natural features
- location of trees to be removed

Where the proposed building work involves any alteration or addition to, or rebuilding of an existing building, the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The specification is:

- to describe the construction and materials of which the building is to be built and the relevant standard to be complied with. The method of drainage, sewage and water supply must also be shown where relevant.
- State whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used.
- Details of the assessment methods used to establish compliance with those performance requirements.

Note: Standard specification documents must be completely filled in and PC items detailed. Copies of standard specifications are available from Council.

Suitable Scales

The following are minimum scales required in relation to plans:

- General plans 1:100
- Block (site) plans 1:200
- Drainage plans 1:250
- Detail drawings 1:20

ATTACHMENT B – cont.

c) Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:

- Details of the performance requirements that the alternative solution is intended to meet, and
- Details of the assessment methods used to establish compliance with those performance requirements.

d) Evidence of any accredited component, process or design sought to be relied upon

e) Except in the case of an application for, or in respect of, a class 1a or class 10 building:

- A list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
- If the application relates to a proposal to carry out any alteration or rebuilding of, or addition to an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated. The list must describe the extent, capability and basis of design of each of the measures concerned.

Additional information

Additional information may also need to be submitted if specified in a Development Approval. For example, a detailed landscape plan or Engineer's details for a driveway may be required with the construction certificate application.

Under the Building Code of Australia most developments other than residential are required to provide access for disabled persons and those with special needs. A completed check list will be required with the application (available from Development and Environmental Services Group).

Home Building Act Requirements

In the case of an application for a construction certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach the following:

- a) In the case of work by a licensee under the Act:
 - i) A statement detailing the licensee's name and contractor licence number, and
 - ii) Documentary evidence that the licensee has complied with the applicable requirements of that Act, or
- b) In the case of work done by any other person:
 - i) A statement detailing the person's name and owner-builder number, or
 - ii) 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 the definition of owner-builder work in Section 29 of the Act. (Currently \$5,000).

Note 1: A certificate purporting to be issued by an approved insurer under Part 6 of the *Home Building Act 1989* to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

Note 2: If the licensee is not known at the time of issue of the construction certificate, you must notify the principal certifying authority of the above matters prior to commencement of building works.

ATTACHMENT C – INTEGRATED DEVELOPMENT

Some proposals, because of their nature, need other kinds of approvals (eg licences, permits). Your proposal is known as integrated development if you need development consent and one or more of the approvals that have been set out in this Attachment. Follow through each group of questions to decide whether you need any of these approvals. If you have identified one or more approvals, please transfer the information to Question 5 on your application form.

Aquaculture

Does your proposal involve the cultivation of fish, shellfish, crustaceans, seaweeds, or other aquatic organisms for commercial purposes (but not included a pet shop or aquarium)?

No

Yes ➤ You will need a permit under Section 144 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Excavation or filling of a waterway

Does your proposal involve any excavation or filling of the bed of a natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland), with any earth, soil, rock, rubble, concrete, timber or bricks etc? This does not include works within farm dams, urban ponds, irrigation channels, stormwater ponds, sewage treatment ponds etc.

No

Yes ➤ You will need a permit under Section 201 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Harm to Marine Vegetation

Does your proposal involve any disturbance, damage or harm to marine vegetation (including seagrasses, mangroves and seaweeds) on public water land or private land which is adjacent to public water land, including by shading them with an overhead structure (eg jetty or pontoon)?

No

Yes ➤ You need a permit under Section 205 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Do you want to take sea lettuce or blackfish weed to use as bait from a public waterway or the shore of a public waterway?

No

Yes ➤ You need a permit under Section 205 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Obstruct Fish Passage

Does your proposal involve the construction of any structure such as a weir, dam, floodgate, culvert or causeway across any natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including bay, estuary, lake, river, creek, lagoon or wetland)?

No

Yes ➤ You need a permit under Section 201 or 219 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries

ATTACHMENT C – Cont.

Heritage

Does your development involve a building, a place or land that has a permanent conservation order, an interim conservation order or an interim heritage order protecting it, or which is listed on the State Heritage Register?

No

Yes ➤ You need an approval under Section 57 of the *Heritage Act 1977* from the NSW Heritage Office.

If the council can give this consent, however, the development is not integrated development. Do you want to destroy, damage or otherwise harm land that has been declared to be an Aboriginal place?

No

Yes ➤ You need an approval under Section 90 of the *National Parks and Wildlife Act 1974* from the National Parks and Wildlife Service.

Pollution

Is your development designated development?

No ➤ Will the development cause the pollution of water?

No

Yes ➤ You can apply for a licence under Section 43(d) of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority so that you cannot be convicted of an offence of polluting water.

Yes ➤ You are likely to need a licence from the Environment Protection Authority. Is your land already designed to carry out the activity?

No ➤ You need a licence under Section 47 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.

Yes ➤ You need a licence under Section 48 of the *Protection of the Environment Operations Act 1997* from the Environment Protection Authority.

Rivers and lakes

Is your development within 40 metres of a stream, river, lake or lagoon?

No

Yes ➤ Are you going to excavate the land, remove material from the land or do anything which will obstruct or detrimentally affect the water flowing in a stream, river, lake or lagoon?

No

Yes ➤ You need a permit under Part 3A of the *Rivers and Foreshores Improvement Act 1948* from the Waterways Authority if the development will affect Sydney Harbour or its tributaries, Botany Bay (east of Captain Cook Bridge) or the Posts of Newcastle, Kembla, Eden or Yamba and the Department of Natural Resources in any other case.

ATTACHMENT C – Cont.

Roads

Will your development affect a public road, a Crown road, a highway, a main road, a freeway or a tollway?

No

Yes ➤ You need a consent under Section 138 of the *Roads Act 1993* from the Roads and Traffic Authority, the Department of Natural Resources or the council. If the council can give this consent, however, the development is not integrated development.

Using water

NB: the following approvals are taken from the 1912 Water Act. It is proposed that the review of the Water Act, which is currently taking place, will consolidate and reduce the number of these approvals.

➤Licences and permits for occupiers of land

Is your development going to be used for conserving water, irrigation, water supply, drainage or changing the course of a river?

No

Yes ➤ Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes ➤ If you occupy the land on which you propose to build the development, you need a licence under Section 10 of the *Water Act 1912* from the Department of Natural Resources to build and use your development, and take, use and dispose of the water for any purpose.

➤ If you own or occupy the land on which you propose to build the development, and you will be irrigating less than 4 hectares of land, you can apply for a permit under Section 18F of the *Water Act 1912* from the Department of Land and Water Conservation to build and use your development and take, use and dispose of the water for anything other than irrigation.

➤Licence for non-occupiers of land

1. Do you propose to build pumps (or the like) to obtain water, or build pipes (or the like) to carry water?

No

Yes ➤ Is your development going to be used for conserving water, irrigation, water supply, drainage, changing the course of a river, or preventing the course of a river from changing?

No

Yes ➤ Go on to question 2

2. Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes ➤ Do you propose to use the water for household use, stock use or irrigation?

No

Yes ➤ Go on to question 3

ATTACHMENT C – Cont.

3. Do you occupy the land on which you propose to build the pumps (or the like)?

Yes ➤ Go on to question 4

No ➤ Can you obtain occupation of the land?

No ➤ You need a licence under Section 13A of the *Water Act 1912* from the Department of Natural Resources to build the pumps and take and use the water.

Yes ➤ Go to question 4

4. Do you occupy all the land on which you propose to build pipes (or the like) to carry the water from the pumps to the land where you will use the water?

Yes

No ➤ Can you obtain occupation of the land?

Yes

No ➤ You need a licence under Section 13A of the *Water Act 1912* from the Department of Natural Resources to build the pumps and take and use the water.

➤ **Joint water supply scheme**

1. Is your development going to be used for conserving water, irrigation, water supply, drainage, changing the course of a river or preventing the course of a river from changing?

No

Yes ➤ Will your development affect the quantity or use of water in a river, lake or swamp, or water flowing into or from a river, lake or swamp?

No

Yes ➤ Go on to question 2

2. Is the development going to be used by two or more occupiers of land to supply water to their lands?

No

Yes ➤ Go to question 3

Is the development going to supply water to irrigate land(s) other than the land on which the development is built?

No

Yes ➤ Go to question 3

3. Will the development involve pipes (or the like) to carry water to irrigate your land and the land of the other occupiers?

Yes ➤ Go to question 4

No ➤ You need an authority under Section 20B of the *Water Act 1912* from the Department of Natural Resources to build and use the development and take and use the water.

4. Do the occupiers of land who will use the water want to build and use the development to supply water for household use, stock water use or irrigation?

No

Yes ➤ Do they occupy all of the land on which the development will be built, and the land on which the pipes (or the like) will be built?

ATTACHMENT C – Cont.

Yes
No ➤ Can they obtain occupation of the land?

Yes
No ➤ You need an authority under Section 20CA of the *Water Act 1912* from the Department of Natural Resources to build development and take and use the water.

➤ **Group licences**

Are you a Board of Management elected under the *Private Irrigation Districts Act 1973*?

No

Yes ➤ Do you want to build and use the development to take water from a river or lake for occupiers of land in a private district to use?

No

Yes ➤ You need a group licence under Section 20L of the *Water Act 1912* from the Department of Natural Resources.

➤ **Bores**

Do you want to sink a bore or enlarge, deepen or alter a bore?

No

Yes ➤ Is the work to be carried out by the Crown?

Yes

No ➤ You need a licence under Section 116 of the *Water Act 1912* from the Department of Natural Resources.

➤ **River banks and floodplains**

1. Do you want to build an earthwork, embankment or levee, or road, railway or bridge?

No

Yes ➤ Go on to question 2

2. Will the development be on land that is the bank of a river or lake, forms part of a bank of a river or lake or is within a floodplain?

No ➤ Go on to question 3

Yes ➤ Do you have a licence, authority, permit or consent under the *Water Act 1912*?

Yes

No ➤ You need an authority under Part 8 of the *Water Act 1912* from the Department of Natural Resources.

3. Will the development affect the flow of water to or from a river or lake and prevent land being flooded by water?

No

Yes ➤ Do you have a licence, authority, permit or consent under the *Water Act 1912*?

Yes

No ➤ You need an authority under Part 8 of the *Water Act 1912* from the Department of Natural Resources.

ATTACHMENT C – Cont.

Bushfire Prone Lane

Is your development located on bushfire prone land?

No

Yes ➤ Will the development involve any one of the following?

Subdivision for residential or rural residential purposes

School

Child Care Centre

Hospital

Hotel, motel or other tourist accommodation (including guesthouse, backpacker hostel, tourist cabin, resort, caravan park or camping ground and Bed and Breakfast accommodation)

Home or other establishment for mentally incapacitated persons

Housing for Aged or disabled persons under SEPP 5

Group home under SEPP 9

Retirement village

No

Yes You need a bushfire safety authority under Section 100B of the *Rural*

Fires Act, 1997.

Contact details for state agencies

NSW Department of Primary Industries

www.dpi.nsw.gov.au

Head Office – Phone (02) 6391 3100

NSW Heritage Office

www.environment.nsw.gov.au/heritage/

Head Office – Phone (02) 9873 8500

National Parks and Wildlife Service

www.npws.nsw.gov.au

Environment information – 131 555

NSW Rural Fire Service

www.rfs.nsw.gov.au

Head Office – (02) 8741 5555

Environment Protection Authority

www.epa.nsw.gov.au

Head Office – (02) 9995 5000

Department of Natural Resources

www.environment.nsw.gov.au/dnr/

Head Office – (02) 9995 5000

Road and Maritime Service

www.rms.nsw.gov.au

Head Office – (02) 8588 4105

ATTACHMENT D – APPROVALS UNDER THE LOCAL GOVERNMENT ACT 1993

If you wish to carry out one of the following activities, you need the approval of Council. Please identify the activities you propose to carry out, and the documents you have included in your application, by placing a cross in the appropriate boxes If you have identified one or more of these activities, **please transfer the information to Question 9 on your application form and attach the relevant details.**

Water supply, sewerage and stormwater drainage work

- Carrying out water supply work
 - For industrial, commercial and large scale residential development please attach:
 - An hydraulics design prepared by a qualified consultant
- Drawing water from a council water supply or a standpipe or selling water so drawn
- Carrying out sewerage work
- Carrying out stormwater drainage work
 - A plan (4 copies) that is drawn to scale and illustrates:
 - Proposed location of connection
 - Details/method of connection
 - For large scale developments
 - Catchment plan and drainage calculations to determine the site discharge
 - Impact on Council drainage system with respect to potential overflows
- Connecting a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.

Management of waste

- For fee or reward, transporting waste over or under a public place
- Placing waste in a public place
- Placing a waste storage container in a public place

If you want approval to transport waste over or under a public place, place waste in a public place or place a waste storage containing in a public place please attach the following information to your application:

- Postal address for service of notices (if different from that given on DA form)
- General description of service(s) to be offered and waste(s) to be collected
- Description of waste type(s) to be handled
- Area of collection/transport
- Procedures to ensure that only the waste types proposed are actually handled
- Final destination(s) for all waste collected
- Description of market(s) to be serviced
- Experience/qualifications of principals and staff
- Hours of operation
- Frequency of operation
- Proposed location of waste containers
- Details of equipment
- Cleaning procedures for equipment
- Procedures to prevent public hazard or nuisance
- Procedures to prevent the escape of waste or leachate from containers, trucks or other equipment
- Procedures to minimise impact on public amenity including noise and odour
- Procedures to maximise waste reduction and separate recyclables
- Details of public and environmental liability insurance
- Details of licences or approvals from the EPA (if any)

Disposing of waste into a sewer of the council

If you want to dispose of trade waste into a sewer that the council controls or that connects to a sewer the council controls please attach the following information to your application:

Details as listed in Council’s “Policy to Discharge Trade Waste to Sewer” (Attachment 1)

If you want to dispose of sewage collected on your premises to a sewer that the council controls or that connects to a sewer that the council controls please attach the following information to your application:

- The type of waste to be disposed
- The amount of waste to be disposed
- The rate the waste will be disposed
- How often the waste will be disposed

Installing, constructing, altering and operating a waste treatment device or a human waste storage facility or a drain connected to any such storage device or facility.

If you want to install or build a sewage management facility, please attach the following information to your application:

A plan (to scale) that shows the location of:

- The facility you will install or construct
- Any areas of land on which sewage will be applied eg. As fertiliser (composting systems)
- Any buildings or facilities already on the land that are within 100 metres of the proposed facility or the areas on which sewage will be applied
- Any environmentally sensitive areas of land that are within 100 metres of the proposed facility or the areas on which sewage will be applied
- Any related drains or pipes

the full details of the facility

details of the climate, geography, hydrogeology, topography, soil composition and vegetation of the areas of land on which sewage will be applied and an assessment of the site having regard to these details

a statement of:

- the number of bedrooms at the premises
- any other factors that are relevant to how much waste the facility can manage

details of:

- how the facility needs to be operated and maintained
- how you propose to operate, maintain and service the facility

the action you will take if the facility breaks down or is interfered with drains or pipes

any additional information required to be submitted in accordance with Chapter G8 – Shoalhaven DCP 2014.

Note: Pump-out facilities: In most cases, details relating to effluent application areas, environmentally sensitive areas and site assessment will not be required if the application is for a pump-out facility. Other specific details for pump-out include: tank capacities, pipe distance from tank to pump-out stand pipe, vertical head measurement to determine if additional pumping facilities are required to assist the tanker.

Public roads

- Swinging or hoisting goods across or over a public road by means of a lift, hoist, or tackle projecting over the footway.
If you want approval to hoist goods across or over a public road, please attach the following information to your application.
 - a plan (4 copies) that:
 - identifies the land and related streets
 - shows the area or work, position of hoist, lift or crane with respect to footpaths, roads and buildings
 - traffic management plan in accordance with AS1742 and associated standards for public roads or the RTA document “Traffic Control at Worksites” for main roads. This plan must detail how the impact on pedestrian movements and vehicle movements will be minimised.
 - Days and hours of operating lifting/hoisting equipment plan
 - Nature of goods to be hoisted or swung over any part of the road or footpath
 - Hazard management plan (3 copies) that identifies and assesses the possible hazards associated with the work and proposed control measures to ensure compliance with the *Work Health and Safety Act 2011* and common law duty of care, where applicable.

Other activities

- Operating a public car park**
If you want to operate a public car park please attach the following information to your application:
 - a plan (4 copies) that:
 - identifies the land and related streets
 - describes the building if the car park is in a building, its location on the site and any other purpose for which the building will be used
 - number of vehicles that can be parked in the car park and how this will be done
 - how the vehicles will enter, move around and leave the car park
 - off-street parking facilities available for vehicles waiting to use the car park
 - ventilation that you will provide if the car park is in a building
 - whether any petrol, oil or motor service facilities will be provided in the car park
 - the hours the car park will operate, how the fee or charge for using the car park will be collected, and where any facility for collecting the fee or charge will be located
 - details of lighting and security
- Operating a caravan park or camping ground**
If you want to operate a caravan park or camping ground please attach:
 - A plan (4 copies) that is drawn to scale and clearly illustrates:
 - the boundaries and area of the caravan park or camping ground
 - size and location of all sites
 - amenities buildings including numbers of facilities proposed
 - roadways, including widths, surface finish, entrances and exits and visitor parking
 - recreation areas and facilities proposed
 - waste disposal facilities proposed
 - setback from boundaries and distances between amenities buildings and sites
 - location and number of sites proposed for long term residence
 - details of utility services including fire protection facilities
 - drainage proposals
- Operating a manufactured home estate**
If you want to operate a manufactured home estate please attach:
 - a plan (4 copies) that is drawn to scale and clearly illustrates:
 - The boundaries and area of the manufactured home estate
 - Size and location of all sites

<ul style="list-style-type: none">• Roadways, including widths, surface finish, entrances and exists and visitor parking• Location, size and design of community amenities including community buildings, if any• Details of existing and proposed landscaping, drainage and lighting
<p><input type="checkbox"/> Installing a domestic oil or solid fuel heating appliance, other than a portable appliance</p> <p>If you want to install a domestic oil or solid fuel heating appliance please attach:</p> <p><input type="checkbox"/> a plan (3 copies) that clearly delineates:</p> <ul style="list-style-type: none">• The position of the proposed appliance, including distances from combustible materials and location and height of flue• any structure within 15 metres of flue outlet• manufacturers installation specifications
<p><input type="checkbox"/> Installing or operating amusement devices (within the meaning of the Construction Safety Act 1912)</p> <p>If you want to install or operate an amusement device please attach:</p> <p><input type="checkbox"/> details of the location where the device is to be installed</p> <p><input type="checkbox"/> copy of the registration under the Construction Safety Regulation, 1950</p> <p><input type="checkbox"/> certificate of currency of public liability insurance</p> <p><input type="checkbox"/> Installing or operating amusement devices prescribed by the regulations under the <i>Local Government Act 1993</i> in premises</p>
<p><input type="checkbox"/> Operating an undertaker's business</p> <p>If you want to operate an undertaker's business please attach:</p> <p><input type="checkbox"/> a plan (4 copies) that shows the location of any mortuary used/to be used for carrying on the business of an Undertaker</p>
<p><input type="checkbox"/> Operating a mortuary</p> <p>If you want to operate a mortuary please attach the following information to your application:</p> <p><input type="checkbox"/> a plan (4 copies) that clearly delineates the use of each part of the mortuary</p> <p><input type="checkbox"/> a list of procedures to be carried out</p> <p><input type="checkbox"/> details of waste (including contaminated waste) that will be removed from the site</p> <p><input type="checkbox"/> ventilation that you will provide</p>
<p>Notes:</p> <ol style="list-style-type: none">1. Council is unable to determine any application that does not contain the required information.2. Council may require additional information depending on the nature of the application.3. All relevant fees and charges must be paid when the development application is lodged.

ATTACHMENT E – THE ACCREDITATION SYSTEM

How does the accreditation system work?

Subject to the approval of the Minister for Planning, professional organisations may act as **accreditation bodies**. They must have procedures in place for:

- recognising competency standards
- annual renewal of accreditation
- code of conduct
- code for continuing education
- complaint investigation
- disciplinary procedures
- register of accredited certifiers

These bodies are able to accredit professionals to act as **accredited certifiers**.

The Minister has established a panel with representatives from industry, the professional associations and other stakeholders, to review the schemes to ensure that they are appropriate for approval. The schemes are exhibited for public comment for 28 days before being considered by the panel.

What can an accredited certifier do?

Both applicants and the Council can use an accredited certifier to confirm or check compliance with predetermined standards. An accredited certifier may certify whether applications for complying development conform to the preset requirements and may also issue Construction Certificates for local development (ie development for which a development application is required). They may also act as PCA and certify that a building has been inspected and construction meets all appropriate standards such as the Building Code of Australia or that road in a new subdivision has been constructed in accordance with the appropriate engineering standard. Every certificate issued or refused by an accredited certifier must be registered with Shoalhaven City Council.

An accredited certifier may also issue a subdivision certificate in respect of a subdivision that is listed as exempt development in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

The range of matters for which an accredited certifier may be engaged will be reviewed by Council over time in conjunction with State Environmental Planning Policy (Exempt and Complying Development) 2008 and Council's Local Environmental Plan.

What safeguards are included in the certification scheme?

To guarantee the conduct of accredited certifiers, the Act has safeguards on conflict of interest, liability and insurance issues. Accreditation bodies must demonstrate that they have appropriate procedures and standards in place concerning the conduct of accredited certifiers, and for taking disciplinary action if required.

An accredited certifier must:

- satisfy qualification requirements
- have adequate insurance cover
- demonstrate continuing education
- comply with Code of Conduct
-

Once a final occupation certificate is issued, the liability period commences and continues for 10 years

ATTACHMENT F – POLITICAL DONATIONS AND GIFTS DISCLOSURE INFORMATION

Making a planning application to a council

Under Section 147(4) of the *Environmental Planning and Assessment Act 1979* ('the Act') a person who makes a relevant planning application to a council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

Making a public submission to a council

Under Section 147(5) of the Act a person who makes a relevant public submission to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

A reference in Sections 147(4) and 147(5) of the Act to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

How and when do you make a disclosure?

The disclosure of a reportable political donation or gift under Section 147 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

What information needs to be in a disclosure?

The information requirements of the disclosure are outlined in the Act under Section 147(9) for political donations and Section 147(10) for gifts.

Note: A separate Disclosure Statement Template is available for disclosures to the Minister or the Director-General of the Department of Planning.

Warning: A person is guilty of an offence under Section 125 of the *Environmental Planning and Assessment Act 1979* in connection with the obligations under Section 147 only if the person fails to make a disclosure of a political donation or gift in accordance with Section 147 that the person knows, or ought reasonably to know, was made and is required to be disclosed under Section 147. The maximum penalty for any such offence is the maximum penalty under Part 6 of the Election Funding and Disclosures Act 1981 for making a false statement in a declaration of disclosures lodged under that Part. Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

ATTACHMENT F – Cont.

Glossary of terms

(under Section 147 of the *Environmental Planning and Assessment Act 1979*)

gift means a gift within the meaning of Part 6 of the Election Funding and Disclosures Act 1981. Note. A gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note: Under Section 84(1) of the *Election Funding and Disclosures Act 1981* gift is defined as follows:

gift means any disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.

local councillor means a councillor (including the mayor) of the council of a local government area.

relevant planning application means:

- a) a formal request to the Minister, a council or the Director-General to plan in relation to development on a particular site, or
- b) a formal request to the Minister or the Director-General for development on a particular site to be made State significant development or declared a project to which Part 3A applies, or
- c) an application for approval of a concept plan or project under Part 3A (or for the modification of a concept plan or of the approval for a project), or
- d) an application for development consent under Part 4 (or for the modification of a development consent), or
- e) any other application or request under or for the purposes of this Act that is prescribed by the regulations as a relevant planning application, but does not include:
- f) an application for (or for the modification of) a complying development certificate, or
- g) an application or request made by a public authority on its own behalf or made on behalf of a public authority, or
- h) any other application or request that is excluded from this definition by the regulations.

relevant period is the period commencing 2 years before the application or submission is made and ending when the application is determined.

relevant public submission means a written submission made by a person objecting to or supporting a relevant planning application or any development that would be authorised by the granting of the application.

reportable political donation means a reportable political donation within the meaning of Part 6 of the Election Funding and Disclosures Act 1981 that is required to be disclosed under that Part. Note. Reportable political donations include those of or above \$1,000.

Note: Under Section 86 of the *Election Funding and Disclosures Act 1981* reportable political donation is defined as follows:

86 Meaning of “reportable political donation”

- (1) For the purposes of this Act, a reportable political donation is:
 - (a) in the case of disclosures under this Part by a party, elected member, group or candidate—a political donation of or exceeding \$1,000 made to or for the benefit of the party, elected member, group or candidate, or

ATTACHMENT F – Cont.

- (b) in the case of disclosures under this Part by a major political donor—a political donation of or exceeding \$1,000:
 - (i) made by the major political donor to or for the benefit of a party, elected member, group or candidate, or
 - (ii) made to the major political donor.
- (2) A political donation of less than an amount specified in subsection (1) made by an entity or other person is to be treated as a reportable political donation if that and other separate political donations made by that entity or other person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1).
- (3) A political donation of less than an amount specified in subsection (1) made by an entity or other person to a party is to be treated as a reportable political donation if that and other separate political donations made by that entity or person to an associated party within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1). This subsection does not apply in connection with disclosures of political donations by parties.
- (4) For the purposes of subsection (3), parties are associated parties if endorsed candidates of both parties were included in the same group in the last periodic Council election or are to be included in the same group in the next periodic Council election.

a person has a financial interest in a relevant planning application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

persons are associated with each other if:

- a) they carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission), or
- b) they are related bodies corporate under the Corporations Act 2001 of the Commonwealth, or
- c) one is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or
- d) they have any other relationship prescribed by the regulations.

ATTACHMENT G – ELECTRONIC LODGEMENT OF DEVELOPMENT APPLICATIONS

Council is moving towards electronic lodgement and better electronic record keeping, document quality and quality management systems, we would like to **encourage** you to submit a CD ROM/Flash Drive with your application.

A considerable amount of information is now transmitted and viewed electronically - therefore we need to start encouraging submission of data in suitable electronic format to provide a standard and quality consistent with community expectations. Quality is also an important consideration when Council receives requests for information via legislation, colloquially known as GIPA.

The submission of an application inclusive of a CD/Flash Drive (and any amendments thereto) is *voluntary* at this stage but strongly encouraged. It is envisaged that this Council will over time also move towards full electronic lodgement (and also distribution of consents).

BUSINESS ‘RULES’

The Documents

1. **PDF Format** - All documents, plans, application forms etc should be submitted as separate PDF files for each document or plan or application form, in accordance with Council's file naming protocol above.
2. **Security settings should not be applied** to electronic documents, this includes passwords. (Why? If they are locked we may not be able to print. We may not be able to measure or electronically stamp the documents either via the “Trapeze” or other software purchased and used by Council). Accordingly, please consider minimising your settings.
3. **Documents** - A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4mb should be broken up into logical parts and supplied as separate files.
4. **Plans** - to scale and rotated to landscape.
5. **File names** - file naming conventions apply. See below.
6. **Accuracy** - electronic documents must be exact reproductions of the original hard copy documents or plans.
7. **Quality** – see 1 above. Must be readable not scans of scans etc.

Note: USB's, CD ROMs – extra copies may be required for referral agencies

Lodgement

1. If lodged over the counter, the application should be lodged no later than 4pm to enable sufficient and reasonable processing and checking before the close of business.
2. Where there are 4 DA's or more, these applications really should be lodged sufficiently in advance of the close of business to enable adequate checking and processing.
3. If and when large voluminous applications are lodged with multiple reports (between 4- 5pm) ie prior to or at the close of business, checking and lodgement will resume at the start of business the following day.

The reason for the above (items 1,2 and 3 under ‘Lodgement’) is that the disc must be cross checked against the paper documents upon lodgement and this task is potentially time consuming.

Our front Counter cannot process at 5pm either at or shortly before the close of business.

If you wish to continue to submit your application as you have always done, you can continue to do so. It is expected however over the passage of time that there will be less emphasis on paper plans and documents.

CONTINUOUS IMPROVEMENT

Appreciating that there may be some issues, Council may need to make some adjustments. Conversely, if there are things that need to be changed from the perspective of customers or issues arise, let our customer services officers know so that we can look into it. This is version 2 of the naming conventions in response to a request for shorter and simpler names and for uploading on to Council's Tracking Website.

Council is acutely aware that it cannot continue to hold vast amounts of paper and files and is tackling the issue on several fronts. So your participation in this process will be greatly appreciated with a view to facilitating full electronic record keeping.

PRIVACY

Please note that, in the interest of public transparency, documentation will be made available to the public / interested persons on request and may also be made available on Council's internet website, as per Council's resolution of 28 February 2006.

Title of Documents	Address	Advisory Notes Only
DEVELOPMENT APPLICATIONS		(including applications for subdivisions which are a type of Development)
Form – Development Application Form	Lot # DP ##### - 1 Smith St – Smith Village	The address should be replicated for each plan / document.
Form – Owner's consent	Lot # DP ##### - 1 Smith St – Smith Village	(You only need this if the owner's consent has not been provided on the Development Application form.
Form – Political Donations & Gifts Declaration	Lot # DP ##### - 1 Smith St – Smith Village	This is a legislative requirement.
Notes – Prelodgement Advisory Notes	Lot # DP ##### - 1 Smith St – Smith Village	Submit with your application if you have attended a Development Advisory Unit (DAU) meeting.
Certificate - Basix	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Site Analysis	Lot # DP ##### - 1 Smith St – Smith Village	
Plans - Site	Lot # DP ##### - 1 Smith St – Smith Village	
Plans - Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Floor Plans	Lot # DP ##### - 1 Smith St – Smith Village	
Plans - Elevations	Lot # DP ##### - 1 Smith St – Smith Village	
Plans - Sections	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Subdivision Layout – type of subdivision	Lot # DP ##### - 1 Smith St – Smith Village	Type means Torrens, Strata or Community.
Plans - Landscape	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Tree Retention	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Waste Management -	Lot # DP ##### - 1 Smith St –	

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Demolition	Smith Village	
Plans – Waste Management - Construction	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Waste Management - Operational	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Environmental Management	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Construction Management	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Soil and Sediment Management	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Vegetation Management	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Heritage Conservation Management	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – insert name eg photomontages, colour schedules etc.	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – On Site Effluent Disposal	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Traffic & Car Parking	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Notification Plans	Lot # DP ##### - 1 Smith St – Smith Village	<i>These plans will be put on the Council DA Tracking website for notification purposes and should include a full set in one file. The onus will be on the applicant to eliminate floor plans for residential development and information pertaining to sensitive commercial projects. For example the location of a safe and security measures.</i>
Report – Statement of Environmental Effects	Lot # DP ##### - 1 Smith St – Smith Village	<i>This is mandatory with all Development Applications. Applicants should NOT use the generic form for developments other than basic types such as dwellings and ancillary structures such as awnings, carports, pergolas and the like. Important Note: Where there are multiple appendices containing specialist reports please upload the appendices as separate documents. Eg Report – Statement of Environmental Effects – Appendix 1 – Traffic Report</i>
Report – Environmental Impact Statement	Lot # DP ##### - 1 Smith St – Smith Village	<i>This is mandatory for DESIGNATED developments. The report is produced in response to the Director General's requirements for the designated development. Where there are separate appendices, they should be uploaded as separate documents.</i>
Report – Species Impact Statement	Lot # DP ##### - 1 Smith St – Smith Village	<i>This is triggered where there has been a declaration that the impacts are deemed to be significant.</i>

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Report – Species Impact Statement – redacted version	Lot # DP ##### - 1 Smith St – Smith Village	This is triggered where there has been a declaration that the impacts are deemed to be significant. The redacted version is for public exhibition purposes. The redactions should remove sensitive information such as the precise location or GPS coordinates of threatened species.
Report – Flora & Fauna	Lot # DP ##### - 1 Smith St – Smith Village	
Report - Bushfire	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Flood Study	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Heritage Impact	Lot # DP ##### - 1 Smith St – Smith Village	
Report – SEPP 65 – Design	Lot # DP ##### - 1 Smith St – Smith Village	State Environmental Planning Policy (SEPP) No. 65 – Design Quality of Residential Apartment Development applies to certain types of Residential Flat Buildings. A design Verification Statement is required by a Registered Architect and the specific requirements of the SEPP must be addressed.
Report - Traffic	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Car Parking Needs Study	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Aboriginal Heritage	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Aboriginal Heritage – redacted version	Lot # DP ##### - 1 Smith St – Smith Village	The redacted version should remove sensitive information such as the location of any aboriginal artefacts and the like.
Report - AHIMS	Lot # DP ##### - 1 Smith St – Smith Village	
Report – On Site Effluent Management	Lot # DP ##### - 1 Smith St – Smith Village	
Report- Environmental Management	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Section J	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Energy Efficiency	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Aborist	Lot # DP ##### - 1 Smith St – Smith Village	
Report – SEPP 71 – Masterplan Waiver	Lot # DP ##### - 1 Smith St – Smith Village	The Department of Planning & Infrastructure can issue a waiver where development is in the Coastal Zone. Typically this applies to small scale and minor proposals. The requirement is contained in State Environmental Planning Policy (SEPP) No. 71 – Coastal Protection
Report – Contamination	Lot # DP ##### - 1 Smith St – Smith Village	

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Report – Geotechnical	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Coastal Engineers	Lot # DP ##### - 1 Smith St – Smith Village	
Report – Name of the Report	Lot # DP ##### - 1 Smith St – Smith Village	
CONSTRUCTION CERTIFICATES		
Form – CC – Application form	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CC – Structural Engineer	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CC – Water Proofing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Smoke Detector	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Basix Compliance	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Glazing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Termite Protection	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CC – Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Interim Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Final Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC – Site	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC- Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC - Floor Plans	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC – Elevations	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC – Sections	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC - Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CC – Engineering (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Specification – CC	Lot # DP ##### - 1 Smith St – Smith Village	
Frame and Truss Details - CC	Lot # DP ##### - 1 Smith St – Smith Village	
COMPLYING DEVELOPMENT CERTIFICATES		

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Form – CDC – Application Form	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CDC - Structural Engineer	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CDC - Water Proofing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Smoke Detector	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Basix Compliance	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Glazing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – Termite Protection	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CDC – Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CDC - Interim Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – CDC - Final Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC – Site	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC- Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC - Floor Plans	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC – Elevations	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC – Sections	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC - Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – CDC – Engineering (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Specification - CDC	Lot # DP ##### - 1 Smith St – Smith Village	
Frame & Truss Details - CDC	Lot # DP ##### - 1 Smith St – Smith Village	
PRIVATE PCA (CC)		
Form – PCC – Application Form	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Structural Engineer	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Water Proofing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC- Smoke Detector	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Basix	Lot # DP ##### - 1 Smith St –	

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Compliance	Smith Village	
Certificate – PCC - Glazing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Termite Protection	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC – Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Interim Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCC - Final Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC – Site	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC- Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC - Floor Plans	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC – Elevations	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC – Sections	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC - Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCC – Engineering (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Specification - PCC	Lot # DP ##### - 1 Smith St – Smith Village	
PCC - Frame and Truss Details	Lot # DP ##### - 1 Smith St – Smith Village	
PRIVATE PCA (CDC)		
Form – PCDC – Application Form	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCDC - Structural Engineer	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCDC - Water Proofing	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCDC – Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCDC - Interim Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – PCDC - Final Occupation	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC – Site	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC- Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC - Floor Plans	Lot # DP ##### - 1 Smith St – Smith Village	

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Plans – PCDC – Elevations	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC – Sections	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC - Other (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – PCDC – Engineering (Specify)	Lot # DP ##### - 1 Smith St – Smith Village	
Specification - PCDC	Lot # DP ##### - 1 Smith St – Smith Village	
Payment Receipt – PCDC - Long Service Levy	Lot # DP ##### - 1 Smith St – Smith Village	
Payment Receipt – PCDC - S94/S64 Contributions	Lot # DP ##### - 1 Smith St – Smith Village	
SUBDIVISION CONSTRUCTION CERTIFICATES		
Forms - Application	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Engineering Design	Lot # DP ##### - 1 Smith St – Smith Village	
Plans - Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Subdivision Layout	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Works as Executed	Lot # DP ##### - 1 Smith St – Smith Village	
Certificate – insert name	Lot # DP ##### - 1 Smith St – Smith Village	
SUBDIVISION CERTIFICATES		Historically known as Linen Plans. The application enables the subdivision to be submitted to the LPI – for the creation of land title.
Form - Application	Lot # DP ##### - 1 Smith St – Smith Village	
Advice – Applicant’s Checklist	Lot # DP ##### - 1 Smith St – Smith Village	
Advice – SCC Checklist	Lot # DP ##### - 1 Smith St – Smith Village	(This is an internal document)
Plans - Survey	Lot # DP ##### - 1 Smith St – Smith Village	
Plans – Draft s88B Instrument and Associated Deposited Plan	Lot # DP ##### - 1 Smith St – Smith Village	
Notice – Shoalhaven Water	Lot # DP ##### - 1 Smith St – Smith Village	
Notice – Energy Provider	Lot # DP ##### - 1 Smith St – Smith Village	
Notice – Telecommunications	Lot # DP ##### - 1 Smith St – Smith Village	
Notice – NBN Co.	Lot # DP ##### - 1 Smith St –	

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	<i>Smith Village</i>	
ROAD WORKS		
<i>Form – Application for Works in the Road Reserve</i>	<i>Lot # DP ##### - 1 Smith St – Smith Village</i>	
<i>Plans – Site and Location</i>	<i>Lot # DP ##### - 1 Smith St – Smith Village</i>	
<i>Plans – Long Section</i>	<i>Lot # DP ##### - 1 Smith St – Smith Village</i>	