



Application for a Complying Development Certificate

Information for the Applicant

- This form may be used to apply for a complying development certificate (a “CDC”) to carry out development classed as “*complying development*”. To complete this form, please place a cross in the relevant boxes, fill out the white sections as appropriate and attach copies of all documents indicated in the form as being required to be provided. To minimise delay in receiving a decision about the application, please ensure that all relevant information and documents are provided.
- Once completed, this application form should be submitted to Council for determination.
- A single application for a CDC maybe made for development comprising the concurrent construction of new single storey or two storey dwelling houses if each is to be erected on existing adjoining lots.
- If the Council issues a CDC, the Applicant (or a subsequent owner of the land on which the development is proposed to be carried out) has permission to carry out the development without the need to obtain further development consent.

However, depending upon factors such as the type of development, the location of the development and whether there will be external work or activities involved (eg. road opening, use of footpath areas) there may still be a need to obtain other approvals in order for the work involved to be performed. A list of the possible additional approvals that may be required can be obtained from the Department of Planning at www.planning.nsw.gov.au. In order to avoid potential delays in commencing any work, Applicants should ascertain whether other approvals will be needed, and if so, the stage at which they will be required.

SECTION A. Details of the Applicant

Mr Ms Mrs Dr Miss
Other:

Contact person

Company (If applicable)

Address

Locality

State

Postcode

Phone

Email

Signature of Applicant

Date

SECTION B. Details of the land where the development is to be carried out

Unit/Street no. <input type="text"/>	Street Name <input type="text"/>	
Suburb or town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Lot <input type="text"/>	Section <input type="text"/>	Deposited Plan (DP) <input type="text"/>

SECTION C. Describe the development proposed to be carried out

Provide a brief description of the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

SECTION D. Estimated cost of the development

\$

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.

SECTION E. Environmental planning instrument

Provide the name of the “environmental planning instrument” (*see - definition below) under which the development is complying development.

If the development is specified as complying development by a “*development control plan*” (*see - definition below) referred to in an environmental planning instrument, also provide the name of that development control plan.

Note: The criteria for complying development may vary between environmental planning instruments. You must nominate which instrument this Application is to be assessed under.

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

OR

Other environmental planning instrument (EPI)

Name of EPI

Name of Development
Control Plan (if applicable)

***Environmental planning instruments (EPI)** are State Environmental Planning Policies and Local Environmental Plans. Complying development is commonly, but not always, authorised under either the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, or a Local Environmental Plan of the Council for the area where the development is to be carried out.

Development Control Plan. An EPI may refer to another instrument called a "Development Control Plan" (DCP) which contains more detailed provisions which support the EPI. A DCP may specify certain development as being complying development under the EPI.

SECTION F. Asbestos

If any bonded asbestos material or friable loose fill asbestos insulation material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of the material ?

square metres

SECTION G. Attachments relating to the proposed development

Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s). Applicants should confirm with the certifying authority how many copies of documents are required to be provided prior to lodging this application.

1. Attachments for fire link conversions

Does the Application relate **ONLY** to a fire link conversion? Yes No

If 'Yes' provide a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.

2. Attachments for developments other than fire link conversions.

A site plan of the land

Provide a site plan indicating:

- (a) the location, boundary dimensions, site area and north point of the land,
- (b) existing vegetation and trees on the land,
- (c) the location and uses of existing buildings on the land,
- (d) existing levels of the land in relation to buildings and roads,
- (e) the location and uses of buildings on sites adjoining the land.

A plan of the development

Provide a plan which indicates:

- (a) the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's

- boundaries and adjoining development,
- (b) floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building,
- (c) elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures),
- (d) elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made,
- (e) proposed finished levels of the land in relation to existing and proposed buildings and roads,
- (f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate),
- (g) proposed landscaping and treatment of the land (indicating plant types and their height and maturity),
- (h) proposed methods of draining the land,
- (i) in respect of BASIX affected development, such other matters as the BASIX certificate(s) requires to be included on the plan. (See-BASIX NOTES at the end of this Section)
- (j) in respect of BASIX optional development for which a BASIX certificate(s) has been obtained, such other matters as the BASIX certificate(s) requires to be included on the plan. (See-BASIX NOTES at the end of this Section)

Does the development involve subdivision work? Yes No

If 'Yes' provide appropriate subdivision work plans and specifications, which are to include:

- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),
- (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
- (c) detailed engineering plans as to the following matters:
 - (i) earthworks,
 - (ii) roadworks,
 - (iii) road pavement,
 - (iv) road furnishings,
 - (v) stormwater drainage,
 - (vi) water supply works,
 - (vii) sewerage works,
 - (viii) landscaping works,
 - (ix) erosion control works,
- (d) copies of any compliance certificates to be relied on.

Does the development involve a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure or work that relates only to fire link conversion)?

Yes No

If 'Yes' provide:

- (a) a list of the Category 1 fire safety provisions that currently apply to the existing building,
- (b) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use.

Does the development involve building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)?

Yes No

If 'Yes' provide:

(1) A detailed description of the development by completing SECTION P.

(2) Appropriate building architectural plans and structural specifications,
which are to include:

- (a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
 - (i) a plan of each floor section, and
 - (ii) a plan of each elevation of the building, and
 - (iii) 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, and
 - (iv) the height, design, construction and provision for fire safety and fire resistance (if any),
- (b) specifications for the development:
 - (i) that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
 - (ii) that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used,
- (c) a statement as to how the performance requirements of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),
- (d) a description of any accredited building product or system sought to be relied on for the purposes of section 4.28(4) of the Environmental Planning and Assessment Act 1979**,
- (e) copies of any compliance certificate to be relied on,
- (f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,
- (g) in respect of BASIX affected development, such other matters as the BASIX certificate(s) requires to be included in the plans and specifications. (See-BASIX NOTES at the end of this Section)
- (h) in respect of BASIX optional development for which a BASIX certificate(s) has been obtained, such other matters as the BASIX certificate(s) requires to be included in the plans and specifications. (See-BASIX NOTES at the end of this Section)

** S.4.28(4) EP&A Act provides that a certifying authority must not refuse an Application on the ground that any building product or system does not comply with a requirement of the Building Code of Australia if the building product or system is accredited in respect of that requirement in accordance with the EP&A Regulation 2000.

Does the development involve building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)?

Yes No

If 'Yes' provide:

- (a) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
- (b) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.

Does the development involve the erection of a wall to a boundary that has a wall less than 0.9m from the boundary? Yes No

If 'Yes' provide:

A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of supporting the adjoining wall.

Does the development involve the demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary? Yes No

If 'Yes' provide:

A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.

Does the development involve the erection of a temporary structure?
 Yes No

If 'Yes' provide:

- (a) documentation that specifies the live and dead loads the temporary structure is designed to meet,
- (b) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure,
- (c) in the case of a temporary structure proposed to be used as a place of public entertainment--a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),
- (d) documentation describing any accredited building product or system sought to be relied on for the purposes of section 4.28 (4) of the Act,
- (e) copies of any compliance certificates to be relied on.

Does the development involve the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant? Yes No

If 'Yes' complete the relevant portion(s) of the following statement:

The maximum number of persons proposed to occupy, at any one time, that part of the building used as:

- an entertainment venue is persons.
- a function centre is persons.
- a pub is persons.
- a registered club is persons.
- a restaurant is persons.

Does the development involve building work (see - note below) in respect of which an alternative solution under the Building Code of Australia ("BCA") in respect of a fire safety requirement is proposed? Yes No

If 'Yes' provide:

Either or both of the following from a **"fire safety engineer"** (i.e. a private accredited certifier holding Category C10 accreditation):

- (a) a compliance certificate (as referred to in s.6.4(e)(iv) EP&A Act) that certifies that the alternative solution complies with the relevant performance requirements of the BCA.

- (b) a written report that includes a statement that the alternative solution complies with the relevant performance requirements of the BCA.

NOTE

The above requirement only applies to building work in respect of:

- (a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more, and
- (b) any building (other than a class 9a building) that is proposed to have:
- (i) a fire compartment with a total floor area of more than 2000 square meters, or
 - (ii) a total floor area of more than 6000 square meters,
- that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

Does the proposed development comprise internal alternations to, or changes of use of, an existing building that is subject to an alternative solution relating to a fire safety requirement under the BCA? Yes No

If 'Yes' provide:

A written report by another accredited certifier who is accredited for the purpose of issuing a CDC for a building of that kind, which includes a statement that the proposed development is consistent with that alternative solution.

Is the site used or was formally used for a purpose listed in Table 1 of the document entitled "*Managing Land Contamination*"? Yes No

If 'Yes' provide:

- (a) a preliminary contamination site report

Does the Application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained? Yes No

If 'Yes' provide:

- (b) the BASIX certificate(s) for the development (being a certificate(s) that has been issued no earlier than 3 months before the date of the Application being made, and
- (c) such other documents as the BASIX certificate(s) for the development requires to accompany the Application.

Further information about BASIX and to obtain a BASIX Certificate, go to <http://www.basix.nsw.gov.au>. You should review the website to determine whether your development is affected or exempt from the BASIX provisions.

SECTION H. List of Documents

Prepare and attach a list of all of the documents provided under SECTION G.

SECTION I. Development Statistics

Please tick in each appropriate box the materials used for the proposed development.

Walls		Roof		Floor		Frame	
Double brick	<input type="checkbox"/>	Tiles	<input type="checkbox"/>	Concrete/slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>
Brick veneer	<input type="checkbox"/>	Concrete/slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Steel	<input type="checkbox"/>
Concrete/stone	<input type="checkbox"/>	Fibre cement	<input type="checkbox"/>	Other	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>
Fibre cement	<input type="checkbox"/>	Steel	<input type="checkbox"/>	_____	<input type="checkbox"/>	Other	<input type="checkbox"/>
Timber	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>			_____	<input type="checkbox"/>
Weatherboard	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Steel	<input type="checkbox"/>	_____	<input type="checkbox"/>				
Aluminium	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
_____	<input type="checkbox"/>						

Gross site area (m2) _____

Gross floor area of existing building (m2) _____

Gross floor area of new proposed works (m2) _____

Number of pre-existing dwellings on site _____

How many storeys will the proposed building have? _____

What are the current uses of the building? _____

What will be the new building uses (if changed)? _____

Number of dwellings/structures to be demolished _____

Number of dwellings/structures to be constructed _____

Will the proposed development be attached to an existing building? _____

Does the site contain a dual occupancy? _____

SECTION J. Copyright

Information for the Applicant: Upon an application being made for a complying development certificate, the Applicant (not being entitled to copyright) is taken to have indemnified all persons using the application and any accompanying documents in accordance with the Act against any claim or action in respect of breach of copyright (See-CI.129 EP&A Regulation 2000).

SECTION K. Authority to enter and inspect land

Information for the Applicant: The Council cannot issue a complying development certificate unless an inspection of the site of the development has been carried out.

By signing this Application, the Applicant, and if the Applicant is not the owner of the property, the owner also, authorise the Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant and the owner undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

SECTION L. Long Service Payment Levy

Information for the Applicant: Where the Council completes a complying development certificate, that certificate must not be forwarded or delivered to the Applicant unless any long service payment levy payable under s.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.

The Applicant should attach a copy of a receipt for any long service payment levy that has been made or make arrangements for a copy to be available to be provided to the Council in the event that a complying development certificate is completed.

SECTION M. Consent of owner(s)

Note: If the Applicant is not the owner of the property, the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to this application.

Owners Signature/s

Owner Name/s

Date

SECTION N. Delivery of the Application

Applications for development applications must be delivered by hand or post to one of the options below:

256 Crawford Street, Queanbeyan, NSW 2620
PO Box 90, Queanbeyan, NSW, 2620

10 Majara Street, Bungendore, NSW 2621
PO Box 348, Bungendore NSW 2621

144 Wallace Street, Braidwood NSW 2622

By email

council@gprc.nsw.gov.au

SECTION O. Date of Receipt of Application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on