

Note: If application is not fully completed, it may be rejected until further information is supplied.

To be used in conjunction with **Application for Development/Construction** form. Please tick box to indicate the information is supplied on the Application form.

Information Required

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- Applicant's Details** (All details must be completed, and signed. The applicant will receive all correspondence relating to the application)
- Land Owner Details** (Provide details of all owner/s of the land – as per Council Rate notice)
- Approval/s**
- Most applications require Development Consent
 - Building works will also require a Construction Certificate
 - Subdivisions require development approval (and may also require a Construction Certificate following the development approval)
- Complying Development Certificate (CDC) application is development consent and construction certificate combined but must meet CDC requirements.
- Other Approvals** (these are known as s68 Approvals – see list on application. These may be in conjunction with a Development Consent, eg with new dwelling, or may be a separate application, eg a new Onsite Sewage Management System replacing an existing one.)
- Property Details** (give full details, especially the Lot, Section (if applicable) and Deposited Plan (DP) numbers on which the development is occurring, and if rural please give the Rural Address Number and Road)

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- Description of Development** (Give full description of proposed development), eg New Dwelling or 2 Lot Subdivision
- Details of Development** (Tick which box is appropriate)
- Estimated Cost of Development** (Give the value of completed work **including labour, materials and fitout**)
- Disclosure of Political Donations and Gifts** (You must tick either Yes or No, and if Yes complete the Disclosure Statement)
- Required Documentation** (Note: If sufficient sets of plans are not provided, then an extra charge for copying will apply.)
- 2 copies of A4 or A3 plans to scale to be provided.
 - If A2 or A1 [larger size] are provided then an A3 or A4 set must be provided.
 - Plans must show dimensions of proposed buildings and measurements from boundaries and other development on the lot.
- Check that your plans show the required information.
- Environmental Effects** – Complete attached Statement of Environmental Effects, unless the proposal is Designated Development. (Designated Development is development that is of significant importance and would require an Environmental Impact Statement.)
- Staged Development** (An example of a staged application is a subdivision that is completed in stages, or a dwelling and shed, where one is completed separately from the other, one at a time.)

Document Name	Version Number	Date of Issue	Review Date
EAP – Development Application Lodgement – Checklist of Requirements	1.0.1	21 January 2019	As Required

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- Concurrence from State Departments or Agencies** (eg a subdivision that is in Fire Prone Land requires a Bushfire Risk Assessment and is referred to the Rural Fire Service.)
- Approvals From State Departments or Agencies** (See list on application form or check with Council)
- Builder Details** - if unable to be provided at time of lodgement application, the details must be provided prior to issue of Construction Certificate. If Owner Builder, please state on application – the Owner Builder Permit will be issued by Department Fair Trading after Council issues the Development Consent/Complying Development Certificate.
Note: If value of works is over \$10,000 and being owner built, then Owner Builder Permit is required. If value of works is over \$20,000 and not owner built, then builder's licence details are required and Home Owners Warranty insurance provided by the builder.
- Construction Statistics** (This must be completed for any building work – complete all information that is applicable to your development)

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- Plumber Details** - details of plumber (if applicable) should be provided prior to issue of Construction Certificate.
- Principal Certifying Authority Appointment (PCA)** – to be signed if Council is being appointed to carry out inspections and on completion of the building works to issue the Final Occupation Certificate, alternatively a Private Certifier may be appointed by you.
- Contract for Undertaking Certification Work** - Applies if you have appointed Greater Hume Council as the PCA for this development. This contract has been prepared pursuant to Section 73A of the Building Professionals Act 2005 and Clause 19A of the Building Professionals Regulation 2007.
- Applicant Declaration** (must be signed by the Applicant)
- Land Owner Declaration** (This must be signed by **ALL** owners if individuals. If land has recently been purchased then proof of ownership should be provided)

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Fees and Charges & Statutory Obligations of the Certifier - Council undertakes all certification work in a professional manner and in accordance with the requirements of the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.

Details of the officers employed by Council as Accredited Certifiers, any of whom may carry out certification work and inspections under this contract, can be found on the Building Professionals Board website at www.bpb.nsw.gov.au

If you have any questions please contact Council building surveyor to discuss, or arrange for a pre-lodgement meeting with a building surveyor phone 6036 0100.