

Environmental Planning and Assessment Act 1979, Local Government Act 1993 & Environmental Planning and Assessment Regulation 2000

All applications to:
General Manager
Greater Hume Council
39 Young Street (PO Box 99)
HOLBROOK NSW 2644
P: 02 6036 0100
E: mail@greaterhume.nsw.gov.au

Office use only	
Date Rec.	
Property No.	
Receipt No.	
Doc. ID No.	

To avoid delays it is important that all relevant sections of this form are completed and any relevant information required to be attached is provided.

Applicant Details	
Name	
Company	
Postal Address	
Town/ Locality	
State and Post Code	
Phone No.	
Mobile No.	
Email	
Your Ref (if applicable)	
Applicant/s Signature	
Date	

Land Owner Details	
Name	
Company	
Postal Address	
Town/ Locality	
State and Post Code	
Phone No.	

Approvals	
Development Consent	<input type="checkbox"/>
Construction Certificate	Building <input type="checkbox"/>
	Subdivision <input type="checkbox"/>
	Other work <input type="checkbox"/>
Complying Development Certificate	<input type="checkbox"/>
Bushfire Attack Level Application form attached (if applicable)	<input type="checkbox"/>

Other Approvals	
Install a manufactured home, moveable dwelling or associated structure	<input type="checkbox"/>
Carry out water supply, sewerage or stormwater drainage work	<input type="checkbox"/>
Install Onsite Sewage Management System (septic system) Separate attached application form to be completed	<input type="checkbox"/>
Management of waste (trade waste discharge to sewer) Separate attached application form to be completed	<input type="checkbox"/>
Installation of backflow prevention device Separate attached application form to be completed	<input type="checkbox"/>
Public roads (hoardings)	<input type="checkbox"/>
Other activities (Install a domestic oil or solid fuel heating appliance; domestic greywater diversion)	<input type="checkbox"/>

Property Details			
Property Name			
No & Street/ Road			
Town/ Locality			
Title details (if insufficient space attach list)	Lot/s	Sec/s	DP/s

Description of Development

Details of Development
Will the development involve
<input type="checkbox"/> Erecting, altering, or adding to a building structure?
<input type="checkbox"/> If so, is it a <u>temporary</u> building or structure?
<input type="checkbox"/> Subdividing land?
<input type="checkbox"/> Subdividing a building?
<input type="checkbox"/> Demolition of building or work?
<input type="checkbox"/> Changing the use of land or a building, or the classification of a building under the National Construction Code (without building, subdividing, or demolishing)?
<input type="checkbox"/> Other work (without building, subdividing, or demolishing)?

Estimated Cost of Development	
Building construction and prep. cost (including the costs of installing plant, fittings, fixtures and equip.)	\$
Demolition costs of building or work	\$
Construction costs of the carrying out of other work	\$
TOTAL COST:	\$

Disclosure of Political Donations and Gifts
Have you or any associated person with a financial interest in this application in the last two (2) years made any political donation or given any gifts to any local Councillor or Council employee?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If you ticked "Yes", please fill out a Political Donations and Gifts Disclosure Statement and attach to this form. Note that it is an offence not to disclose reportable donations and gifts.

Required Documentation
TWO (2) copies of A3 size plans drawn to scale are to be provided as follows.
<input type="checkbox"/> Locality Plan
<input type="checkbox"/> Site Plan showing boundary dimensions, site area, north point, existing vegetation, location and uses of existing buildings, location of features, contours, the location and uses of buildings on sites adjoining the land, carparking, entry and exit points for vehicles, provision for movement of vehicles within the site, proposed landscaping, proposed methods of draining the land (as applicable)
<input type="checkbox"/> Floor Plan (for building work only) showing layout, partitioning, room sizes, and intended uses of each part of the building
<input type="checkbox"/> Elevation Plans (for building work only) showing proposed external finishes and heights of any proposed buildings (other than temporary structures)
<input type="checkbox"/> Plan of Existing Buildings and Structures (for building alteration work only)
<input type="checkbox"/> Preliminary Civil Engineering Drawing (for subdivision work only)
<input type="checkbox"/> Demolition Plan (for demolition work only)
<input type="checkbox"/> Specifications (for building Construction Certificate applications)
<input type="checkbox"/> BASIX Certificate/s (for "BASIX affected building"/"BASIX affected development" only – ensure that the site plan, floor plan, and specifications (where relevant) show all BASIX commitments

Environmental Effects
Is the development "designated development"?
<input type="checkbox"/> Yes – please attach an Environmental Impact Statement (EIS) (seek Council advice beforehand)
<input type="checkbox"/> No – please attach a Statement of Environmental Effects (SEE) (two (2) copies)
Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?
<input type="checkbox"/> Yes – please attach a Species Impact Statement (SIS) (seek Council advice beforehand)
<input type="checkbox"/> No

Staged Development	
If you wish, you can apply for development consent for only part of the development now and for the remaining part/s at a later time	
Are you applying for development consent in stages?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Concurrence from State Departments or Agencies	
Does the development need concurrence from a State department or agency? If "Yes" list these	<input type="checkbox"/> Yes <input type="checkbox"/> No

Approvals from State Departments or Agencies	
If the development needs any of the following typical approvals before proceeding (see Fact Sheet) you can apply for those approvals at this time (note that this list only contains abridged approval types typical for Greater Hume). Ensure that a cheque for \$320 made out to the relevant agency accompanies this form.	
<input type="checkbox"/> <i>Heritage Act 1977</i>	Listing on the State Heritage Register
<input type="checkbox"/> <i>National Parks and Wildlife Act 1974</i>	Aboriginal relic or places
<input type="checkbox"/> <i>Protection of the Environment Operations Act 1997</i>	Environment Protection Licence
<input type="checkbox"/> <i>Roads Act 1993</i>	Consent to connect a road (whether public or private) to a classified road
<input type="checkbox"/> <i>Rural Fires Act 1997</i>	Subdivision of Bushfire Prone Land that could lawfully be used for residential or rural residential purposes or development for special fire protection purposes
<input type="checkbox"/> <i>Water Management Act 2000</i>	Controlled Activity Approval for a "controlled activity" within 40m of the nearest high bank of a watercourse

Builder Details	
Name	
Company	
Licence No.	
Permit No. (if owner builder)	
Postal Address	
Town/State/Post Code	
Mobile No	

Construction Statistics	
Required by the Australian Bureau of Statistics for building construction work only	
Walls <input type="checkbox"/> Brick double (11) <input type="checkbox"/> Brick veneer (12) <input type="checkbox"/> Concrete or Stone (20) <input type="checkbox"/> Fibre cement (30) <input type="checkbox"/> Timber (40) <input type="checkbox"/> Curtain glass (50) <input type="checkbox"/> Steel (60) <input type="checkbox"/> Aluminium (70) <input type="checkbox"/> Other (80) <input type="checkbox"/> Not specified (90)	Roof <input type="checkbox"/> Tiles (10) <input type="checkbox"/> Concrete or Slate (20) <input type="checkbox"/> Fibre cement (30) <input type="checkbox"/> Steel (60) <input type="checkbox"/> Aluminium (70) <input type="checkbox"/> Other (80) <input type="checkbox"/> Not specified (90)
Floor <input type="checkbox"/> Concrete or Slate (20) <input type="checkbox"/> Timber (40) <input type="checkbox"/> Other (80) <input type="checkbox"/> Not specified (90)	Frame <input type="checkbox"/> Timber (40) <input type="checkbox"/> Steel (60) <input type="checkbox"/> Aluminium (70) <input type="checkbox"/> Other (80) <input type="checkbox"/> Not specified (90)
Colour of roof?	_____
Colour of walls?	_____
Floor area of dwelling (exc. garage)?	_____
Floor area of garage?	_____
Floor area (other)?	_____
No. of storeys?	_____
If the building is a dwelling, is it a	<input type="checkbox"/> Separate house
	<input type="checkbox"/> Kit home
	<input type="checkbox"/> Transportable dwelling
No. of new residential units (including dual occupancy)?	<input type="checkbox"/> Attached
	<input type="checkbox"/> Detached

Plumber Details	
Name	
Company	
Licence No.	
Postal Address	
Town/State/ Post Code	
Mobile No.	

Principal Certifying Authority	
<input type="checkbox"/>	Does the landowner wish to appoint Council as the Principal Certifying Authority (PCA) for the purposes of carrying out inspections and issuing construction, compliance and occupation certificates?
Yes	
<input type="checkbox"/>	Note:
No	1. Only a person having the benefit of the development consent or complying development certificate can appoint a PCA (ie the landowner).

Contract for Undertaking Certification Work	
<p><i>The following applies if you have appointed Greater Hume Council as the PCA for this development:</i></p> <p>This contract has been prepared pursuant to Section 73A of the Building Professionals Act 2005 and Clause 19A of the Building Professionals Regulation 2007.</p> <p>This is a contract between:</p> <ol style="list-style-type: none"> The Council is a certifying authority and employs an accredited certifier who is authorised to carry out the certification work which is the subject of this Agreement on behalf of the Council. The owner seeks to engage the Council to perform certification work in relation to the subject development. <p>Refer to the Fees and Charges & Statutory Obligations of the Certifier (see pages 5-7)</p> <p>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</p>	
<p>Certifying Authority: Greater Hume Council 40 Balfour Street CULCAIRN NSW 2660 P: 02 6036 0100 E: mail@greaterhume.nsw.gov.au</p>	

Development Consent/CDC/Part 6 Certificate number/identifier
Development Consent/CDC/Part 6 Certificate approval date
Name and Accreditation number of PCA on behalf of Council
Signature of Council PCA
Date
Signature of Owner/s
Date

Applicant Declaration	
I hereby apply for the approval/s as described in this application form	
Name (capitals)	
Signature	
Date	

Landowner/s Declaration	
I/We being the owner/s of the land for which this application is sought, consent to the lodgement of this application, and give consent to authorised officers of Council to enter the property to carry out inspections, if necessary, relating to this application.	
Name (capitals)	
Signature	
Date	
Name (capitals)	
Signature	
Date	
Name (capitals)	
Signature	
Date	
If the land is owned by individuals, all must sign. If the land is owned by a private company, at least one director residing in Australia must sign. If the land is owned by a public company, at least three directors must sign, two of which must reside in Australia.	

FEES AND CHARGES & STATUTORY OBLIGATIONS OF THE CERTIFIER

FEES & CHARGES

The fees and charges associated with all certification work must be paid after the lodgement of the relevant Construction Certificate or Complying Development Certificate, excluding any fees and charges for work arising as a result of unforeseen contingencies. Additional fees may be charged in the following circumstances:

- Additional critical stage inspections or other inspections due to the staging of building works or variations in the construction sequence;
- Re-inspection works as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory; or
- Additional on-site meetings.

The payment of fees and charges associated with the above circumstances or any unforeseen contingencies will be subject to issue of a Development Application/Complying Development Quote.

STATUTORY OBLIGATIONS

Application for a Complying Development Certificate (CDC)

Description of Services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate timely determination of the application, including:

1. Provide a blank copy of CDC (Development/Construction) application form to the Client.
2. Obtain a certificate under Section 10.7 of the EP& A Act (mandatory).
3. Conduct an inspection of, or arrange for another accredited certifier to inspect, the development site, and prepare a record of the inspection.
4. If clause 130(2A) or 130(2E) of the EP&A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer or another accredited certifier that satisfies the requirements of Clause of the 130 EP&A Regulation.
5. Assess whether the proposed development satisfies the development standards set out in the relevant environmental planning instrument, development control plan and the EP&A Regulation.
6. Determine the application and prepare a notice of the determination.
7. If the application is granted:
 - a. prepare a Complying Development Certificate.
 - b. endorse all relevant plans, specifications and other documents.
 - c. prepare any associated fire safety schedule or fire link conversion schedule.
 - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
 - e. ascertain if any contributions plan requires the CDC to be subject to a monetary payment.
 - f. issue CDC to the Client together with associated endorsed plans specifications and other approved documents.
 - g. forward copies of documents prepared to statutory authorities, including the NSW Rural Fire Service, as required by the EP&A Regulation.

Application for a Construction Certificate (CC)

Description of Services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Provide a blank copy of CC (Development/Construction) application form to the Client.
2. If necessary, obtain a certificate under Section 10.7 of the EP& A Act.
3. If the development is on a site which affects an existing building, inspect, or arrange for another accredited certifier to inspect, the building and prepare a record of the inspection.
4. If clause 144 of the EP& A Regulation applies to the development (i.e. alternative solutions for certain fire safety measures), apply to the Fire Commissioner for an initial fire safety report.

5. If the development is a residential flat building, obtain a design verification from a qualified designer under clause 50(1A) of the EP& A Regulation.
6. If clause 144A of the EP& A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer.
7. Assess whether the application satisfies the requirements of the EP&A Regulation, including compliance with the BCA, the development consent and any pre-conditions to the issue of a CC.
8. Determine the application and prepare a notice of the determination.
9. If the application is granted:
 - a. prepare a Construction Certificate.
 - b. endorse all relevant plans, specifications and other documents.
 - c. prepare any associated fire safety schedule or fire link conversion schedule.
 - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
 - e. ascertain if any security or monetary payment or levy under sections 7.11 & 7.12 of the EP&A Act are required before the CC is issued.
 - f. issue CC to the Client together with associated endorsed plans specifications and other approved documents.
 - g. forward copies of documents prepared to the consent authority as required by the EP&A Regulation.

Application for an Occupation Certificate (OC)

Description of Services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Provide a blank copy of an OC application form to the Client.
2. Conduct an inspection of the development and prepare a record of the inspection.
3. If clause 144 of the EP& A Regulation applies to the development (i.e. alternative solutions for certain fire safety measures), apply to the Fire Commissioner for a final fire safety report.
4. Obtain a Final Fire Safety Certificate or Interim Fire Safety Certificate as required by the EP& A Regulation.
5. If the development is a residential flat building to which clause 154A of the EP&A Regulation applies, obtain a further design verification from a qualified designer in relation to the completed works.
6. Ensure that all BASIX requirements required to be complied with before an OC may be issued have been satisfied, including obtaining any necessary BASIX completion receipt.
7. If clause 130(2A) or 144A(1) of the EP& A Regulation applied to the development (i.e. where there is an alternative solution relating to fire safety requirements), obtain a further compliance certificate or written report from a fire safety engineer with respect to the completed works as required by clause 153A of the EP& A Regulation.
8. Assess whether the application satisfies the requirements of the EP&A Regulation, including whether any pre-conditions of the development consent or CDC which are required to be met before an OC may be issued, have been met and (where building work has been carried out) whether the work is not inconsistent with the development consent).
9. Determine the application and prepare a notice of the determination.
10. If the application is granted, prepare an OC and issue it to the Client.
11. Forward copies of documents prepared to the consent authority and the council as required by the EP&A Regulation.

Application for a Subdivision Certificate (SC)

Description of Services

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate the timely determination of the application, including:

1. Provide a blank copy of SC application form to the Client.
2. Conduct an inspection of any subdivision work, if necessary.
3. Ascertain if any conditions of development consent, or requirements of a planning agreement, which are required to be complied with before a SC may be issued have been satisfied.
4. Ascertain if a certificate of compliance from a water supply authority is required, and if so, whether one has been obtained.
5. Ascertain if objector rights of appeal, if any, have lapse or been determined.
6. Ascertain if any drainage easement is required by an order under section 40 of the *Land and Environment Court Act 1979*, and if so, whether such an easement has been provided.

7. If any subdivision work has not been completed, ascertain if any agreement has been reached with the consent authority relating to the payment for, or the giving of security for, the completion of the subdivision work.
8. Determine the application and prepare a notice of determination.
9. If the application is granted, prepare a subdivision certificate and endorse the plan of subdivision.

Dictionary

Accredited certifier means the holder of a certificate of accreditation as an accredited certifier under the *BP Act*.

Applicable environmental planning instrument means the State Environmental Planning Policy or the Local Environmental Plan nominated by the Client as the instrument against which an application for a Complying Development Certificate is to be assessed.

BASIX means the Building Sustainability Index.

BCA means the Building Code of Australia.

BP Act means the *Building Professionals Act 2005*.

Certification work means:

- a. the determining of an application for a development certificate.
- b. the issue of a development certificate.
- c. carrying out the functions of a PCA.
- d. carrying out of inspections for the purposes of Section 6.5 of the EP&A Act.
- e. carrying out inspections under section 22 *Swimming Pools Act 1992* and issuing certificates of compliance under that Act.

Contractor licence means a licence issued under the *Home Building Act 1989*.

Development certificate means:

- a. a certificate under Part 6 of the EP&A Act, being:
 - a Construction Certificate.
 - a subdivision certificate.
 - an Occupation Certificate.
- b. a Complying Development Certificate.
- c. a strata certificate issued under the *Strata Schemes (Freehold Development) Act 1973* or the *Strata Schemes (Leasehold Development) Act 1986*.

EP&A Act means the *Environmental Planning and Assessment Act 1979*.

EP&A Regulation means the Environmental Planning and Regulation 2000.

Owner-builder permit has the meaning given to it by the *Home Building Act 1989*.

PCA means a Principal Certifying Authority appointed under Section 6.5 of the EP&A Act.

Residential building work has the meaning given to it by the *Home Building Act 1989*.