

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

Combined Development Certificate Application & Construction Certificate Application Form

OFFICE USE ONLY

Fee Paid:	\$	Receipt Date:	
Receipt No:		Application No:	

TYPE OF DEVELOPMENT(S)

<input type="checkbox"/> New building or structure	<input type="checkbox"/> Alterations/additions to existing building or structure
<input type="checkbox"/> Sign or advertisement	<input type="checkbox"/> Fire safety works
<input type="checkbox"/> Earthworks or change in levels or similar equipment	<input type="checkbox"/> Temporary structure
<input type="checkbox"/> Subdivision of land	<input type="checkbox"/> Strata Subdivision
<input type="checkbox"/> Demolition	<input type="checkbox"/> Change of use
<input type="checkbox"/> Strata subdivision	<input type="checkbox"/> Pollution control
<input type="checkbox"/> Site remediation	<input type="checkbox"/> Stratum subdivision
	<input type="checkbox"/> Other

DESCRIPTION OF PROPOSAL

Tell us exactly what you propose to do e.g. use/fitout of shop, signs, partitions, pool, new house, garage. A more detailed description should be included in the statement of environmental effects.

ESTIMATED COST OF DEVELOPMENT

Please state the full contract price for labour and materials or a realistic estimate provided by your architect or quantity surveyor. If unsure, as for current building construction figures. For developments exceeding \$1,000,000 in cost of works, a detailed quantity surveyors report verifying the cost must be submitted.

Total cost of proposal including GST:	\$
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LOCATION & PROPERTY DESCRIPTION

This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.

Address:	
Lot & DP/SP:	

APPLICANTS DETAILS

All correspondence relating to this application will be sent to this address.

Name(s):	
Address:	
Suburb:	Postcode:
Phone:	Fax:
Mobile:	Contact Person:
Email:	
Applicant's Signature(s):	

BUILDER OR OWNER-BUILDER DETAILS

Please tick applicable box and fill out details below.

<input type="checkbox"/> Licensed Builder <input type="checkbox"/> Owner-Builder <input type="checkbox"/> To be Advised			
Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Email:	
Builders Licence No:		Owner-Builder Permit No:	

ARCHITECT OR CONSULTANT DETAILS

This information is needed in case we need to discuss the design or other issues.

Name(s) :			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Email:	

STAGED DEVELOPMENT

Is your proposal part of a staged development? You can apply for development consent for only part of your proposal now, and for the remaining part(s) at a later stage. If YES , please attach information, which describes the stages of your development, and/or a copy of any consents you already have for part of your development.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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EXISTING USE RIGHTS

Are you relying on existing use rights? If YES , please supply proof of existing use rights with the application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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DEMOLITION OF EXISTING BUILDINGS /INTERIOR WORKS

Is demolition of existing buildings or interior works proposed? If YES , please give details of materials of construction, age and condition of buildings to be demolished and method of demolition proposed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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ENVIRONMENTAL EFFECTS OF YOUR DEVELOPMENT

Is your proposal designated development? If YES , please attach an Environmental Impact Statement . If NO , please attach a Statement of Environmental Effects .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats? If YES , please attach a Species Impact Statement .	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WHAT IS THE PROPERTY USED FOR AT PRESENT?

Date commenced:	
Description:	

LOCAL GOVERNMENT ACT APPROVAL

Does your development include any of the following?

- | | |
|---|---|
| <input type="checkbox"/> Place of public entertainment | <input type="checkbox"/> Water supply, sewerage, stormwater drainage work |
| <input type="checkbox"/> Public carpark, caravan park or camping ground | <input type="checkbox"/> Moveable dwelling, manufactured home or manufactured home estate |
| <input type="checkbox"/> Temporary structure | <input type="checkbox"/> Operating a mortuary or undertakers business |
| <input type="checkbox"/> Amusement devices | <input type="checkbox"/> Swing or hoist goods over a public road |
| <input type="checkbox"/> Install a domestic oil or solid fuel heating appliance | <input type="checkbox"/> Placing water/waste storage container in public space |

If you have ticked any of the above boxes, approval is required under s68 of the Local Government Act 1993. The application in this case, must be accompanied by such matters as would be required under s81 of the Local Government Act 1993. The items requiring approval under this Act are also listed in s78A of the Environmental Planning and Assessment Act 1979.

INTEGRATED DEVELOPMENT

Does the proposal involve any of the following?

If so, the development is considered to be 'integrated development' and approval is needed from other government agencies.

- | | |
|--|---|
| <input type="checkbox"/> Item or place under an Interim or Permanent Conservation Order or Interim Heritage Order | <input type="checkbox"/> Involve works for irrigation, water supply or drainage, changing or preventing a change in the course of a river, preventing the land from flooding. |
| <input type="checkbox"/> Impact upon a crown road, highway, main road, a freeway or a toll way. | <input type="checkbox"/> An Aboriginal place declared (under the National Parks and Wildlife 1974) over the land, or any Aboriginal relics on the land |
| <input type="checkbox"/> Dredging or reclamation of waters | <input type="checkbox"/> Within 40 metres of a watercourse |
| <input type="checkbox"/> Impact on marine vegetation such as removal of seagrasses, mangroves, sea lettuce or blackfish. | <input type="checkbox"/> Erect a structure, carry out works etc, on a public road under the Roads Act 1993. |
| <input type="checkbox"/> An EPA Licensed activity | <input type="checkbox"/> Aquaculture |
| <input type="checkbox"/> Designated development | <input type="checkbox"/> Within a mine subsidence district |
| <input type="checkbox"/> Other | |

Tick only if appropriate. Applications for these types of development will be referred to the relevant approval body. See the Development Application Guides for details. An application for Integrated Development must include:

1. Sufficient information for the approval body to make an assessment of the application.
2. An additional fee for each approval body involved.
3. Three additional copies of the application and accompanying plans/documentation for each approval body.

CONCURRENCE FROM STATE AGENCIES

Do you need the concurrence of a state agency to carry out the development?

Yes No

Please list the agency(s):

An application requiring concurrence must include:

1. Sufficient information for the concurrence body to make an assessment of the application.
2. An additional fee for each concurrence body involved.
3. Three additional copies of the application and accompanying plans/documentation for each concurrence body.

BUILDING CLASSIFICATION

What is the classification of the building?

OTHER CERTIFICATES

Are you applying for any other certificates now? Extra fees and plans are likely to be required.

SUBDIVISION CERTIFICATE

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Yes | You must lodge a Subdivision Certificate application form, together with detailed survey drawings. |
| <input type="checkbox"/> No | Apply later when you have prepared detailed survey drawings. You can apply either to the Council, or to an Accredited Certifier. |

Not Applicable

DO YOU NEED HOME BUILDING ACT INSURANCE?

For residential works only

Yes

No

- If you are using a licensed builder for residential building work exceeding \$5,000 you must obtain Home Building Act insurance.
- A copy of the insurance document must be provided with this application, or before the Complying Development Certificate is issued, to provide evidence of compliance with Part 6 of the Home Building Act 1989.

DO YOU NEED TO PAY THE BUILDING INDUSTRY LONG SERVICE LEVY?

Yes

No

- Payment is only required if the development involves building work exceeding a value of \$24,999.
- Payment must be paid before the complying development certificate can be issued.

PRINCIPAL CERTIFYING AUTHORITY

Do you wish to appoint Auburn Council as Principal Certifying Authority?

Yes I appoint Auburn Council to be my Principal Certifying Authority.

No No, I would like to appoint an Accredited Certifier.

Please note: you cannot commence any building work until you appoint a Principal Certifying Authority and notify the Council.

If No, complete the following:

Name of PCA:

Address:

Phone:

Accredited No:

OCCUPATION CERTIFICATE

Do you wish to apply for an Occupation Certificate

Yes

No

- Council provides one Occupation Certificate as part of the CC Package (either an interim or a final)
- Any re inspection for an Occupation Certificate may incur a fee.
- Compliance with conditions of consent is required prior to issue.

DISCLOSURE OF POLITICAL DONATIONS & GIFTS

Do you wish to disclose a political donation or gift to a local Councillor or candidate for election to Council in the Auburn Council Area

Yes

No

If YES, please complete a Disclosure of Political Donation & Gift Form.

SUPPORTING INFORMATION

- Please see Council's DEVELOPMENT APPLICATION GUIDE: SMALL PROJECTS or DEVELOPMENT APPLICATION GUIDE: LARGE PROJECTS and relevant Checklists for submission requirements.
- A Statement of Environmental Effects (SEE) is required to be completed for ALL applications.
- You can support your application with additional material, such as photographs, aerial photographs, slides, models and plans to illustrate your proposal.
- Please list what you have attached in a separate covering letter or plan cover sheet.
- **ALL plans submitted are to be folded, not rolled.**

STATISTICAL INFORMATION – DETAILS OF STRUCTURE

What is the area of the land?	Land area:	m ²
Gross Floor area of existing building? If no existing building, write NIL	Existing floor area of building:	m ²
Does the site contain a dual occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many storeys in the proposed building?	storey(s) including underground floors	
Will the new dwelling(s)	Be attached to other new buildings?	Be attached to existing buildings?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STATISTICAL INFORMATION – MAIN BUILDING MATERIALS

Tick one box for each item (walls, floor, roof and frame)

FLOOR		FRAME	
Concrete or slate	<input type="checkbox"/> 20	Timber	<input type="checkbox"/> 40
Timber	<input type="checkbox"/> 40	Steel	<input type="checkbox"/> 60
Other	<input type="checkbox"/> 80	Aluminium	<input type="checkbox"/> 70
Not specified	<input type="checkbox"/> 90	Other	<input type="checkbox"/> 80
		Not specified	<input type="checkbox"/> 90
WALLS		ROOF	
Full brick	<input type="checkbox"/> 11	Tile	<input type="checkbox"/> 10
Brick Veneer	<input type="checkbox"/> 12	Concrete or slate	<input type="checkbox"/> 20
Concrete, masonry	<input type="checkbox"/> 20	Fibrous cement	<input type="checkbox"/> 30
Fibrous cement, hardiplank	<input type="checkbox"/> 30	Steel	<input type="checkbox"/> 60
Timber/weatherboard	<input type="checkbox"/> 40	Aluminium	<input type="checkbox"/> 70
Curtain glass	<input type="checkbox"/> 50	Other	<input type="checkbox"/> 80
Steel	<input type="checkbox"/> 60	Not specified	<input type="checkbox"/> 90
Aluminium cladding	<input type="checkbox"/> 70		
SWIMMING POOL			
Other	<input type="checkbox"/> 80		
Not specified	<input type="checkbox"/> 90		
Concrete	<input type="checkbox"/> 20		
Fibreglass	<input type="checkbox"/> 80		
Other	<input type="checkbox"/> 90		

OWNERS CONSENT

- Must be signed by the owner of the land. If more than one owner, every owner must sign.
- If the owner is a company or owner's association, eg. Body Corporate must be signed by a director or secretary UNDER COMMON SEAL.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name:			
Postal Address:			
		Postcode:	
Phone (Home):	Phone (Work):	Mobile:	
Signature:			Date:
Name:			
Postal Address:			
		Postcode:	
Phone (Home):	Phone (Work):	Mobile:	
Signature:			Date:
<i>If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.</i>			
Name(s):			
Signature(s):			

E.g. power of Attorney, Executor, Trustee, Company Director

YOUR DECLARATION (applicant to complete)

- If the applicant is a company or owner's association, this application must be signed by a director or secretary UNDER COMMON SEAL.

I/We have declared any and all political donations and gifts in accordance with the Local Government and Planning Legislation Amendment (Political Donations) Act 2008 (NSW).

I/We the undersigned hereby apply for approval of the development/activity proposal described above in the plans, specifications and documents accompanying the application.

I/We undertake to carry out that development/activity in accordance with any approval granted by the Council and to conform with the provisions of the relevant Act(s), Regulations, Codes and planning instruments.

I also understand that:

- if incomplete, the application may be delayed or rejected.
- more information may be requested.

I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name(s):

Signature(s):

Date:

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998* ("PIIP Act"). The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PPIIP Act. For more information about your privacy please contact Auburn Council.

HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees	Fees are calculated on a scale based on Part 15 of the Environmental Planning and Assessment Regulations. Please ask us for the fee charged.	
Payment Method	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	
PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.		