



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

OFFICE USE ONLY			
Fee Paid:	\$	Receipt Date:	
Receipt No:		Application No:	

ABOUT THIS FORM
Use this form to apply for Complying Development under Part 4 Division 3 of the <i>Environmental Planning and Assessment Act 1979</i> and in accordance with the relevant State Environmental Planning Policy 2008.
It is recommended that you contact the Duty Town Planning Officer to discuss the proposal prior to lodgement. The Duty Officer will be able to advise you whether the proposed works can be assessed as Complying Development and will not require a full Development Application.

TYPE OF DEVELOPMENT (S)	
<input type="checkbox"/> Complying Development Certificate Application	<input type="checkbox"/> Modification of Complying Development Certificate

TYPE OF DEVELOPMENT (S)	
<input type="checkbox"/> Construction of a dwelling	<input type="checkbox"/> Demolition of a building
<input type="checkbox"/> Alterations & additions to dwelling	<input type="checkbox"/> Ancillary development (including pools and outbuildings)
<input type="checkbox"/> Industrial Development	<input type="checkbox"/> Commercial development
<input type="checkbox"/> Secondary Dwellings (Granny Flat)	<input type="checkbox"/> Other

DESCRIPTION OF PROPOSAL
Describe the nature of the development for which approval is being sought e.g demolition, pool, new house, garage.

RELEVANT PLANNING INSTRUMENT
Please indicate the name of the environmental planning instrument under which the development is complying development and, if the development is specified as complying development by a development control plan referred to in that instrument, the name of the development control plan
<input type="checkbox"/> State Environmental Planning Policy (Temporary Structures) 2007
<input type="checkbox"/> State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
<input type="checkbox"/> State Environmental Planning Policy (Affordable Rental Housing) 2009
<input type="checkbox"/> State Environmental Planning Policy (Infrastructure) 2007
<input type="checkbox"/> Other - Please nominate relevant planning policy / control:

APPLICANTS DETAILS

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

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

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):			
<i>E.g. power of Attorney, Executor, Trustee, Company Director</i>			

BUILDER OR OWNER-BUILDER DETAILS

Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Email:	
Builders Licence No:		Owner-Builder Permit No:	
Please Note:			
1. You must confirm in writing the builder's name, address and licence number (or provide a copy of the Owner-Builder permit) before work commences in accordance with the terms of a Complying Development Certificate.			
2. An Owner-Builder permit is required for residential building work that exceeds a value of \$3,000. Such applications must be made to the Department of Fair Trading.			

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:	

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:			

ASBESTOS MATERIALS

The estimated area (if any), in square metres, of bonded asbestos material or friable asbestos material that will be disturbed, removed or repaired in carrying out the development.

_____ m ²

OTHER APPROVALS

Please indicate any other approvals required to be obtained prior to the lodgement of the Complying Development application and provide evidence of that such approvals have been obtained

<input type="checkbox"/> TPO	<input type="checkbox"/> DRAINAGE
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> OTHER

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, ask 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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DO YOU NEED HOME BUILDING ACT INSURANCE?

For residential works only

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> If you are using a licensed builder for residential building work exceeding \$12,000, Home Building Act insurance must be obtained. A copy of the insurance document must be provided prior to the commencement of any works on the site. 	

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> 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?

- | | |
|---|---|
| <input type="checkbox"/> Yes I appoint Auburn Council to be my Principal Certifying Authority. | <input type="checkbox"/> 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 in writing, 2 days prior to the commencement of work. A Notice of Commencement of Works Application Form will need to be completed and returned to Council.

If PCA is known, complete the following:

Name of PCA:			
Address:			
Phone:		Accredited No:	

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

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 the undersigned hereby apply for approval of the development 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* ("PIPI 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 PPIPI 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) 9646 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 Council's current Schedule of Fees and Charges. 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 FAX CANNOT BE ACCEPTED.	

SUPPORTING INFORMATION

- ALL plans submitted are to be folded, not rolled.**
- Where the proposed development does not comply with ALL of the development standards for complying development i.e. all controls in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and all other relevant Development Control Plans, the applicant shall either redraw the plans to comply; OR lodge a separate development/construction certificate application with Auburn Council.
- Payment of Long Service Levy**
Under section 85A (10A) of the *Environmental Planning and Assessment Act 1979*, a complying development 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. Auburn Council can accept this payment.

DESCRIPTION		NOTES	Copies Required	Submitted	Office Use Only
Site Plan including the following:	The location, boundary dimensions, site area and north point of the land,		8	<input type="checkbox"/>	<input type="checkbox"/>
	Existing vegetation and trees on the land		8	<input type="checkbox"/>	<input type="checkbox"/>
	The location and uses of existing buildings on the land		8	<input type="checkbox"/>	<input type="checkbox"/>
	Existing levels of the land in relation to buildings and roads		8	<input type="checkbox"/>	<input type="checkbox"/>
	The location and uses of buildings on sites adjoining the land		8	<input type="checkbox"/>	<input type="checkbox"/>
Development plans including the following:	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,		8	<input type="checkbox"/>	<input type="checkbox"/>
	Floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building,		8	<input type="checkbox"/>	<input type="checkbox"/>
	Elevations and sections showing proposed external finishes and heights of any proposed buildings (other than temporary structures)		8	<input type="checkbox"/>	<input type="checkbox"/>
	Elevations and sections showing heights of any proposed temporary structures and the materials of which any such structures are proposed to be made (using the abbreviations code detailed in this form above)		8	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed finished levels of the land in relation to existing and proposed buildings and roads (survey plan)		8	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed parking arrangements, entry and exit points for vehicles and provision for movement of vehicles within the site (including dimensions where appropriate),		8	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed landscaping and treatment of the land (indicating plant types and their height and maturity),		8	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed methods of draining the land,		8	<input type="checkbox"/>	<input type="checkbox"/>
	In the case of development to which BASIX applies, such other matters as any BASIX certificate for the development requires to be included on plan		8	<input type="checkbox"/>	<input type="checkbox"/>
	A list of the Category 1 fire safety provisions that are to apply to the building following its change of use		4	<input type="checkbox"/>	<input type="checkbox"/>
Detailed description of the development including:	The number of storeys in the building		8	<input type="checkbox"/>	<input type="checkbox"/>
	The gross floor area of the building (in square metres)		8	<input type="checkbox"/>	<input type="checkbox"/>
	The gross site area of the land on which the building is to be erected (in square metres)		8	<input type="checkbox"/>	<input type="checkbox"/>
	The number of existing dwellings on the land on which the new building is to be erected,		8	<input type="checkbox"/>	<input type="checkbox"/>
	The number of those existing dwellings that are to be demolished in connection with the erection of the new		8	<input type="checkbox"/>	<input type="checkbox"/>

	building,			
	The number of dwellings to be included in the new building,	8	<input type="checkbox"/>	<input type="checkbox"/>
	Whether the new building is to be attached to any existing building,	8	<input type="checkbox"/>	<input type="checkbox"/>
	Whether the new building is to be attached to any other new building,	8	<input type="checkbox"/>	<input type="checkbox"/>
	Whether the land contains a dual occupancy	8	<input type="checkbox"/>	<input type="checkbox"/>
	The materials to be used in the construction of the new building (using the abbreviations in the above table)	8	<input type="checkbox"/>	<input type="checkbox"/>
Building Work Plans including the following:				
	Detailed plans, drawn to a suitable scale (1:50, 1:100 or 1:200) and consisting of a block plan and a general plan and showing the following:	8	<input type="checkbox"/>	<input type="checkbox"/>
	A plan of each floor section	8	<input type="checkbox"/>	<input type="checkbox"/>
	A plan of each elevation of the building	8	<input type="checkbox"/>	<input type="checkbox"/>
	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	8	<input type="checkbox"/>	<input type="checkbox"/>
	The height, design, construction and provision for fire safety and fire resistance (if any)	8	<input type="checkbox"/>	<input type="checkbox"/>
Specifications including the following:				
	Description of the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply	4	<input type="checkbox"/>	<input type="checkbox"/>
	Statement as to 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	4	<input type="checkbox"/>	<input type="checkbox"/>
	A statement as to how the performance requirements of the <i>Building Code of Australia</i> are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),	4	<input type="checkbox"/>	<input type="checkbox"/>
	A description of any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Act,	4	<input type="checkbox"/>	<input type="checkbox"/>
	Copies of any compliance certificate to be relied on	4	<input type="checkbox"/>	<input type="checkbox"/>
	If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,	4	<input type="checkbox"/>	<input type="checkbox"/>
	In the case of BASIX affected development, such other matters as any BASIX certificate for the development requires to be included in the plans and specifications,	4	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificates				
	BASIX affected developments are required to be accompanied by the relevant BASIX certificate. BASIX certificates are required to have been issued no earlier than 3 months before the date on which the application is being made.	4	<input type="checkbox"/>	<input type="checkbox"/>

Fire Safety (Applies to BCA Class 2-9 buildings only)	If the development involves 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 of work that relates only to fire link conversion):			
	A list of the Category 1 fire safety provisions that currently apply to the existing building,	4	<input type="checkbox"/>	<input type="checkbox"/>
	A list of the Category 1 fire safety provisions that are to apply to the building following its change of use	4	<input type="checkbox"/>	<input type="checkbox"/>
	If the development involves building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):			
	A list of any existing fire safety measures provided in relation to the land or any existing building on the land	4	<input type="checkbox"/>	<input type="checkbox"/>
	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	4	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision	Where approval is sought for subdivision of works, appropriate subdivision work plans and specifications are required as follows:			
	Details of existing and proposed subdivision pattern (including number of lots and the location of roads)	8	<input type="checkbox"/>	<input type="checkbox"/>
	Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned	4	<input type="checkbox"/>	<input type="checkbox"/>
	Detailed engineering plans as to the following matters: Earthworks, roadworks, road pavement, road furnishings, stormwater drainage, water supply works, sewerage works, landscaping works, erosion control works,	4	<input type="checkbox"/>	<input type="checkbox"/>
	Copies of any compliance certificates to be relied on	4	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Structures	If the development involves the erection of a temporary structure, the following documents are required:			
	Documentation that specifies the line and dead loads the temporary structure is designed to meet	8	<input type="checkbox"/>	<input type="checkbox"/>
	A list of any proposed fire safety measures to be provided in connection with the use of the temporary structure	4	<input type="checkbox"/>	<input type="checkbox"/>
	In the case of a temporary structure proposed to be used as a entertainment venue – a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the BCA are to be complied with (if an alternative solution, to meet the performance requirements, is to be used)	4	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation describing any accredited building product or system sought to be relied on for the purposes of Section 85A(4) of the Environmental Planning and Assessment Act	4	<input type="checkbox"/>	<input type="checkbox"/>

	Copies of any compliance certificates to be relied on	4	<input type="checkbox"/>	<input type="checkbox"/>
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Entertainment	In the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant – a statement that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies	4	<input type="checkbox"/>	<input type="checkbox"/>
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DESCRIPTION	NOTES	Copies Required	Submitted	Office Use Only
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OFFICE USE ONLY		
Is the CDA OK for lodgement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have sighted all of the above documents.
Full name of Duty Officer	Signature of Duty Officer	Date