

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.

Applicant Tick Box	Information	Office Use Only
Page 1		
<input type="checkbox"/>	Applicant's Details (All details must be completed, and signed. The <u>applicant</u> will receive all correspondence relating to the application)	
<input type="checkbox"/>	Land Owner Details (Provide details of <u>all</u> owner/s of the land – as per Council Rate notice)	
<input type="checkbox"/>	Approval/s <ul style="list-style-type: none"> • 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. 	
<input type="checkbox"/>	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.)	
<input type="checkbox"/>	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 <u>Rural Address Number and Road</u>)	
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<input type="checkbox"/>	Description of Development (Give full description of proposed development), eg New Dwelling, or Change of Use	
<input type="checkbox"/>	Details of Development (Tick which box is appropriate)	
<input type="checkbox"/>	Estimated Cost of Development (Give the value of completed work including labour, materials and fitout)	
<input type="checkbox"/>	Disclosure of Political Donations and Gifts (You must tick either Yes or No, and if Yes complete the Disclosure Statement)	
<input type="checkbox"/>	Required Documentation (Note: If sufficient sets of plans are not provided, then an extra charge for copying will apply. <ul style="list-style-type: none"> • 3 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 <u>must</u> 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.	

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<input type="checkbox"/>	Environmental Effects – Complete attached <u>Statement of Environmental Effects</u> , unless the proposal is Designated Development. (Designated Development is development that is of significant importance and would require an Environmental Impact Statement.)	
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<input type="checkbox"/>	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.)	
<input type="checkbox"/>	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.)	
<input type="checkbox"/>	Approvals From State Departments or Agencies (See list on application form, or check with Council)	
<input type="checkbox"/>	Construction Statistics (This must be completed for any building work – complete all information that is applicable to your development)	
Page 4		
<input type="checkbox"/>	Builder Details - if unable to be provided at time of lodgement application, the details must be provided prior to issue of Construction Certificate). If <u>Owner Builder</u> , please state on application – the Owner Builder Permit will be issued by Dept 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.	
<input type="checkbox"/>	Plumber Details - details of plumber (if applicable) should be provided prior to issue of Construction Certificate.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Applicant Declaration (must be signed by the Applicant)	
<input type="checkbox"/>	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)	
<input type="checkbox"/>	Payment (state type of payment)	
<input type="checkbox"/>	When Approval is ready (The application will be posted to the Applicant unless stated for "collection")	

If you have any questions please contact Council building surveyor to discuss, or arrange for a pre-lodgement meeting with a building surveyor phone 6029 8588.