APPLICATION CHECKLIST

This checklist categorises information required to be provided with your application. NOTE: Failure to provide all the relevant information may result in the application not being accepted by Council or delays in the processing of the application.

ALL APPLICATIONS

- ☐ Application For Development
- ☐ Consent of ***all*** Owners
- ☐ Correct Fee
- ☐ Copy or Certificate of Title

DEVELOPMENT APPLICATION (DA)

- ☐ Plans and Specifications to include: Site Plan (including any existing structures, access & distance to all boundaries from the proposed building), Floor Plan, Elevations (all directions) & Section Details
- ☐ BASIX Certificate and corresponding BASIX Plan
- ☐ New Water/Sewer Connection Application/s
- ☐ On-Site Sewage Management (OSSM) Application (Design Plan to be Completed by Qualified Consultant)
- ☐ Statement of Environmental Effects (pages 9 & 10)
- ☐ Bushfire Assessment (If deemed bushfire prone)

CONSTRUCTION CERTIFICATE (CC)

- ☐ Plans and Specifications to include: Soil Test & Engineered Certified Slabs/Footings, Bracing details and Structural Certification
- ☐ Certificate of Insurance under the Home Building Act (for works over $20,000) Or
- ☐ Owner Builder Permit (for works over $10,000) – for more details on obtaining an Owner Builder Permit please contact The Department of Fair Trading
- ☐ Application for Rural Address Number (RAN)
- ☐ Section 138 Application for New or Upgrade of Vehicle Access.

COMPLYING DEVELOPMENT CERTIFICATE (CDC) APPLICATION

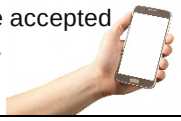
- ☐ Plans and Specifications to include: Site Plan (including existing structures, access & distance to all boundaries from the proposed building), Floor Plan, Elevations (all directions), Section Details, Soil Test, Engineered Certified Slabs/Footings, Bracing details and Structural Certification
- ☐ BASIX Certificate and Corresponding BASIX Plan
- ☐ Certificate of Insurance under the Home Building Act (for works over $20,000) Or
- ☐ Owner Builder Permit (for works over $10,000) – for more details on obtaining an Owner Builder Permit please contact The Department of Fair Trading
- ☐ New Water/Sewer Connection Application/s
- ☐ On-Site Sewage Management (OSSM) Application (Design Plan to be Completed by Qualified Consultant)
- ☐ Bushfire Assessment (If deemed bushfire prone)
- ☐ Application for Rural Address Number (RAN)
- ☐ Section 138 Application for New or Upgrade of Vehicle Access.

APPLICATION FOR SUBDIVISION

- ☐ Detailed Plan of Subdivision (Including proposed area sizes, location of existing & proposed site access points, location of any buildings/structures, boundary distances and any easements)
- ☐ Statement of Environmental Effects (pages 9 & 10)
- ☐ Bushfire Assessment (If deemed bushfire prone)

LODGEMENT DETAILS

Address the application to:	*Tenterfield Shire Council*
Post:	*PO Box 214* *TENTERFIELD NSW 2372*
Courier Or Personal Delivery:	*Tenterfield Shire Council* *247 Rouse Street* *TENTERFIELD NSW 2372*
Note: You will need to spend some time with a Planning or Building Officer when lodging your application. Typically you will require 15-30 minutes, however this may vary depending on the complexity of your application. *We recommend that you consult with Council's Planning/Building Officers prior to lodging your application to arrange for a Pre- lodgement Meeting.* *If you wish to obtain a quote for fees payable please contact Council.*	
Office Hours:	*9.00am to 4.30 pm Monday to Friday.*
Phone:	*Phone: (02) 6736 6002*
Council's Website Address:	*www.tenterfield.nsw.gov.au*
Fees:	*Fees are calculated on the estimated cost of the works. Contact Council for a fee quote.*

	Pay By Mail: Please make your cheque payable to: Tenterfield Shire Council PO Box 214 TENTERFIELD NSW 2372		Credit Card payments can be accepted either in person or via phone. 
	Pay In Person: Council Offices, 247 Rouse Street, Tenterfield between 9:00am and 4.30pm Monday - Friday Pay by Cash, Cheque or EFTPOS		BSB: 082-829 Account: 50 991 3697 Reference: Please quote "*Applicants Name*"

Acknowledgement of Application:	*Council will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid and the registered number of the application.*

Credit Card Payment Authority Details

☐ *MASTERCARD* ☐ *VISA* *EXPIRY DATE:* _____

NO...../...../...../..... *Card Code Verification (CCV) No.* _____

NAME ON CARD: _____

SIGNATURE: _____

Application for Development

Tick Boxes ☑ the appropriate box

Development Application ☐

Complete Parts 1, 1a, 2, 5 & 6 (if applicable)

AND/OR

Construction Certificate Application ☐

Complete Parts 1, 3, 4 & 6 (if applicable)

OR

Complying Development Certificate Application ☐

Complete Parts 1, 1a, 2, 4, & 6 (if applicable)

Fees must be paid at time of lodgement

Privacy Notification - In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. *Council requires the provision of owner's name and address with signature/s to verify owner's permission*. This information is available for public inspection. Tenterfield Shire Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council.

Office Use Only	
Application Fee:	
Section 68:	Receipt No.: .....
Section 138:	Date of Receipt: .....
Other:	
TOTAL ($):	Council Officer: .....

DA No.: _____ CC No.: _____

Or

CDC No.: _____

PART 1 – APPLICANT/OWNER DETAILS

Applicant

All correspondence will be forwarded to the nominated applicant.

Surname (or Company).....

Given Names.....

Contact Person (if Company).....

Postal Address: .....

..... **P/Code** .....

Telephone: .....Mobile: .....

Email: .....

Application is hereby made for approval to carry out development on the land described. I/We consent to Tenterfield Shire Council displaying and copying this application and supporting documentation, including designs, for the purpose of obtaining, where necessary public comment. I/We declare that the information as detailed in the Application Checklist has been provided and is accurate and correct. I also understand if the application is incomplete it may be delayed,

Signature(s) of applicant/s Applicant Ref: .....

.....

Signature Name (Print) Date

.....

Signature Name (Print) Date

.....

Signature Name (Print) Date

Political Donations & Gifts

A disclosure statement of a reportable political donation or gift must accompany a development application if the reportable donation or gift was made within 2 years of the application being lodged. If the donation or gift is made after the lodgement of the application, a disclosure statement must be sent to Council within 7 days of the donation or gift being made.

Has the applicant made a donation or given any gift to any Councillor or staff?

Yes ☐ No ☐

If at any time prior to the determination of the application, you make a political donation or gift, you are required to submit to Council a Statement of Disclosure or Political Donation and Gift within seven (7) days of making the donation.

For more information regarding Disclosures of Political Donations and Gifts and to obtain a Disclosure form visit Council's website or telephone Council on 02 6736 6000.

PART 1 – APPLICANT/OWNER DETAILS

Pecuniary Interest

Does Tenterfield Shire Council employ the applicant (or owner) or is the application being submitted on behalf of an employee?

Yes ☐ No ☐

Does the applicant have any relationship to any staff or Councillor of Tenterfield Shire Council or is the application submitted on behalf of someone who has such a relationship?

Yes ☐ No ☐

If you have answered yes to either of the above you must disclose this relationship.

……

Owner's Consent

*If you are not the owner of the land, **you must have all the owners sign the application**. If the land is Crown land, an authorised officer of the NSW Department of Lands must sign the application.*

Note: All owner/s of the subject land relating to this application, must sign this form. *If you are not the owner of the land, you must have all the owners sign the application.*
Note: *If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc.).* ***Note:*** *In the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme must be constituted under the Strata Schemes Management Act 1996.A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.*
Note: *If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.*

Name of Owner/s and/or authorised person: ……

……

Position title (if Company): ……

Address: ……

Telephone: …… Mobile: ……

Email: ……

I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Tenterfield Shire Council to enter the land or premises to carry out inspections and surveys to take measurements or photographs as required for the administration of the Act(s), Regulations or Planning Instrument.

……
Signature Name (Print) Date

……
Signature Name (Print) Date

……
Signature Name (Print) Date

……
Signature Name (Print) Date

Signature(s) of ***All*** Owners

Privacy and Copyright Notice

Notice Under Section 10 of the Privacy and Personal information Protection Act 1998 to Individuals Providing Personal Information on this Development Application Form and in Documents Submitted with the Development Application.

The personal information that Tenterfield Shire Council ("Council') is collecting on this application form and in any documents submitted with the development application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Privacy Act'). The purposes for which the information is being collected are assessment and determination of a development application under the provisions of the Environmental Planning and Assessment Act 1979 which may include making the application form and any documents submitted with the development application and documents relating to the determination publicly available for inspection or viewing on the Council's website and in other ways that the Council considers appropriate. The intended recipients of the personal information are Councillors of the Council ("Council'), members of staff of Council, administrators of Council, members of Council committees, delegates of Council, contractors engaged by Council (including legal advisers, consultants and external experts), other public sector agencies and any other person who inspects or views the application form or the documents submitted with the development application.

The supply of personal information requested on the development application form is not voluntary and if it is not provided, the Council may be unable to process the development application. The individual to whom the personal information relates, may request the Council to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

a) is accurate, and

b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Tenterfield Shire Council is the name of the agency that is collecting and holding the personal information.

Development Application and documents may be made publicly available

This development application form (including any personal information and other information supplied on the form) and any document submitted with the development application may be made publicly available free of charge on the website maintained by the Council and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the Government Information (Public Access) Act 2009 ("GIPA Act") and Schedule 1 of the Government Information (Public Access) Regulation 2009 ("GIPA Regulation"). In that regard it should be noted that nothing in the Privacy and Personal Information Protection Act 1998 affects the operation of the GIPA Act or operates to lessen any obligations of the Council under the GIPA Act.

Copyright Declaration by Applicant and/or Owners

1. *I understand that this development application form (including any personal information and other information supplied on the form) and any document submitted with the development application is open access information under the Government Information (Public Access) Act 2009 and may be made publicly available as open access information free of charge on the website maintained by the Council and in other ways that the Council considers appropriate.*

2. *I give permission to the Council to copy and issue copies of this development application form (including any personal information and other information supplied on the form) and any document submitted to accompany the development application and to reproduce and to publish the development application form and any document submitted to accompany the development application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the development application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.*

……

Signature | Name (Print) | Date

PART 2 – LOCATION & DEVELOPMENT DETAILS

Location of the Property

Street/Rural Address No. : .....

Street/Road Name: .....

Town/Village: .....

Lot No/s. : ..... Section No/s. : .....

Deposited Plan (DP) No/s. : .....

Assessment No/s.: .....

Special Access Requirements: .....

.....Ph: .....

Please give details of any special requirements for gaining entry to the Property (eg dogs, locked gates, 4WD).

Description of Proposed Development

Describe briefly your proposed development, including advertising signs, hours of operation, use, subdivision, demolition, etc.

.....

.....

Estimated Cost of Work

The estimated cost of the development, labour and materials or contract price should include GST and is subject to a check by Council before final acceptance.
If more than one structure is proposed, provide for cost for each structure including demolition cost.

Structure 1 $ .....

Structure 2 $ .....

TOTAL ESTIMATED COST OF WORK $ .....

Note: Clause 255 of the Environmental Planning & Assessment Regulation 2000 specifies how the estimated cost of development is to be calculated. It is an offence to make a false statement in relation to the estimated cost of development and significant penalties can apply.

Concept Development Applications (Staged)

Note: Concept plans are to be submitted in conjunction with the application. If an applicant wishes to lodge the development as a Concept Development, it must be specified in accordance with Division 3A of the Environmental Planning & Assessment Act 1979. This will require separate approval for subsequent stages.

Is your development a Concept Development Application? (Staged)

Yes ☐ No ☐

If you answered Yes please provide details of the proposal below:

.....

.....

PART 2 – LOCATION & DEVELOPMENT DETAILS

Integrated Development

Integrated development is development that requires licences or approvals from other Government Departments. Most forms of development will not be "integrated". Please consult the attached Explanatory Notes for further information.

Is the proposed development 'Integrated Development?

Yes ☐ No ☐

Rural Fires Act 1997 ☐ *s100B* *Heritage Act 1977* ☐ *s58*

Fisheries Management Act 1994 ☐ *s144* ☐ *s201* ☐ *s205* ☐ *s219*

Petroleum Onshore Act 1991 ☐ *s16* *National Parks and Wildlife Act 1974* ☐ *s90*

Roads Act 1993 ☐ s138 *Mine Subsidence Compensation Act 1961* ☐ *s15*

Water Management Act 2000 ☐ *ss89, 90, 91*

Protection of the Environment Operations Act 1997 ☐ *ss43(a), 47, 55* ☐ *ss43(b), 48, 55* ☐ *ss43(d), 55, 122*

*Note: **An additional fee of $320.00** is payable for each approval body.*

Environmental Effects of your Development

To assess your proposal, we need to understand the impacts it will have. Depending upon the nature and scale of your proposal, you need to provide one or more of the statements listed below to explain its environmental effects as well as the way in which the development will operate. See the attached Explanatory Notes for what information to attach. **Failure to fully describe the impacts and way the development will operate often results in delays in processing.**

*Is your proposal **designated development**?*

No ☐ *Please attach a **Statement of Environmental Effects (SEE)***

Yes ☐ *Please attach an **Environmental Impact Statement (EIS)***

*Is the land (or part of the land) an **Area of Outstanding Biodiversity Value?***

No ☐ *Please attach a **Statement of Environmental Effects (SEE)***

Yes ☐ *Please attach a **Biodiversity Assessment Report***

*Is your proposal likely to significantly affect **threatened species**, populations or ecological communities or their habitats?*
Either by exceeding Biodiversity Offsetting Thresholds, impacting on the Biodiversity Values Map, or as determined under S.7.3 Biodiversity Conservation Act 2016.

No ☐ *Please attach a **Statement of Environmental Effects (SEE)***

Yes ☐ *Please attach a **Biodiversity Assessment Report***

PART 3 – CONSTRUCTION CERTIFICATE SCHEDULE

Principal Certifying Authority (PCA)

Prior to the commencement of any building works, a PCA must be appointed. The PCA may be Council or an Accredited Certifier. The role of the Principal Certifying Authority (PCA) is to ensure that all building work has and is being executed in accordance with the development consent and relevant building regulations It is also the responsibility of the PCA to ensure that any required Compliance Certificates are provided and that an Occupation Certificate is issued prior to the development/building being occupied.

Do you wish to appoint Tenterfield Shire Council (Council) as the PCA?

Yes ☐ No ☐

If you answered 'No' you are required to advise Council of the appointed PCA.

Name of PCA: ……

Address: ……

Phone: …… Email: ……

PCA No.: ……

Statutory building requirements state you must appoint a PCA to inspect each stage or component of a development. This is to ensure it is proceeding as per the relevant approval and in the appropriate manner.
A satisfactory inspection must be undertaken before you proceed with the next stage. Failure to have these stages or components inspected (and the necessary certificates made available) can render you liable to legal proceedings and may result in the refusal to issue a Building Certificate or an Occupation Certificate for the completed building.

Proposed Date of Commencement of Works

You must notify Council two (2) days prior to commencement of any works.

……

Development Consent

If you already have been issued with development consent enter the details below.

DA Consent No.: ……

Date Determined: ……

PART 4 – CONSTRUCTION CERTIFICATE OR COMPLYING DEVELOPMENT CERTIFICATE SCHEDULE

Who will be doing the building work?

This information is required prior to any building work commencing

☐ Owner Builder Permit No.: .....

☐ Licensed Builder License No.:.....

Name (or Company): .....

Postal Address: .....

..... P/Code: .....

Phone: ..... Email: .....

For Building Works

Number of Storeys (Including underground floors): .....

Floor Area of new building/Alteration (m²): .....

Site Area (m²): .....

Number of Dwellings to be constructed: .....

Number of Pre-existing Dwellings: .....

Number of Dwellings to be demolished: .....

Will the new Dwelling be attached to any existing building? .....

Is your proposal a Dual Occupancy? .....

Walls		Code	Roof		Code	Floor		Code	Frame		Code
Brick (double)	☐	11	Tiles	☐	10	Concrete or slate	☐	20	Timber	☐	40
Brick (veneer)	☐	12	Concrete or slate	☐	20	Timber	☐	40	Steel	☐	60
Concrete or stone	☐	20	Fibre cement	☐	30	Other	☐	80	Aluminium	☐	70
Fibre cement	☐	30	Steel	☐	60	Not specified	☐	90	Other	☐	80
Timber	☐	40	Aluminium	☐	70				Not specified	☐	90
Curtain glass	☐	50	Other	☐	80						
Steel	☐	60	Not specified	☐	90						
Aluminium	☐	70									
Other	☐	80									
Not specified	☐	90									

Note: this information is used by the Australian Bureau of Statistics.
Please indicate 'X' in the box which best describes the materials to be used during construction (mark more than one if necessary).

PART 5 – STATEMENT OF ENVIRONMENTAL EFFECTS

To accompany Development Application as a requirement of Part 5 of the EPA Act Environmental Assessment. EPA Regulations 2000, Schedule 1, Part 1 (1) & (2).

A Statement of Environmental Effects is to be submitted with all development applications other than "designated development" or proposals having negligible environmental impact, e.g. Internal alterations.

If a "Yes" answer is given to any of the below issues, details of likely impact(s) and the proposed means of mitigating or reducing such impact(s) must be given. This Statement of Environmental Effects is not exhaustive and is only suitable for simple Developments.
It should be expanded on where appropriate. If insufficient space has been provided, attach additional sheets.

1. CONTEXT AND SETTINGS (SITE ANALYSIS)				
a) Is the development out of character within the area (e.g. does the proposal involve a commercial or industrial use in a residential area)?				
b) Will the development:				
i. Be visually prominent within the existing landscape?	Yes	☐	No	☐
ii. Impact on any item of heritage or cultural significance?	Yes	☐	No	☐
iii. Be located on a property on which an item of environmental heritage is situated – refer to Schedule 5 of the Tenterfield LEP 2013.	Yes	☐	No	☐
iv. Be located on a property which lies within a Heritage Conservation Area as identified in the Tenterfield LEP 2013.	Yes	☐	No	☐
2. TRANSPORT TRAFFIC & ACCESS				
a) Will local traffic movements and volumes be affected?	Yes	☐	No	☐
b) Will additional requirements to provide access be required?	Yes	☐	No	☐
c) Is a traffic study required?	Yes	☐	No	☐
3. WASTE DISPOSAL				
a) How will effluent be disposed of?	Sewer	☐	On-Site	☐
b) Will the proposal lead to direct discharge of stormwater or waste into a natural water system?	Yes	☐	No	☐
c) Will other wastes be generated by this development?	Yes	☐	No	☐
4. SOCIAL AND ECONOMICAL IMPACTS				
a) Will the proposal affect the amenity of surrounding residences by overshadowing, loss of privacy, increased noise or vibration?	Yes	☐	No	☐
b) Will the proposal have any economic consequences in the area?	Yes	☐	No	☐

PART 5 – STATEMENT OF ENVIRONMENTAL EFFECTS

5. ENVIRONMENTAL IMPACTS (AIR, SOIL, WATER, FLORA AND FAUNA)

a)	Could the proposal have any impact on the local climate?	Yes	☐	No	☐
b)	Could the proposal result in soil contamination?	Yes	☐	No	☐
c)	Could the proposal cause erosion and/or sedimentation of watercourses during construction or after completion?	Yes	☐	No	☐
d)	Will excavation and/or filling be required?	Yes	☐	No	☐
e)	Will the proposal:				
	i) Emit fumes, steam, smoke, vapour or dust?	Yes	☐	No	☐
	ii) Involve removal of vegetation?	Yes	☐	No	☐
f)	Could the proposal affect native habitat?	Yes	☐	No	☐
g)	Could the proposal disturb any aboriginal artefacts or relics?	Yes	☐	No	☐
h)	Is the site subject to natural hazards such as:				

Bushfire	Subsidence
Flooding	Toxic waste
Dangerous Goods	Radiation
Hazardous chemicals	Other

Yes ☐ No ☐

If yes describe what hazard: ……

……

i) Have any of the following land uses or activities been undertaken on the site? (service station or a sheep or cattle dip, intensive agriculture, mining or extractive industry, waste storage or waste treatment, or the manufacture of chemicals, asbestos or asbestos products), where the proposed development will involve any disturbance of soil?

Yes ☐ No ☐

If yes describe what activity: ……..

……..

6. DESCRIPTION OF IMPACTS

Please describe the History and Past Use/s of the Land:

……

……

……

……

Has access been provided for disabled persons? Yes ☐ No ☐ N/A ☐

PART 6 – SECTION 68 APPROVALS (Local Government Act 1993)

Separate approvals are required under the Local Government Act for certain activities such as installing an on-site sewage management system or installing a manufactured home etc.

Refer to the list of activities below.

Does this application seek activity approval under Section 68 of the Local Government Act 1993? E.g. Installation of an On-Site Sewage Management System (Part C, 5 & 6) and/or operate a system of sewage management.

Yes ☐ No ☐

(If Yes) is the separate Application form & scheduled fee attached?

Yes ☐ No ☐

Note: A person who fails to obtain an approval or who carries out an activity otherwise than in accordance with an approval is guilty of an offence - see s626 and s627.

PART A - STRUCTURES OR PLACES OF PUBLIC ENTERTAINMENT

1. Install a manufactured home, moveable dwelling or associated structure on land

PART B - WATER SUPPLY, SEWERAGE AND STORMWATER DRAINAGE WORK

1. Carry out water supply work
2. Draw water from a council water supply or a standpipe or sell water so drawn
3. Install, alter, disconnect or remove a meter connected to a service pipe
4. Carry out sewerage work
5. Carry out stormwater drainage work
6. Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer

PART C - MANAGEMENT OF WASTE

1. For fee or reward, transport waste over or under a public place
2. Place waste in a public place
3. Place a waste storage container in a public place
4. Dispose of waste into a sewer of the council
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6. Operate a system of sewage management (within the meaning of section 68A)

PART D - COMMUNITY LAND

1. Engage in a trade or business
2. Direct or procure a theatrical, musical or other entertainment for the public
3. Construct a temporary enclosure for the purpose of entertainment
4. For fee or reward, play a musical instrument or sing
5. Set up, operate or use a loudspeaker or sound amplifying device
6. Deliver a public address or hold a religious service or public meeting

PART E - PUBLIC ROADS

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway

2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

PART F - OTHER ACTIVITIES

1. Operate a public car park
2. Operate a caravan park or camping ground
3. Operate a manufactured home estate
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5. Install or operate amusement devices
6. (Repealed)
7. Use a standing vehicle or any article for the purpose of selling any article in a public place
8. (Repealed)
9. (Repealed)
10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

SHOULD YOUR PROPOSED DEVELOPMENT INCLUDE ANY OF THE ABOVE LISTED, PLEASE PROVIDE DETAILS:

……

……

SECTION 138 APPROVAL – WORKS WITHIN THE ROAD RESERVE

Work within the road reserve may include (but is not limited to) driveway/vehicle access crossing, construction of kerb and gutter, footpath/cycle path, drainage works, shoulder widening, etc. A separate application form must be lodged to enable Council to consider the works applied for.

Does this application seek approval for work within the road reserve in accordance with Section 138 of the Roads Act 1993?

Yes ☐ No ☐

Separate Application form & scheduled fee attached?

Yes ☐ No ☐

HOUSE/RURAL ADDRESS NUMBER

Does this application require the allocation of house or rural address numbering?

Yes ☐ No ☐

Separate Application form & scheduled fee Attached

Yes ☐ No ☐

PRE-LODGEMENT MEETING

Have you discussed the application with a Council Officer?

Yes ☐ No ☐

If yes please provide details of Officer: …… date: ……..

Did you attend a Pre-Lodgement Meeting?

Yes ☐ No ☐

SUBMITTING APPLICATIONS

Below is the outline of information needed from applicants in order to process applications for development accurately and promptly. Options are discussed for proposals before a formal application is determined.

The better the information provided to our staff in the form of plans and supporting documentation, the better Council will be able to appreciate your objectives in seeking to undertake the required activity. Clear and detailed applications will also help neighbours in assessing the likely impacts of the activity on their properties.

Council encourages the submission of a well-prepared application to ensure a prompt determination by Council.

OUR BASIC REQUIREMENTS

These are set out in summary form in the table below, for the most common types of applications received by Council. First look down the "PROPOSED DEVELOPMENT" listings until you find your type of activity. Then read across the Column.

KEY:
- ✓ Indicates the information you will need to supply
- ◆ Only required with Construction Certificate.
- O Indicates this information may be required
- ■ If applicable to your application

APPLICATION FORM & FEES:

Required in all cases.

INFORMATION REQUIRED ➡ / PROPOSED DEVELOPMENT ⬇	Site Plan	Floor Plan	Elevation & Section Detail Plans	Structural Design Plans	Landscaping Plans	Subdivision Plans	Specification	Statement of Environmental Effects	Management Details	Effluent Disposal	Fuel Heater Details	Advertising Structure	BASIX Certificate & BASIX Plan	Bushfire Assessment (If Deemed Bushfire Prone)
Residential Dwelling	✓	✓	✓	◆			◆	✓		■	■		✓	■
Alterations/Additions to residential Dwelling	✓	✓	✓	◆			◆	✓		■	■		■	■
Garage, Outbuilding or Carport	✓	✓	✓	◆			◆	✓		■				
Human waste treatment device(septic tank)	✓			✓			✓	✓	✓	✓				
Oil/wood (solid) fuel heater	✓	✓					✓	✓			✓			
Above/in-ground swimming pool	✓		✓	◆	O		◆	✓		✓				
Commercial/Industrial building	✓	✓	✓	✓	✓		◆	✓	O	✓	■	■	■	■
Units	✓	✓	✓	◆	✓	■	◆	✓	O	✓	■		✓	■
Dual Occupancy	✓	✓	✓	◆	✓	■	◆	✓	O	✓	■		✓	■
Entertainment/Tourist Facility	✓	✓	✓	✓	✓		◆	✓	✓	✓	■	■	■	■
Hotel/Motel/Guest house	✓	✓	✓	✓	✓		◆	✓	✓	✓	■	■	■	■
Subdivision of land/strata/community title	✓	✓			O	✓		✓	O	O				■
Boundary Adjustment	✓				O	✓		✓		O				■
Home Industry/Business	✓	✓	O	O	O		O	✓	✓	O	■	■		■
Outdoor advertising signs	✓		✓		O		O	O				✓		
Shop fitout	✓	✓	✓	O			◆			■	■	■		
Change of building use for shops/offices/	✓	✓	O	O	O			✓	✓	O	■	■	O	
Demolition	✓						O	O	✓					
Other – check with Council Staff	O	O	O	O	O	O	O	O	O	O	O	O		

EXPLANATORY NOTES

General

A description of the land to be developed can be given in the form of a map which contains details of the Lot & Deposited Plan (DP) No;

Site Plan

A site plan of the land must be drawn to an appropriate scale (1:200 or 1:500) and indicate:

a) location, boundary dimensions, site area and north point of the land
b) existing vegetation and trees on the land
c) location and uses of existing buildings on the land
d) existing levels of the land in relation to buildings and roads
e) location and uses of buildings on sites adjoining the land
f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building
g) access point from the public road system and internal access road (if applicable)

Floor Plan, Elevations Plans, Section & Landscaping Plans

Plans or drawings at a scale of 1:50, 1:100 or 1:200 describing the proposed development must indicate (where relevant):

a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
c) elevations and sections showing proposed external finishes and heights, including doors & windows
d) proposed finished levels of the land in relation to existing and proposed buildings and roads
e) proposed parking arrangements, access from the public road system, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
f) proposed landscaping and treatment of the land (indicating plant types and their height at maturity)
g) proposed methods of draining the land
h) proposed methods of draining the land.
i) waste management, including trade waste provisions.
j) details of services – water, sewer, stormwater.
k) provisions of access and facilities for people with a disability.
l) cross sections of the structure and extent of cut and fill.
m) proposed building materials and their finished colours.
n) trees to be removed.

Subdivision Plans

A plan to address/show the following:

a) Clearly illustrate existing and proposed boundaries.
b) Detail accurate areas of proposed lots and access handles.
c) All existing structures on site. In bushfire prone areas, details of any existing dwelling/s and or structures, including photos.
d) North point, drawn to true north.
e) Location of any easements/restrictions/services affecting the site.

EXPLANATORY NOTES

Title Search

All applications are required to provide a Copy of Title or Certificate of Title for the land for which the development is proposed and can be accessed from an approved broker. For more information about the NSW land title system visit www.lpi.nsw.gov.au

BOX 20S
(AD285907)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900

1/1124661

3 29/7/2011

PZ5H-PM-H22V

REGISTRAR GENERAL

LAND

LOT 1 IN DEPOSITED PLAN 1124661
AT NARRANDERA
LOCAL GOVERNMENT AREA: NARRANDERA
PARISH OF NARRANDERA COUNTY OF COOPER
TITLE DIAGRAM: DP1124661

FIRST SCHEDULE

THE PROPRIETORS OF THE LAND

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. DP1061206 EASEMENT FOR SERVICES 3 METRE(S) WIDE AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
3. DP1061206 EASEMENT TO DRAIN SEWAGE 3 METRE(S) WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
4. AD284594 MORTGAGE TO THE FIRST BANK

**** END OF CERTIFICATE ****

A current Certificate of Title tells us the present state of the title. It contains:

- *a land description of the land parcel(s) in the certificate*
- *a first schedule listing the owner or registered proprietor and the tenancy in which the land is held (the name in this schedule is guaranteed by the state government)*
- *a second schedule of all the registered interests affecting or benefitting the land e.g. mortgages, leases, rights of way.*

Specifications

A. Building Specifications

The specifications are to:

(i) describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply

(ii) state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used

(iii) indicate the fire safety and fire resistance measures (if any), and their height, design and construction

Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.

If an alternative solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the alternative solution.

Evidence of any accredited building product or system on which you seek to rely.

B. Footing / Slab Design

For all new dwellings submit a design certified by a structural engineer. For smaller additions Council may consider a design that demonstrates compliance with AS2870 Residential Slabs and Footings Construction.

C. Termite Protection

Details on the proposed method of termite protection are to be specified in accordance with AS3660.1 Termite Management.

D. Frame Construction Design/Detail

(i) Steel Frames and Beams (Will be required to be certified by a structural engineer in accordance with any relevant Australian Standards).

(i) Timber Frames

Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for Construction Certificate applications.

Note: If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specifications and Council will not require any further information on the trusses until prior to the frame inspection.

E. Additional Information to be provided

(i) Smoke Alarm Location(s)

The location of the smoke alarm(s) are to be indicated on a floor and/or electrical plan demonstrating compliance with BCA Part 3.7.2

(ii) Subfloor Clearance (where applicable)

The elevation plans are to clearly indicate the clearance dimension between the underside of the bearer and the finished ground level demonstrating compliance with BCA Part 3.4.1

(iii) Masonry Construction (where applicable)

Information is to be provided on the relevant plans indicating subfloor pier construction, location of masonry articulation joints and method of bearer tie-down as required by the BCA Part 3.3

(iv) Stair Construction & Balustrade (where applicable)

Information is to be provided on the relevant plans demonstrating the proposed stair construction complying with BCA Part 3.9.1 and balustrade construction to BCA Part 3.9.2

Other

Other information must indicate (where relevant):

*a) in the case of a **change of building use** (except where the proposed change is to a class 1a or class 10 building) where no alternations or additions to the existing building are proposed:*

- *a list of any fire safety measures in the building or on the land on which the building is situated in connection with the proposed change of building use, and*
- *a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.*

Identification Survey

For proposals where the building work is to be carried out in close proximity to a property boundary, or the site is narrow and boundaries have not been previously identified through survey, Council may require an Identification survey to be carried out by a registered surveyor. The "ident. Survey" will identify the legal boundaries of the lot and ensure the proposed building complies with relevant setback requirements.

EXPLANATORY NOTES

BASIX Certificate

Required for:

i. *All development that contains all types of new residential dwelling/s, including alterations and additions to existing dwellings valued at $50,000 or more, and swimming pools and outdoor spas with a minimum 40,000L capacity.*
ii. *Class 1b tourist accommodation buildings.*
iii. *Change of Use where building becomes BASIX effected*

Relocated dwellings and manufactured homes do not require a BASIX certificate.

The following information is to be provided in accordance with Clause 97A of the Environmental Planning and Assessment Regulation 2000:

i. *BASIX Certificate.*
ii. *All BASIX commitments to be identified on the plans.*
iii. *Where applicable, ABSA Certification and a set of stamped plans.*

The BASIX Certificate must be generated on the NSW Department of Planning BASIX website: www.basix.nsw.gov.au, issued no earlier than 3 months before the date on which the application is lodged.

Bushfire Assessment

Required where land is identified as bushfire prone on Council's Bushfire Prone Land Map or is subject to grassland hazard (Note: Council's current mapping for bushfire prone land does not include land identified as predominately grasslands which is now identified as vegetation hazard under Planning for Bushfire Protection 2006).

The bushfire assessment report must demonstrate how the proposal will comply with Planning for Bushfire Protection 2006 and contain:

a) *Aim and objectives.*
b) *Specific objectives for the development type.*
c) *Performance criteria for the bushfire protection measures.*
d) *A site plan indicating the proposed asset protection zones on the land.*

A Single Dwelling Application Kit (available from the RFS website www.rfs.nsw.gov.au/) can be used for residential infill development (dwellings and alterations/additions in pre-existing subdivisions).

A suitably qualified person must prepare the bushfire assessment report for:

a) *Developments which have been identified as being a Special Fire Protection Purpose (Section 4.2 of the Planning for Bushfire Protection 2006); or*
b) *Any other development type which proposes an alternate solution as part of the design.*

Integrated Development

Integrated development is development that in order for it to be carried out requires not only approval from Council but also the approval of another Government authority. Where another authority's approval is required, additional administration fees are payable together with the submission of cheques made out for the required amount to the relevant referral agency's (to view the applicable fees and charges please refer to Council's "adopted fees and charges

EXPLANATORY NOTES

Environmental Effects

*Development is **designated development** if it is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000. This list comprises developments which could have a significant environmental impact, and includes potentially hazardous, noxious or offensive developments.*

*If your development is designated development, then you should contact a qualified consultant to prepare for you an **environmental impact statement**, which must accompany the development application.*

*A **statement of environmental effects** should clearly outline the impacts of your development and the way in which it will operate. This might include:*

(a) in the case of shops, offices, commercial or industrial development:

- *details of hours of operation*
- *details of plant and machinery to be installed*
- *details of type, size and quantity of goods to be made, stored or transported*
- *details of loading and unloading facilities*

(b) in the case of subdivision:

- *details of the existing and proposed subdivision pattern (including the number of lots, location of roads and land contours)*
- *details of any vegetation to be removed*

(c) in the case of housing and extensions and additions to:

- *details of the maintenance of privacy for adjoining properties*
- *details of the discharge of stormwater*
- *details of maintenance of the character of the neighbourhood.*

*Developments in sensitive areas (ie within native vegetation or along waterways) will need to demonstrate that they are not likely to have a significant effect on any **threatened species**, populations, ecological communities or their habitats. Offsets under the Biodiversity Conservation Act may be required.*

If your development requires a species impact statement then you should have a qualified consultant prepare the statement for you.

*The **statement of environmental effects** should also address whether the development complies with:*

- *Tenterfield Shire Council Local Environmental Plan 2013 (LEP 2013);*
- *Tenterfield Shire Council Development Control Plan 2014;*
- *relevant State planning policies.*

As well, it should address such matters as:

- *whether the development is subject to flooding or bushfire risk;*
- *the development's visual impact on the landscape, streetscape of the locality;*
- *the development's social and economic impact;*

- *the disturbance of acid sulfate soils;*
- *the development's noise impacts on the locality;*
- *the development's impact on places or items of heritage value.*

Advertising Structure

Required where signage is proposed. The following shall be submitted:

(a) Details of the proposed structure and construction materials.

(b) Size, colours, type and overall design of the sign, including overall height dimension.

(c) Proposed sign wording and method of any illumination.

(d) Location/s of proposed signs to be shown on a site plan.

(e) Type of sign to be stated, as defined under Council's Development Control Plan.

(f) details of attachments, footings or fixings for the advertisement

General

The consent authority may, within 21 days of receiving the development application, ask for additional information on the development if that information is necessary for the determination of the application or if that information is required by a concurrence authority.

The consent authority may, within 25 days after the lodgement of a development application for integrated development, ask for additional information concerning the development if the information is necessary for the determination of the application or if the information is required by an approved body.

Under s 4.16 of the Environmental Planning and Assessment Act 1979 development consent cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry Long Service Payments Act 1986. Council is be authorised to accept payment.

In the case of Crown land within the meaning of the Crown Lands Act 1989, the owner's consent must be signed by an officer of the Crown Lands Department of NSW, authorised for these purposes by the Governor-in-Council, from time to time.

Effluent Disposal

Required where a lot does not have access to the reticulated sewer system.

An on-site wastewater management system is required to treat and dispose of wastewater effluent associated with the development.

For the purposes of Development Application assessment, Council must be satisfied that the lot is capable of accommodating an on-site wastewater management (OSSM) system based on the circumstances of the proposed development and constraints of the site. To demonstrate this an applicant is required to submit a Section 68 application together the specified fee and a report with plans prepared by a suitably qualified and experienced designer providing evidence which demonstrates to Council that there is sufficient area available for effluent disposal from the development. Include the required buffer distances to watercourses, boundaries, buildings.

EXPLANATORY NOTES

Principal Certifying Authority (PCA)

If you have nominated Tenterfield Shire Council as the PCA then the following matters will need to be complied with otherwise an Occupation Certificate enabling you to legally use the building may not be issued:

1. *Compliance with any conditions of Development Consent;*
2. *Completion of the schedule of inspections;*
3. *Meeting the commitments in any applicable BASIX Certificate.*

It is the responsibility of the head contractor/owner builder to ensure that the mandatory inspections are carried out by the appointed PCA. Failure to arrange for these inspections will jeopardise the issue of an occupation certificate.

Inspections can be arranged by contacting Council's office by phone on (02) 67366002.

NOTE: 1. Inspections by persons other than the Principal Certifier (i.e. Council's Building Surveyor) are not to be arranged.

NOTE: 2. Occupation or use of a building prior to the issue of an Occupation Certificate is an offence with fines of $550 to $110,000 applicable.

NOTE: 3. Additional inspections required, over and above those paid for at lodgement of application, will be charged to the applicant and must be paid for prior to release of the Occupation Certificate.