



# LACHLAN SHIRE COUNCIL

Environment & Projects Department  
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www.lachlan.nsw.gov.au

## DEVELOPMENT, CONSTRUCTION CERTIFICATE, COMPLYING DEVELOPMENT CERTIFICATE, SECTION 68 and/or OTHER APPROVALS APPLICATION

DA/CC/CDC No .....

<p><b>Section 1</b></p> <p><b><u>TYPE OF APPLICATION/S BEING APPLIED FOR</u></b></p> <p>Tick the relevant box/es</p>	<p><input type="checkbox"/> <b>DEVELOPMENT APPLICATION</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>, Section 4.12)</p> <p><input type="checkbox"/> <b>DEVELOPMENT APPLICATION - SUBDIVISION</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>, Section 4.12)</p> <p><input type="checkbox"/> <b>CONSTRUCTION CERTIFICATE APPLICATION</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>, Sections 6.3, 6.4 &amp; 6.16)</p> <p><input type="checkbox"/> <b>COMBINED DEVELOPMENT APPLICATION/CONSTRUCTION CERTIFICATE</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>, Section 4.12 and 6.3, 6.4 &amp; 6.16)</p> <p><input type="checkbox"/> <b>COMPLYING DEVELOPMENT CERTIFICATE APPLICATION</b> (issued under <i>Environmental Planning and Assessment Act 1997</i>, Section 4.27 &amp; 4.28) <input type="checkbox"/> State Environmental Planning Policy (Exempt and Complying Development Codes) 2008; or <b>See Important Information on back page for Type of Work covered as Complying Development</b></p> <p><input type="checkbox"/> <b>INTEGRATED DEVELOPMENT APPROVAL</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>, Section 4.46)</p> <p><input type="checkbox"/> <b>DEVELOPMENT APPLICATION MODIFICATION</b> (issued under <i>Environmental Planning and Assessment Act 1997</i>, Section 4.55)</p> <p><input type="checkbox"/> <b>CONSTRUCTION CERTIFICATE APPLICATION MODIFICATION</b> (Made under the <i>Environmental Planning and Assessment Act 1979</i>)</p> <p><input type="checkbox"/> <b>SECTION 68 APPLICATION</b> (Transportable/Relocatable Dwellings only)</p> <p><input type="checkbox"/> <b>SECTION 68 APPLICATION - Other</b> _____ (please specify Part) (issued under Local Government Act 1993)</p>
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<p><b>Section 2</b></p> <p><b><u>APPLICANT DETAILS</u></b></p> <p><b>Please note: The Builder CANNOT be the Applicant for a Construction Certificate</b></p>	<p>APPLICANT NAME: _____</p> <p>POSTAL ADDRESS: _____</p> <p>_____</p> <p>SUBURB: _____ POSTCODE: _____</p> <p>E-MAIL ADDRESS: _____</p> <p>PHONE - _____</p> <p>SIGNATURE: _____ DATE: _____</p> <p>CAPACITY (owner, builder, architect, etc) _____</p> <p>PREFERRED MEANS OF CONTACT: _____</p>
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## **IMPORTANT INFORMATION**

**Section 7.11 & 7.12 Contributions** - Developer Contributions are levied on many forms of development in Lachlan Shire Council under the provisions of S94 of the EPAA. Please ask enquiry staff or the application assessing officer for more details. Contributions must be paid prior to the release of the final plan of subdivision or CC whichever occurs first. Where CC is not required, payment must be made prior to occupation or use of the development.

**Section 64 Contributions** - Developer Contributions are levied on many forms of development in Lachlan Shire Council under the provisions of S64 of the LGA. Please ask enquiry staff or the application assessing officer for more details. Contributions must be paid prior to the release of the final plan of subdivision or CC whichever occurs first. Where CC is not required, payment must be made prior to occupation or use of the development.

**Advertising Signs and Structures** - Applications to erect or display an advertising structure or sign (other than Exempt Development) should be accompanied by the following details:

- The proposed location of the sign and an elevation plan/pictorial representation.
- Details of the structure and construction materials.
- Size, colours and overall design of the sign.
- Proposed sign wording and method of all illumination.
- A completed State Environmental Planning Policy 64 Advertising Signage checklist.

**Threatened Native Flora and Fauna** - Under the provision of the Threatened Species Conservation Act, 1995, Council is required to consider the impact of all development proposals on threatened species populations, ecological communities or their habitat. To assist applicants to comply with the provisions of the Act.

**Public Road Damage** - The applicant is responsible for any damage to any public roadway, footpath or infrastructure resulting from any activity or development. A security deposit is required to be lodged with Council prior to the issue of a CC. Any restoration costs exceeding the bond will be sought from the applicant.

**Long Service Payment Corporation** - The EPAA requires that a CC enabling the erection of a building or other construction exceeding a threshold value (currently \$25,000) not be granted until the appropriate levy or levy installment has been paid to the Corporation. Council is presently an agent for the Corporation for the collection of the full levy.

## **BASIX Certificate**

Council cannot accept a development application for a dwelling or residential flat developments without a BASIX Certificate. This certificate can be obtained from [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) or through your building designer. *The BASIX commitments shown on the Certificate must be clearly marked on the plans and specifications.*

"BASIX Certificate" The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices.

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You need a BASIX Certificate in Lachlan Shire Council when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) or Council.

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction. Where submitted plans or specifications are inconsistent with the relevant BASIX Certificate, Council should require applicants to submit consistent applications before progressing the assessment process, either by amending plans / specifications or by submitting a new BASIX Certificate with commitments that match the rest of the application.

Applicants can generate the BASIX Certificate only on the NSW Department of Planning' s BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) For more information, phone the BASIX Help Line on 1300 650 908.

## **Complying Development**

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 has State-wide application and commences on 27 February 2009. Consequently, from that date the complying development provisions of Lachlan Shire Council's Complying Development Code, Interim Development Control Plan 2013 will also apply.

Note: Please nominate which code you are lodging the application under on the front page of this form.

## Explanations of Approval Process

The Environmental Planning and Assessment Act 1979 divides the development assessment process into three main steps:

- Step 1**      **Obtaining Council's Development Consent** - This requires the lodgement of a DA with Council. Council will consider the DA having regard to the merits and impact of the proposal.
- Step 2**      **Obtaining a Construction Certificate** - A Construction Certificate is required to enable building / site works to commence. An applicant may choose to obtain the required certificate from Council or a suitably accredited private certifier.
- Step 3**      **Certification of Construction Work** - Any building / site work, undertaken as part of an approved development is required to be inspected at various stages of construction. These stages are certified by Inspection Reports which are relied upon by the Principal Certifying Authority (Council or private certifier) to give the final clearance of the project (i.e. by the issue of an Occupation Certificate, Compliance Certificate, or Subdivision Certificate).

## Explanations of Abbreviations

**CDC** - A Complying Development Certificate obtained under s4.28 of EP&A Act.

**CC** - A Construction Certificate referred to in s6.4(a) of the EPAA which certifies that a building erected in accordance with nominated plans and specifications will comply with the regulations referred to in s6.6 & 6.7 of the EPAA (eg. National Construction Code, Australian Standards, Conditions of approval).

**DA** - A Development Application for a building work, use, subdivision or demolition for which a Development Consent is required under the provisions of s4.12 of the EPAA.

**ED** - Exempt Development defined in Council's Development Control Plan for Exempt Development [and the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008] and generally relating to minor development with negligible environmental impact which does not require Council approval.

**EPAA** - The Environmental Planning and Assessment Act 1979 as amended by the Environmental Planning and Assessment Amendment Act 1997.

**IDA** - Integrated Development Application which relates to development where consent is required from Council and from other governmental departments/agencies.

**LGA** - The Local Government Act 1993.

**LAP** - The current Local Approvals Policy adopted by Council under s161 of the LGA.

**OA** - Other Approval previously obtainable only under the provisions of s68 of the LGA [eg. Install a manufactured home, stormwater drainage, install a sewage management system (septic tank), certain activities in public places]. Any such approval not sought as part of this application will need to be subject to a separate application under the LGA. Council's enquiry staff will provide advice in relation to these various forms of approval.

## **POLITICAL DONATIONS & GIFTS – DAs ONLY**

Your attention is drawn to the Department of Planning's Guidelines on Political Donations & Gifts. The guidelines require the following:

Any persons with a financial interest in the application, is required to disclose all reportable political donations and gifts made within the previous two years when making a planning application to the Council. A disclosure must also be made of any reportable political donations or gifts made during the period the planning application is being considered prior to it being determined. These include:

- (i) all reportable political donations made to any local Councillor of the council,
  - (ii) all gifts made to any local Councillor or employee of that council.
- A reportable political donation made to a local councillor of any local council includes any donation made at the time the person was a candidate for election to the council.

# APPLICANT CHECKLIST

The following relevant information **MUST** be submitted with this application in order for it to be processed. If this information **does not** accompany the application it will result in the determination ***being delayed or returned***.

For additional information you can obtain a copy of 'Instructions for Lodging a DA' from Council's Environment & Projects Department.

**ALL PLANS MUST BE IN INK – PENCIL DRAWINGS WILL NOT BE ACCEPTED**

**APPLICATIONS FOR ADDITIONS MUST HAVE THE NEW WORK COLOURED**

## DOCUMENTATION TO BE SUBMITTED WHEN LODGING COMBINED DEVELOPMENT AND CONSTRUCTION CERTIFICATE/SECTION 68 APPLICATION

- Three (3) hard copies of fully-dimensioned plans**, drawn to a suitable scale, showing the following:-
  - The Block Plan (site plan) indicating:
    - all boundaries
    - all buildings on the block, existing and proposed
    - distances of proposed building work from boundaries and other buildings
    - the street name and north point
  - Floor Plan
  - Elevations and Vertical Section plan
  - Structural Engineer's plans
  - Landscaping plan
- Three (3) hard copies of specifications** describing the construction, the building materials to be used and the method of drainage, sewerage and water supply
- Appointment of Principal Certifying Authority
- BASIX Certificate, if applicable
- All relevant Council application fees** – a copy of fees and charges can be obtained from Council's Environment & Projects Department
- Home Building Compensation Fund Insurance** if licensed builder is carrying out the work and the value is over \$20,000
- Owner-builder permit** if the owner is carrying out the work and the value of the work is more than \$10,000

## DOCUMENTATION TO BE SUBMITTED WHEN LODGING DEVELOPMENT APPLICATION ONLY

- All relevant Council application fees – a copy of fees and charges can be obtained from the Environment & Projects Department
- BASIX Certificate – Council will not accept a DA for new residential work (dwelling, dual occupancy, units) without this Certificate

- Three (3) hard copies of fully-dimensioned plans**, drawn to a suitable scale, showing the following:-
  - The Block Plan (site plan) indicating:
    - all boundaries
    - all buildings on the block, existing and proposed
    - distances of proposed building work from boundaries and other buildings
    - the street name and north point.
  - Elevations
- Subdivisions:** Plans for the proposed subdivision will show the proposed new boundaries, measurements of those boundaries, all existing structures and their distance from all (proposed) boundaries, and the total area of the lots to be created.

#### **DOCUMENTATION TO BE SUBMITTED WITH CONSTRUCTION CERTIFICATE/COMPLYING DEVELOPMENT CERTIFICATE/SECTION 68 APPLICATION**

- Three (3) hard copies of fully-dimensioned plans**, drawn to a suitable scale, showing the following:-
  - The Block Plan (site plan) indicating:
    - all boundaries
    - all buildings on the block, existing and proposed
    - distances of proposed building work from boundaries and other buildings
    - the street name and north point
  - Floor Plan
  - Elevations and Vertical Section Plan
  - Structural Engineer's plans
  - Landscaping plan
- Three (3) hard copies of specifications** describing the construction, the building materials to be used and the method of drainage, sewerage and water supply
- Plans must be in full compliance with the requirements of the National Construction Code
- BASIX Certificate if applicable
- Appointment of Principal Certifying Authority
- All relevant Council application fees** – a copy of fees and charges can be obtained from Council's Environment & Planning Department
- Home Building Compensation Fund Insurance** if licensed builder is carrying out the work and the value is over \$20,000
- Owner-builder permit** if the owner is carrying out the work and the value of the work is more than \$5,000

#### **TYPES OF APPLICATIONS THAT MAY BE LODGED AS COMPLYING DEVELOPMENTS**

Refer to the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for types of development that can be lodged as a CDC.

To obtain a copy of the SEPP (Exempt and Complying Development Codes) 2008 go to:  
[http://www.planning.nsw.gov.au/planning\\_reforms/housing\\_code\\_info.asp](http://www.planning.nsw.gov.au/planning_reforms/housing_code_info.asp) .