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NARROMINE SHIRE COUNCIL DEVELOPMENT & ASSOCIATED ACTIVITY APPLICATION FORM

Please accompany all plans and supporting information required with this form (refer to Table 1 on page 10)

SECTION A (to be completed in full) ▶ GENERAL INFORMATION

APPLICANT'S DETAILS

Title (Mr, Mrs, Ms, Miss, Dr, Etc): _____

Full Name/Company Name: _____

Postal Address: _____

Daytime Contact Details:

Phone: _____

Mobile: _____

Email: _____

Signature: _____

WHAT PROPERTY IS THE SUBJECT OF THIS APPLICATION?

Street Address: _____

Locality: _____

Lot, Section, DP/SP: _____

DEVELOPMENT DESCRIPTION

Briefly describe everything you want Council to approve:

APPLICATION NUMBER –OFFICE USE ONLY

DA

CC

CDC

S68

SC

OC

TYPE OF APPROVAL YOU REQUIRE

Local Integrated* Designated*

* Please note that Pre-DA meeting is required before lodgement of a Integrated or Designated application.

Development Consent (Section B)

Complying Development Certificate (Sections B & C)

Construction Certificate (Section C)

Occupation Certificate (Section D)

Subdivision Certificate (Section E)

Modification of Development Consent/Complying Development Certificate/Construction Certificate (Section F)

Review of Determination (Section G)

Roads Act Approvals (Section H)

Activity Approval under Section 68 of the Local Government Act (Section I)

SECTION A (CONTINUED)
▶ GENERAL INFORMATION

PROPERTY OWNER'S CONSENT

(Note: All owners must sign this consent)

As the owner/s of the above property, I/we consent to the lodgement of this Application. I/we permit officers of Council to enter the land to carry out inspections as required for the assessment of this application and will provide access where required.

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Company Name

Name _____

Signature _____

Date _____

DISCLOSURE OF POLITICAL DONATIONS & GIFTS

State legislation requires us to ask whether you, or any person with a financial interest in this Application, made a reportable political donation or given a gift to any local Councillor or Council employee within the last 2 years?

Yes No

Note: If you have ticked 'Yes' above you must complete the attached disclosure form (see pp. 7 – 9. For the meaning of 'reportable political donation', 'gift' and 'person with a financial interest', please see the notes on page 8.

SECTION B
▶ DEVELOPMENT DETAILS

DEVELOPMENT DETAILS

- Erecting, altering or adding to a building or structure (including a temporary structure)
- Demolition of a building or structure
- Subdivision of land/building
- Change of use of land/building
- Other work (please specify)

SECTION B (CONTINUED)
▶ DEVELOPMENT DETAILS

COMPLYING DEVELOPMENT (If Applicable)

- Dwelling (including alteration and additions)
- Class 10 Building (shed, carport, etc)
- Domestic Swimming Pool
- Commercial/Retail Alterations (including change of use)

Total Project Value \$ _____

Note: The total project value includes cost of landscaping, car parking etc. but excluding value of land).

Current use of site/building:

For subdivision, what is the number of new lots to be created: _____

Proposed hours of operation (for commercial and industrial development):

Mon – Fri: _____

Sat: _____

Sun: _____

Public Holidays: _____

STATEMENT OF ENVIRONMENTAL EFFECTS

Please attach a Statement of Environmental Effects or Environmental Impact Statement as relevant to your application. All applications require one or the other. Please indicate what type of statement is attached:

- Statement of Environmental Effects
- Environmental Impact Statement

PRE- DEVELOPMENT APPLICATION ADVICE

Have you received any pre-development advice from Council in regard to this development.

No Yes Date: _____

Reference No: _____

SECTION C
► CONSTRUCTION DETAILS

CONSTRUCTION CERTIFICATE

Building work
 Subdivision Work

DEVELOPMENT CONSENT DETAILS

Number (if issued): _____
 Date of Consent: _____

CONSTRUCTION STATISTICS

Area of site (m²): _____
 Floor area of new work (m²): _____
 No. of dwellings to be constructed: _____
 No. of dwellings to be demolished: _____
 Floor area of existing buildings (m²): _____
 No. of storey's: _____
 No. of pre-existing dwellings: _____

Please tick below the construction materials that are to be used for your proposal:
 NOTE: The numbers after the construction materials are codes for office use only.

FLOOR:

Concrete/Slate 20
 Timber 40
 Other 80
 Not specified 90

FRAME:

Timber 40
 Steel 60
 Aluminium 70
 Other 80
 Not specified 90

ROOF:

Tiles 10
 Concrete/Slate 20
 Fibre Cement 30
 Steel 60
 Aluminium 70
 Other 80
 Not specified 90

SECTION C (CONTINUED)
► CONSTRUCTION DETAILS

WALLS

Brick (double) 11
 Brick (vener) 12
 Concrete/Stone 20
 Fibre Cement 30
 Timber 40
 Curtain Glass 50
 Steel 60
 Aluminium 70
 Other 80
 Not specified 90

BUILDER'S DETAILS

Owner Builder
 Permit Number: _____

Licensed Builder
 License Number: _____
 Name: _____
 Address: _____

 Ph: _____

APPOINTMENT OF PCA

Do you wish to appoint Council as the principal Certifying Authority for the purposes of issuing Construction Certificates, complying Development Certificates, carrying out inspections and issuing Subdivision/Occupation Certificates as necessary?

Yes No

Note: Council has estimated the cost of undertaking mandatory/compliance inspection based on typical construction processes. Where additional inspections or re-inspections are required to be undertaken by Council Officers, inspection fees in accordance with Council's Fee & Charge an will be required to be paid prior to the inspection occurring.

SECTION D

► OCCUPATION CERTIFICATE

Please indicate the type of Occupation Certificate you wish to apply for:

- Interim Occupation Certificate
- Final Occupation Certificate

Details of the building which the Application relates to:

Have all conditions of Development Consent been complied with?

- Yes No

NOTE: If you answered 'yes' to the above, please attach a statement detailing how each of the conditions have been addressed

Please ensure that the following documents are attached to your Application:

- A copy of any relevant Fire Safety Statement
- A copy of any relevant BASIX Compliance

SECTION E

► SUBDIVISION CERTIFICATE

DETAILS OF THE SUBDIVISION

Is Development Consent required for the subdivision?

- Yes
- No (Exempt Development - please attach evidence that you meet the requirements for exempt subdivision)

Has Development Consent been granted for the subdivision?

- Yes
 No

DA number: _____

Date of issue: _____

Has a Construction Certificate (subdivision) been issued for the subdivision work?

- Yes CC No. _____
 No

If a Deferred Commencement Consent has been issued, have all matters been satisfied that are required before the consent can operate?

- Yes No

SECTION E (CONTINUED)

► SUBDIVISION CERTIFICATE

Where work is required for the Subdivision, has:

- The work been completed?
- The Certifying Authority been paid to undertake the work?
- A security been lodged with respect to the work?

NOTE: Please provide evidence where applicable.

Have all conditions of Development Consent been complied with?

- Yes No

NOTE: If you answered 'yes' to the above, please attach a statement detailing how each of the conditions have been addressed

SECTION F

► MODIFICATION OF CONSENT

Type of Consent to which this modification applies ?

- DA CDC CC

DETAILS OF MODIFICATION SOUGHT

- Correction of a minor error/misdescription in original application or consent
- Modification that will have minimal environmental impact
- Other modification

Please explain the modification sought:

Does the proposed modification involve any building work?

- Yes No

Note: If you have answered 'yes' and a Construction Certificate has previously been issued for the development, a new Construction Certificate may be required. Please complete the relevant section of this form.

Note: A revised Statement of Environmental Effects or Environmental Impact Statement will need to be submitted with any modification application other than for correction of minor error or alike.

SECTION F (CONTINUED)
► MODIFICATION OF CONSENT

ORIGINAL DEVELOPMENT CONSENT

DA/CDC/CC Number: _____

Date of consent: _____

What did the original consent allow?:

Cost of original proposal: \$ _____

Cost of original DA fee: \$ _____

SECTION G
► REVIEW OF DETERMINATION

DA No: _____

Date of issue: _____

Note: Please attach a statement detailing what part of the determination you would like reviewed and the reasons that the original determination is not considered reasonable.

SECTION H
► APPROVALS UNDER PART 9 OF THE ROADS ACT 1993

USE OF THE ROAD/ROAD RESERVE

What do you propose to do?

- Construct road works including drainage
- Construct a footpath
- Construct a driveway
- Control traffic
- Pumping of water into a road
- Connect to another road
- Creation of work zones for buildings
- Erect hoardings
- Operate a footway restaurant
- Hold a road event

Note: A detailed report/letter must be submitted detailing the intended activities that are proposed to be carried out.

SECTION I
► APPROVAL UNDER S. 68 OF THE LOCAL GOVERNMENT ACT 1993

TYPE OF APPROVAL SOUGHT

- Sewerage work
- Install and operate an on-site sewage management system
- Stormwater drainage work
- Discharge trade waste into Council's sewer
- Install a solid fuel heater
- Theatrical, musical or other entertainment for the public on community land
- Construct a temporary enclosure on community land for the purpose of entertainment
- Other: _____

Please complete the relevant section below and attach sufficient information for Council to determine your application.

INSTALLATION/OPERATION OF AN ON-SITE SEWAGE MANAGEMENT SYSTEM

What do you wish to do?

- Install a new system
- Alter an existing system
- Operate an existing system

What type of system do you wish to install?

- Aerated waste water treatment system (AWTS)
- Septic tank - on-site disposal (absorption trench)
- Septic tank - on-site disposal (transpiration beds)
- Composting toilet
- Other system (please specify): _____

Details of installer (if different from Applicant)

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Fax: _____

License Number/Accreditation No: _____

SECTION I (CONTINUED)
▶ APPROVAL UNDER S. 68 OF THE LOCAL GOVERNMENT ACT 1993

TRADE WASTE

TYPES OF WASTE TO BE DISPOSED OF:
 Specific waste to be disposed of:

DETAILS OF MANUFACTURER

Manufacturer (brand name):

Model Number: _____

NSW Health Accreditation Number:

Tank capacity: _____

INSTALLATION OF DOMESTIC SOLID FUEL HEATING APPLIANCE

Details of installer (if different from applicant):

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Fax: _____

Details of appliance: _____

License Number/Accreditation No:

Make: _____

Model: _____

Australian Standard Compliance Details:

Note: Please attach plans detailing the location of installation within the premises and the location of fuel storage facilities.

COMMUNITY LAND – ENTERTAINMENT & ERECTION OF TEMPORARY STRUCTURE

Description of the activity, component, process, design or temporary structure:

Date: _____

Proposed Hours: _____

Community Land: _____

Note: A copy of a certificate of accreditation issued by the Building Regulations Advisory Committee (within the meaning of the *Building Act 1993*), if it is so accredited, or if it is not, documentary evidence of any test procedures, results, performances or appraisals relevant to the proposed accreditation that have been obtained from a recognised appraisal body.

▶ ADDITIONAL INFORMATION

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (Section 10)

The information you have provided with this application is considered 'personal information' for the purposes of the *Privacy and Personal Information Protection Act (PPIA) 1998*, and is being collected as to enable an efficient and accurate assessment of your application. The intended recipients of the information are officers within Council assessing the application, and any other agent of Council. The information required by this application is required by law, and failure to provide the information requested will result in Council being unable to process your application. You may make application to access and correct the information you have provided by contacting Narromine Shire Council.

PLANS AND SUPPORTING INFORMATION

Please attach ALL of the plans and supporting information that is required for your application. Be advised that Council cannot be held responsible for any delays in processing arising out of inadequacies in the material submitted in support of this application.

OFFICE USE ONLY

Receipt No. _____ Date. _____

POLITICAL DONATIONS & GIFTS DISCLOSURE STATEMENT

NARROMINE SHIRE COUNCIL

Office use only:

Date received: ____/____/____

Application no. _____

This form may be used to make a political donations and gifts disclosure under section 10.4 (4) and (5) of the *Environmental Planning Assessment Act 1979* for applications or public submissions to a council.

Please read the following information before filling out the Disclosure Statement on page 10 of this form. Also refer to the 'Glossary of terms' provided overleaf (for definitions of terms in *italics* below).

Once completed, please attach the completed declaration to your planning application or submission.

Explanatory information

Making a planning application to a council

Under section 10.4(4) of the Environmental Planning and Assessment Act 1979 ('the Act') a person who makes a *relevant planning application* to a council is required to disclose the following *reportable political donations and gifts* (if any) made by any *person with a financial interest* in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

Making a public submission to a council

Under section 10.4(5) of the Act a person who makes a *relevant public submission* to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any *associate of that person* within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

A reference in sections 10.4(4) and 10.4(5) of the Act to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

How and when do you make a disclosure?

The disclosure of a reportable political donation or gift under section 10.4 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

What information needs to be in a disclosure?

The information requirements of the disclosure are outlined in the Act under section 10.4(9) for political donations and section 10.4(10) for gifts.

Page 3 of this document includes a Disclosure Statement Template which outlines the relevant information requirements for disclosures to a council.

Note: A separate Disclosure Statement Template is available for disclosures to the Minister or the Director-General of the Department of Planning.

Warning: A person is guilty of an offence under sections 9.37 and 9.50 of the *Environmental Planning and Assessment Act 1979* in connection with the obligations under section 10.4 only if the person fails to make a disclosure of a political donation or gift in accordance with section 10.4 that the person knows, or ought reasonably to know, was made and is required to be disclosed under section 10.4. The maximum penalty for any such offence is the maximum penalty under Part 6 of the *Election Funding and Disclosures Act 1981* for making a false statement in a declaration of disclosures lodged under that Part. Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THE LEGISLATION PLEASE CONTACT THE
NSW DEPARTMENT OF PLANNING – www.planning.nsw.gov.au**

Glossary of terms (under section 10.4 of the *Environmental Planning and Assessment Act 1979*)

gift means a gift within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981*. Note. A gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note: Under section 84(1) of the *Election Funding and Disclosures Act 1981* gift is defined as follows:

gift means any disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.

local councillor means a councillor (including the mayor) of the council of a local government area.

relevant planning application means:

- a) a formal request to the Minister, a council or the Director-General to initiate the making of an environmental planning instrument or development control plan in relation to development on a particular site, or
 - b) a formal request to the Minister or the Director-General for development on a particular site to be made State significant development or declared a project to which Part 3A applies, or
 - c) an application for approval of a concept plan or project under Part 3A (or for the modification of a concept plan or of the approval for a project), or
 - d) an application for development consent under Part 4 (or for the modification of a development consent), or
 - e) any other application or request under or for the purposes of this Act that is prescribed by the regulations as a relevant planning application,
- but does not include:
- f) an application for (or for the modification of) a complying development certificate, or
 - g) an application or request made by a public authority on its own behalf or made on behalf of a public authority, or
 - h) any other application or request that is excluded from this definition by the regulations.

relevant period is the period commencing 2 years before the application or submission is made and ending when the application is determined.

relevant public submission means a written submission made by a person objecting to or supporting a relevant planning application or any development that would be authorised by the granting of the application.

reportable political donation means a reportable political donation within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981* that is required to be disclosed under that Part. Note. Reportable political donations include those of or above \$1,000.

Note: Under section 86 of the *Election Funding and Disclosures Act 1981* reportable political donation is defined as follows:

86 Meaning of “reportable political donation”

- (1) For the purposes of this Act, a reportable political donation is:
 - (a) in the case of disclosures under this Part by a party, elected member, group or candidate—a political donation of or exceeding \$1,000 made to or for the benefit of the party, elected member, group or candidate, or
 - (b) in the case of disclosures under this Part by a major political donor—a political donation of or exceeding \$1,000:
 - (i) made by the major political donor to or for the benefit of a party, elected member, group or candidate, or
 - (ii) made to the major political donor.
- (2) A political donation of less than an amount specified in subsection (1) made by an entity or other person is to be treated as a reportable political donation if that and other separate political donations made by that entity or other person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1).
- (3) A political donation of less than an amount specified in subsection (1) made by an entity or other person to a party is to be treated as a reportable political donation if that and other separate political donations made by that entity or person to an associated party within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1). This subsection does not apply in connection with disclosures of political donations by parties.
- (4) For the purposes of subsection (3), parties are associated parties if endorsed candidates of both parties were included in the same group in the last periodic Council election or are to be included in the same group in the next periodic Council election.

a person has a financial interest in a relevant planning application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

persons are associated with each other if:

- a) they carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission), or
- b) they are related bodies corporate under the *Corporations Act 2001* of the Commonwealth, or
- c) one is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or
- d) they have any other relationship prescribed by the regulations

Table 1 - Approvals Application Documentation

	Development						Certificates					Activities		
	Exempt Development	Local Development	Integrated Development	Designated Development	Subdivision	Demolition	Building Certificate	Subdivision Certificate	Complying Development Certificate	Construction Certificate (Building)	Construction Certificate (Subdivision)	Sect 68 (OSMS)	Sect 68 (Transportable Dwellings)	Other
Fees		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Plan		✓	✓	✓		✓	◆	✓	✓			✓	◆	
Elevation Plan		✓	✓	◆		✓	◆	✓	✓			✓	◆	
Section Plan		✓	✓	✓			◆	✓	✓	✓	✓	✓	◆	
Bracing & Tie Down		◆	✓	◆				✓	✓			✓	◆	
Disabled Access Plan		◆	◆	◆				◆	◆			◆	◆	
Statement of Environmental Effects		✓	✓		✓	✓		✓				✓	✓	
Specifications		◆	◆	◆				✓	✓		✓	✓	◆	
BASIX Certificate		◆	◆	◆				✓					◆	
Part J Report Energy Efficiency		◆	◆	◆					◆				◆	
Owner Builder Permit/Home Owners Warranty Insurance		◆	◆					✓	✓				◆	
Shadow Diagrams		◆	◆	◆				◆					◆	
Stormwater Design		◆	◆	◆	◆		◆	◆		✓		◆	◆	
Road Design		◆	◆	◆	◆					✓			◆	
Geotechnical Report		◆	◆	◆				◆	◆		◆	◆	◆	
Environmental Impact Statement				✓									◆	
Heritage Impact Statement		○	○	○	○	○		○				○	○	
Public Liability Insurance										◆			◆	
Sewer Drainage Plan		◆	◆	◆			◆	◆	◆		✓	◆	◆	
Engineering Certification		◆	◆	◆			◆	✓	✓		✓	✓	◆	
Flood Impact Study		◆			◆							◆	◆	
Plan of Survey		◆	◆	◆	✓		◆	✓	◆	✓	◆	◆	◆	
Bushfire Assessment		◆	◆	◆	◆			◆				◆	◆	
Biodiversity Assessment		◆	◆	◆	◆							◆	◆	

Legend:

- ✓ Compulsory
- ◆ May be required
- Required if development is or near a heritage item or item of interest

NOTE 1: This is not an exhaustive list; additional information may be required depending on the complexity of the development.

NOTE 2: Plans submitted are to be either A4 or A3 size; alternatively, plans can be submitted electronically.