

# Application for Development

Under the Environmental Planning and Assessment Act 1979 section 78A

## About this form

You can use this form to request approval to undertake development in the City of Sydney local government area where Council is the consent authority. **This form is a public record and will be made available on the City's website.**

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by mail or in person. Please refer to Part 13: Lodgement details section for further information.



## Part 1: Site Details

Address Number*	Street Name*	
<input type="text"/>	<input type="text"/>	
Building Name (if known)	Suburb*	
<input type="text"/>	<input type="text"/>	
Lot Number*	DP/SP*	Vol/Fol
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 2: Applicant Details

Title	Given Name/s*	Family Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation/Company Name (if applicable)		
<input type="text"/>		
Address *		
<input type="text"/>		

**Note:** Before this application can be lodged at least one of the modes of contact below must be supplied.  
**As this document will be placed on the City's website, business contacts are preferred.**

Home Number #	Business Number	Mobile Number #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number #	Email Address #	
<input type="text"/>	<input type="text"/>	
Applicant Name (please print)	Applicant Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note: It is important that we are able to contact you if we need more information. Please give us as much detail as possible.**  
Council will deal only with the nominated applicant in the event of any query or communication regarding this application.  
**# Please note that information provided will be public information and will be placed on the City's website. Personal numbers should not be given if you do not wish these to be publicly available.**

## Office Use Only - please print full names in applicable fields, not initials

DA Number	DA Fee	DIPNR Fee Paid (Plan First)	Advertising /Notification Fees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Integrated Development Fees	Estimated Cost of Work	Total Fees Paid	Application Key Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Checked by CSO (print name)	Checked by Planner (print name)	(date)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Receipt Number	Date	Time	File Create - Date\Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3: Registered Owner(s) Consent (see note 1 at the back of application form)

As the registered owner(s) of the above property, I/We give consent to this application.

Title	Given Name/s*	Family Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation/Company Name* (if applicable)	ABN/ACN* (if applicable)
<input type="text"/>	<input type="text"/>

Address\*

Home Number	Business Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax Number	Email Address
<input type="text"/>	<input type="text"/>

**Registered Owner(s) Signature(s)**(see Note 1 at the back of application form)

Registered Owner Name* (please print)	Position
<input type="text"/>	<input type="text"/>

Signature*	Date*
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Registered Owner Name (please print)	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

Company/Strata  
Stamp or Seal to be  
affixed if applicable

**Note:** Every owner must sign this form. Please read Note 1 at the back of this application form carefully.

## Part 4: Proposed Development Description

**Type of development:** (Please tick appropriate box/es below)

Residential Alteration and/or Additions - DP1	<input type="checkbox"/>	Residential - Single New Dwelling - DP2	<input type="checkbox"/>	Residential - New Second Occupancy - DP3	<input type="checkbox"/>
Residential - New Multi Unit - DP4	<input type="checkbox"/>	Residential - Seniors Living New - DP5	<input type="checkbox"/>	Residential - Other New - DP6	<input type="checkbox"/>
Tourist - DP7	<input type="checkbox"/>	Commercial - Retail - Office - Signage DP8	<input type="checkbox"/>	Mixed - DP9	<input type="checkbox"/>
Infrastructure - DP10	<input type="checkbox"/>	Industrial - DP11	<input type="checkbox"/>	Community facility - DP12	<input type="checkbox"/>
Subdivision - DP13	<input type="checkbox"/>	Other - DP14	<input type="checkbox"/>		

Detailed Description (of development proposed)

Existing Use of Site (please provide details in box below)

Location of development - if within existing building (please provide details in box below)

### Pre-application advice

Have you been given any pre-application advice on this application? No  Yes

If yes, please give the name of the Council officer who gave the advice

## Part 5: Other Approvals

**Integrated Development** Please tick appropriate box/es below

Is this application for Integrated Development ? (please see Note 2 at the back of this application form) No  Yes

**If yes, under which Act do you require approval?**

**Heritage Act 1977 (s58)**

If approval is required under the Heritage Act 1977, do any exemptions apply under that Act? No  Yes

**If yes, and the development is wholly covered by the exemptions, the application will not be treated as Integrated Development.** Please provide a copy of any exemptions under the Heritage Act 1977.

**Roads Act 1993 (s138)**

**Or any other Act listed (see Note 2)**  If you ticked "any other Act listed", please specify which Act applies

### Tree Removal

Is a tree to be removed/pruned, or is there a tree located on an adjacent property? No  Yes

**If yes, extra information (such as an arborists' report) must be provided to Council with this development application.**

## Part 6: Details of Proposed Development

Estimated Cost of Development (see Note 3 at the end of this application form)	<input type="text"/>
Gross Floor area (hotel/serviced apartments - indicate one or both - see Note 3A)	<input type="text"/>
Site Area <input type="text"/>	Gross Floor area plus excluded floor space - eg parking services <input type="text"/>
Gross Floor area (commercial) <input type="text"/>	
Gross Floor area (residential) <input type="text"/>	Floor Space Ratio (FSR) <input type="text"/>

**Cost Ratios - For all development between \$150,000 and \$2 million please complete the following. For Stage 1 Development Applications, please complete the relevant cost details. For development over \$2 million, a registered Quantity Surveyor's Detailed Cost Report is required (see Note 3B).**

	Total (incl GST)	Cost Ratio (% of total cost)
Cost of demolition and site preparation	<input type="text"/>	<input type="text"/>
Cost of excavation	<input type="text"/>	<input type="text"/>
Cost of construction (excluding carparking)	<input type="text"/>	<input type="text"/>
Cost of carparking/loading	<input type="text"/>	<input type="text"/>
Cost of fit-out (commercial)	<input type="text"/>	<input type="text"/>
Cost of fit-out (residential)	<input type="text"/>	<input type="text"/>
Cost of professional fees	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	

**Type of Application** Please tick applicable box/es below

Is this to be a staged DA? No  Yes

**If yes, is it for;** stage One  stage Two  later stage

Is there an adopted Development Plan or Master Plan in Force? No  Yes

**If yes, please provide** adoption date

**New Buildings/alterations and additions (All sections must be completed for all applications)**

	existing	proposed
Building height (RL) in metres (overall)	<input type="text"/>	<input type="text"/>
site coverage	<input type="text"/>	<input type="text"/>
open space/ landscaped area (m <sup>2</sup> )	<input type="text"/>	<input type="text"/>
- existing ground level (m <sup>2</sup> )	<input type="text"/>	<input type="text"/>
- balconies (m <sup>2</sup> )	<input type="text"/>	<input type="text"/>
- roof deck (m <sup>2</sup> )	<input type="text"/>	<input type="text"/>
number of residential dwellings		
studio	<input type="text"/>	<input type="text"/>
1 bedroom	<input type="text"/>	<input type="text"/>
2 bedrooms	<input type="text"/>	<input type="text"/>
3 bedrooms	<input type="text"/>	<input type="text"/>
4 bedrooms	<input type="text"/>	<input type="text"/>
number of serviced apartments	<input type="text"/>	<input type="text"/>
number of hotel rooms	<input type="text"/>	<input type="text"/>
commercial space (m <sup>2</sup> )	<input type="text"/>	<input type="text"/>



## Part 6: Details of Proposed Development continued...

Describe details of proposed signs, including the number, width, height, wording and type in the box provided below. In addition, plans of signage must accompany application.

**Boarding House/low cost accommodation** Please tick appropriate box/es below

Is the current use of the premises (or the last use if vacant) a boarding house or does it provide low cost accommodation?

No  Yes

**If yes, how many beds?**

existing

proposed

**Site contamination**

Is this site contaminated as a result of past uses?

No  Yes  Unsure

details of contamination if known

Has a site Contamination Report (Phase 1 and/or Phase 2) been submitted with this application?

No  Yes

**Critical Habitat**

Is this land part of critical habitat? (see Note 4)

No  Yes

**Fire Safety Schedule (see Note 5)**

Will the development result in a change in the BCA classification of the building?

No  Yes

**If yes will a Construction Certificate be required?**

No  Yes

**If No, you must complete a Fire Safety Schedule and include it with this application, specifying the fire safety measures that**

should be implemented in the premises.

## Part 7: Environmental Impact

**Environmental Impact** (see Note 6)

A Statement of Environmental Effects is attached

No  Yes

If the development is for Designated Development, an Environmental Impact Statement is attached

No  Yes

**If no, and the development is considered to have a negligible impact, please state the reasons why in the box below**

## Part 8: Design Verification Statement

A Design Verification Statement is attached (required for a residential flat building comprising of three or more storeys or four or more self contained dwellings- see Note 7)

No  Yes

## Part 9: BASIX Certificate

You need a BASIX Certificate in the City of Sydney 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).

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.

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 Infrastructure, Planning and Natural Resources (DIPNR) BASIX website: [www.basix.nsw.gov.info](http://www.basix.nsw.gov.info) or for more information call DIPNR's Help Line on 1300 650 908.

## Part 10: Applicant Declaration \*

All the details sought in this form and the accompanying checklist must be provided. If you are planning a large scale development or development on land that is environmentally sensitive you will also need to seek advice from Council's staff, as additional information may be required. On-site inspections are carried out prior to the determination of any application. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. A Council Officer will contact you soon after their initial inspection if this is the case. The completed checklist must be submitted with this application.

**Failure to provide the required documentation of an acceptable standard will result in your application being returned.**

**What you need for lodgement** Please tick applicable box(es) below)

- |   |                          |
|---|--------------------------|
| DA Form   | <input type="checkbox"/> |
| DA Checklist and all associated plans & documents | <input type="checkbox"/> |
| BASIX Certificate                                 | <input type="checkbox"/> |
| Fees  | <input type="checkbox"/> |

**Do the plans and / or specifications show residential parts of the building?** Yes  No

**If yes, may the council exhibit, allow inspection of, and provide copies of plans that show residential parts of the building (other than height & exterior configuration)?** Yes  No

**Important Note: If the applicant has requested that the interior of residential parts of the building are not to be exhibited, an extra set of plans must be provided for exhibition purposes showing all details excluding the internal parts of the building.**

### Disclosure of Political Donations and Gifts

Under Section 147 of the Environmental planning and Assessment Act 1979, any reportable political donation to a Councillor and / or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years?

No  Yes

If yes, complete the Political Donation and Gifts Disclosure Statement and lodge it with this application (see Note 1(9) at the back of this application form).

If no, in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

## Part 10: Applicant Declaration \* continued ...

### Important Notice

Council will not process DA's that are incomplete or non-complying with lodgement requirements. These will be returned to applicants within 14 days. (see note 9). Check fee calculation with Council staff prior to lodgement. Building work will be valued independently by using the latest building cost indicators.

- I apply for approval to carry out the development or work described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application.
- I declare that the electronic data is not corrupted and does not contain any viruses.
- I understand that the city will use the information and materials provided for notification and advertising purposes. (see Note 10)
- I understand that the information and materials provided will be made available to the public for inspection and copying at Council's Customer Service areas and on Council's website.

Applicant Name \*

Applicant Signature

Date

## Part 11: Checklist for Lodging a Development Application

The following information is required for every development application in digital and hard copy/printed format. All digital information should be contained on one CD. All plans are to be collated and folded to A4 Size, drawing number showing in ordered sets. (please tick all applicable boxes below which relate to documents you intend to lodge with this application)

	Applicant Supplied	Not Applicable	CSO checked
1. Owner's consent (see Note 1)	<input type="checkbox"/>		<input type="checkbox"/>
2. Applicant's Signature on application form	<input type="checkbox"/>		<input type="checkbox"/>
3. Survey plan <ul style="list-style-type: none"> <li>• The survey plan needs to be to scale, (showing relative levels to AHD) and include details of adjoining development</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Digital file requirements must be Virus Free. Each plan and document must be supplied as PDF file no larger than 1Mb in size and optimised for publishing to the Web (see Digital File Formats Requirements for DAs brochure on the City's public website)	<input type="checkbox"/>		<input type="checkbox"/>
All hard copy plans must also be submitted in digital format and meet other requirements as listed below.			
5. Drawings to scale including location plan, site plans, existing floor plans, proposed floor plans, all elevations (see Note 9) <ul style="list-style-type: none"> <li>• For minor developments such as change of use, signs, shop fit out or single residential dwellings: 6 sets (3 sets coloured), folded to A4 size, including one A4 set.</li> <li>• All others: 10 sets (3 sets coloured) including one set A4.</li> <li>• Integrated Development: 1 extra set required for each referral agency.</li> <li>• For Places of Public Entertainment (see Note 11).</li> <li>• <b>Note: All plans larger than A3 size must be folded to A4 size. Rolled plans will not be accepted.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant Supplied	Not Applicable	CSO checked
<b>6. Statement of environmental effects or environmental impact statement (see Note 6)</b> <ul style="list-style-type: none"> <li>For minor developments such as change of use, signs, shop fit out or single residential dwellings: 6 copies.</li> <li>All others: 10 copies.</li> <li>Integrated Development: an extra copy for each referral agency.</li> <li>If the development is minor, complete the environmental impact statement section on the form.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Registered Quantity Surveyors detailed cost of development report</b> <ul style="list-style-type: none"> <li>If the development exceeds \$2 million (see Note 3B).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The following information is required for new buildings, major alterations / additions and other developments, in hardcopy / printed format. Please provide a minimum of 3 paper / hard copies and digital formats.</p>			
<b>8. A State Environmental Planning Policy No 1 SEPP1 Objection</b> <ul style="list-style-type: none"> <li>If the building does not comply with a development standard contained in the relevant LEP</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Photomontage</b> <ul style="list-style-type: none"> <li>For all new buildings and major alterations/additions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Perspectives</b> <ul style="list-style-type: none"> <li>For all new buildings and major alterations/additions</li> <li>In addition for all major developments a digital copy is required for Council presentation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Shadow diagrams</b> <ul style="list-style-type: none"> <li>Where there are changes proposed to the building envelope</li> <li>Diagrams to show existing and proposed impacts at the Midwinter (21 June) and if applicable elevation shadows if shadows fall upon neighbouring windows/openings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Sample Board and specification of finishes</b> <ul style="list-style-type: none"> <li>For all new buildings and major alterations / additions</li> <li>Guidelines                             <ul style="list-style-type: none"> <li>- weight no more than 4kg</li> <li>- size no more than A2</li> <li>- samples must be securely attached</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Landscape plan</b> <ul style="list-style-type: none"> <li>For all new residential buildings, commercial development, industrial development, mixed use development and special use development.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Heritage Impact Statement and/or Conservation Management Plan and/or Demolition Report</b> No <input type="checkbox"/> Yes <input type="checkbox"/> <ul style="list-style-type: none"> <li>Is property a heritage item or within a conservation area? (Please tick appropriate box to the right) (For all buildings which are or adjoin a heritage item or are within a conservation area)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Archaeological Baseline report</b> <ul style="list-style-type: none"> <li>If the site is identified in the draft Archaeological Zoning Plan for Central Sydney 1992</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Acoustic report</b> <ul style="list-style-type: none"> <li>For all new residential buildings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Noise impact statement</b> <ul style="list-style-type: none"> <li>For new licensed premises, extension of trading hours of licensed premises and for other uses which generate noise.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Plan of Management</b> <ul style="list-style-type: none"> <li>For all applications for POPE and licensed premises; convenience stores and where the use requires.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. Security management plan</b> <ul style="list-style-type: none"> <li>For all new residential buildings, applications for POPE, licensed premises, convenience stores.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Part 11: Checklist for Lodging a Development Application continued...

	Applicant Supplied	Not Applicable	CSO checked
<b>20. Traffic and parking study</b> • For all new buildings and where the use may generate additional traffic and parking requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>21. Energy Efficiency report</b> • For all new buildings and strata subdivision of existing buildings, major alterations/additions - details for solar hot water systems for applications in Glebe/Forest Lodge are also to be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>22. A Design Verification Statement</b> • For new residential flat buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>23. BCA statement / building services report / alternate solution or fire engineering report.</b> • For all new buildings and strata subdivision of existing buildings, major alterations / additions or when varying the provisions of the BCA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>24. Geotechnical report</b> • For excavation works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>25. A list of category 1 fire safety provisions</b> • For development involving a change of use of a building other than a dwelling house or a building or structure that is ancillary to the dwelling house.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>26. Reflectivity report</b> • For all new buildings and as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>27. Wind effects report</b> • For all new buildings which exceed 45 metres in height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>28. Contamination Report</b> • A detailed Environmental Investigation is required where the land use is changed from non-residential to a more sensitive use. Please refer to the City of Sydney Contaminated Land DCP, 2004.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>29. Waste management plan</b> • For all new residential buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>30. Construction Management Plan</b> • For all new buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>31. Environmental Management Plan</b> • For all new buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information</b>			
<b>32. BASIX Certificate</b> • For all new residential dwellings. This certificate can only be obtained through the BASIX website: <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> . <b>Council cannot accept your application without this certificate.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>33. Models</b> • Physical and digital 3D models to Council specifications must be lodged with application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical and digital 3D models are required for any development in the CBD that involves change to the building envelope. For all other areas, models are needed for new developments or major alterations and additions that result in a building over three storeys in height. The model is to be at 1:500 scale. Please contact Council model making staff to discuss all requirements in relation to providing a physical and a digital 3D model prior to lodgement of the application.

**Note: Models should not be larger than 800mm x 800mm and weight should not exceed 25kg.**

**Note 1 1) The EP&A Act requires that all owners consent to the lodging of an application.**

- 2) It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application.
- 3) Owners who are companies can indicate consent by signing under seal or as otherwise authorised under Corporations Law. Alternatively owners who are companies can indicate consent by meeting the following criteria:
  - (a) ABN or ACN number must be provided and:
  - (b) Name, position and signature of:
    - one company director and company secretary; or
    - two company directors; or
    - if a sole director company, only one signature is required.
- 4) Individual owners must sign and print their names. Where there is more than one owner, all owners must sign.
- 5) Consent and seal of the owners corporation is required if the proposed work involves or affects common property. The Strata Managing Agent or two (2) members of the Owners Corporation must sign.
- 6) Where proposed work affects a party wall, consent of both owners is required in writing (eg. Semi-detached or terrace dwelling).
- 7) Managing agents must have a written authority from the owner, clearly indicating that the authority is current, consenting to the lodging of, or empowering the applicant to lodge the application.
- 8) A person acting under registered power of attorney must quote book and page number, and provide a full copy of the power of attorney.
- 9) Under Section 147 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and / or a Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Further information, including a "Political Donation and Gifts Disclosure Statement" form and a glossary of terms, is available online at the City's website, [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au) under "Development" and from any of Council's office locations.

**Note 2 Integrated Development is development that requires development consent and one or more of the following approvals:**

- |                   |  |
|-------------------|--|
| Heritage Act 1997 | s58 > approval in respect of the doing or carrying out of an act, matter or thing referred to in s57 (1)<br><br>s57 (1) of the Heritage Act 1977 applies to building works, relic or places on the State Heritage Register.  |
| Roads Act 1993    | s138 > consent to: <ol style="list-style-type: none"><li>a) erect a structure or carry out a work in, on or over a public road; or</li><li>b) dig up or disturb the surface of a public road; or</li><li>c) remove or interfere with a structure, work or tree on a public road; or</li><li>d) pump water into a public road from any land adjoining the road; or</li><li>e) connect a road (whether public or private) to a classified road</li></ol> |

Integrated Development applies to any other Acts under which a development needs approval, including:

- > Fisheries Management Act 1994 - s144, s201, s205
- > Mine Subsidence Compensation Act 1961 - s15
- > National Parks and Wildlife Act 1974 - s90
- > Protection of the Environment and Operations Act 1996
- > River and Foreshores Improvement Act 1948 - part 3A
- > Waste Minimisation and Management Act 1995 - s4
- > Water Act 1912 - s10, s13A, s18F, s20B, s20CA, s20L, s116, part B

An application for Integrated Development must include:

- a) sufficient information for the approval body to make an assessment of the application
- b) an additional fee of \$140 to Council
- c) an additional fee of \$320 for each approval body, in the form of a cheque made out to the approval body
- d) an additional three copies of the plans and any relevant reports/statements

**Note 3 In the case of construction or building work, the development application fee is based on the estimated cost of development.** Where the estimated cost of the development is between \$150,000 and \$ 2 million, the cost-ratios on the development application form must be completed. You will need to provide Council with the site area; gross floor area (for all uses); cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees.

**3A** You will also need to provide two calculations in respect to Floor Space Area. The first calculation is to be consistent with the Sydney Local Environmental Plan 2005 (SLEP 2005) (if the development is in Central Sydney or Ultimo-Pyrmont), Leichhardt LEP 2000 (if the development is in the former Leichhardt LGA) or South Sydney LEP 1998 (if the development is in the former South Sydney LGA). The second calculation will need to include all areas, being those areas excluded from the gross floor area calculation according to SLEP 2005, for example parking and services.

Note that if the building works are only for part of a building, then you will only be required to provide the gross floor area for the area of the proposed building works.

**3B** For developments over \$2 million, a registered Quantity Surveyor's detailed cost report verifying the cost must be submitted on lodgement of the development application, in the Council approved format available on the Council's website. In the case of development which exceeds \$40 million in cost, it is imperative that an accurate estimate is determined at development application stage as this will determine the correct Consent Authority. Please note that the Central Sydney Planning Committee is the Consent Authority for all development over \$50 million and where a State Environmental Planning Policy No.1 (SEPP No.1) Objection has been lodged.

Misrepresenting the value of the development application may necessitate an entire re-assessment/re-determination of the matter.

**Note 4 If the land is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities or their habitat, then a species impact statement is required.**

**Note 5 Clause 168 of the Environmental Planning and Assessment Regulation 2000 requires a list of current and proposed fire safety measures to be attached to any development involving a change of building use (BCA classification), where no building work is required (except where the proposed change is to a class 1A or class 10 building). A Fire Safety Schedule of existing fire safety measures must be filled in and attached.**

**Note 6 Where a proposed development is not designated development, the application must be accompanied by a statement of environmental effects unless the proposed development is considered to have negligible effect (eg minor interior alterations) which must:**

- demonstrate that the environmental impact of the development has been considered;
- set out steps to be taken to protect the environment or to mitigate the harm;
- address compliance with the appropriate instrument (and any exhibited draft instruments). These instruments are available from Council or to view and download on Council's website at: [www.cityofsydney.nsw.gov.au/Development/PlanningControlsConditions](http://www.cityofsydney.nsw.gov.au/Development/PlanningControlsConditions)

**Note 7 State Environmental Planning Policy No.65 requires a design verification statement for all development applications for residential flat development.** The design verification statement must be from a qualified designer being a statement in which the qualified designer verifies:

- that he or she designed, or directed the design of the residential flat development; and
- that the design quality principles set out in part 2 of SEPP 65 - Design Quality of Residential Flat Development, are achieved for the residential flat development. A qualified designer means a person registered as an architect in accordance with the Architects Act 1921.

**Note 8 A plan of the land must indicate:**

- location, boundary dimensions, site area and north point of the land;
- existing vegetation and trees on the land;
- location and use of existing buildings on the land;
- existing levels of the land in relation to buildings and roads; and
- location and use of buildings on sites adjoining the land.

Plans or drawings describing the proposed development must indicate (where relevant):

- 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. Clause 56 of the Environmental Planning and Assessment Regulation 2000 requires an A4 plan of the building that indicates its height and external configuration as erected. If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building is required;
- floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building;
- elevations and sections showing proposed external finishes and heights;
- proposed finished levels of the land in relation to buildings and roads;
- building perspectives, where necessary to illustrate the proposed building;
- proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate);
- proposed landscaping and treatment of the land (indicating plant types, their height and maturity); and
- proposed methods of draining the land.

## Part 12: Notes for completing Application for Development continued ...

### **Note 9 Applications which have insufficient / deficient documentation and / or detail may be returned to the applicant if**

Council is unable to assess the application. Council can request additional information from applicants for the application to be assessed and this can delay the assessment. Please ensure all requirements are met when submitting an application.

### **Note 10 In accordance with the current City of Sydney Advertising and Notification Policy, your development application**

may require notification and/or advertising in the paper to enable interested persons to comment on the proposal. The notification period inviting comment from surrounding residents and the public can vary depending on the type of development. If notification / advertising is required, a separate fee will be payable.

### **Note 11 For applications involving places of public entertainment, the following additional requirements apply:**

Plans properly drawn showing:

- > Full floor plans, indicating the location of the proposed entertainment area in relation to the whole of the floor, including exits, core and partitioning. The use of all rooms shall be shown on the plan, including all sanitary facilities (pans, urinals and wash basins);
- > The types and dimensions of the exits from that area;
- > The numbers, dimensions and location of any fixed and unfixed seating and tables proposed for that area;
- > Where an exit from the area requires the use of a ramp or stairway that is not a fire-isolated ramp or stairway, the route to be taken from that area when using that exit;
- > Separate plans for furniture and fixture layouts; and
- > Accessible paths and facilities for persons with disabilities.

2 copies of a specification and certification of:

- > The type of construction of the floor, walls and ceiling of the area to which the application relates;
- > The type of construction of the floor, walls and ceilings of the route where an exit from the area requires the use of a ramp or stairway that is not a fire isolated ramp or stairway;
- > The type of finish to the floors, walls and ceilings; and
- > The type of fabric for upholstered chairs and fixtures, with certification of compliance with specification C1.10 of the Building Code of Australia.

A written statement specifying:

- > The maximum number of persons (including staff and entertainers) proposed to be in the area to which the application relates at any one time;
- > The system or method by which the applicant proposes to check that the authorised capacity of that area is not exceeded;
- > The type of entertainment proposed; and
- > Whether or not it is intended to exhibit cinematograph film of a size greater than 16mm, except in the case

## Part 13: Lodgement Details

You can lodge the completed application by

**MAIL:** City of Sydney  
PO Box 1591  
Sydney NSW 2001

**DX 1251 Sydney**

**FAX:** (02) 9265 9222

**IN PERSON:**

CBD:	Level 2, 456 Kent Street,	Monday - Friday 8am-6pm
Kings Cross:	50-52 Darlinghurst Road,	Monday - Friday 9am-5pm, Saturday 9am-12pm
Glebe:	186 Glebe Point Road,	Monday - Friday 9am-5pm
Green Square:	100 Joynton Avenue,	Monday - Friday 10am-6pm
Redfern:	158 Redfern Street,	Monday - Friday 9am-5pm, Saturday 9am-12pm

For further information regarding your application please contact us:

**TELEPHONE:** (02) 9265 9333

**WEBSITE:** [www.cityofsydney.nsw.gov.au/Development/DASonExhibition/DASearch](http://www.cityofsydney.nsw.gov.au/Development/DASonExhibition/DASearch)

## Part 14: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For assessment of development applications by the consent authority and any relevant state government agency.

**Intended recipients:** Council staff and approved contractors of the Council of the City of Sydney.

**Supply:** The information you supply in this application will enable your application to be assessed by Council. If the information is not provided, your application may not be accepted.

**Access / Correction:** Council staff or Government Information (Public Access) Act requests.

**Storage:** Council's record management system and Archives.