

Complying Development Certificate Application

Under section 85A of the Environmental Planning and Assessment Act 1979 and clause 126 of the Environmental Planning and Assessment Regulation 2000



About this form

You can use this form to apply for minor development.

How to complete this form

- 1: Ensure that all fields have been filled out correctly before submitting the application.
- 2: Once completed you can submit this form by mail or in person. Please refer to the Lodgement details section in Part 15 for further information.

Part 1: Site Details

Address Number

Street Name

Building Level (floor)

Suburb

Lot Number

DP/SP

Part 2: Applicant Details

The applicant must be the property owner or a person authorised by the owner to lodge the application.

Title

Given Name/s

Family Name

Organisation/Company Name (if applicable)

Address (please indicate street number, street name, suburb and postcode)

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number

Mobile Number

Email Address

Applicant Name (please print)

Applicant Signature

Date

Note: If you are signing on behalf of a company please state capacity:

Capacity within the Company

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.

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 (please include street number, street name, suburb and postcode)

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

Email Address

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"/>

Strata Stamp / Seal to be affixed if applicable	
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- NOTES:**
1. Every owner must sign this form. Please read Note 1 at the back of this application form carefully. Incomplete or inaccurate information on this section may result in rejection of the application.
 2. For works that affect common property, the owners corporation's consent is required. Section 108 of the Strata Schemes Management Act allows for changes to common property if the owner's corporation has passed a special resolution authorising the works. The applicant must ensure that the owners corporation has given a valid consent. The applicant should seek a copy of the minutes / resolution of a general meeting authorising the change to common property or letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 2015 have been met.

Part 4: Proposed Development Description

Is the application for modification of a current Complying Development Certificate?

No Yes

If yes, please provide the Complying Development Certificate Application Number in the box to the right (see Note 2 for assesment fee).

B/

Please indicate the environmental planning instrument under which the proposal is complying development:

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- State Environmental Planning Policy (Affordable Rental Housing) 2009
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy (Educational Establishments and Childcare Facilities) 2017
- Other (specify)

Type of development (please tick applicable box below):

- | | | | | | |
|---------------------------|--------------------------|----|-----------------------------------|--------------------------|----|
| Change of use building | <input type="checkbox"/> | QC | Subdivision - boundary adjustment | <input type="checkbox"/> | QU |
| Alterations and additions | <input type="checkbox"/> | QA | Signage | <input type="checkbox"/> | QS |
| Partitions | <input type="checkbox"/> | QP | Minor demolition | <input type="checkbox"/> | QE |
| Shop fitout | <input type="checkbox"/> | QF | Other/miscellaneous | <input type="checkbox"/> | DS |

Detailed description of development proposed including the number of storeys, gross floor area and gross site area.

Current use of the site (please provide details in box below)

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

Estimated cost of work (please provide details in box below - see Note 2)

Are you proposing to carry out alterations to existing 'relevant fire safety systems'? (see Note 6(3)(g))

No Yes

If so, do you need to seek an exemption from compliance with the Building Code of Australia for these works?

No Yes

If yes, provide details below. (see Note 6 (3) (h) at the back of the application for further details including the information that must be provided with the application).

Part 4: Proposed Development Description...Cont...

Are you proposing a performance solution for any of the following parts of the Building Code of Australia (BCA)? See Note 8

No Yes If yes please tick applicable box below:

Volume 1		Volume 2	
Structure	<input type="checkbox"/> BCA Part B	Site preparation	<input type="checkbox"/> BCA 3.1
Fire Resistance	<input type="checkbox"/> BCA Part C	Footings & Slab	<input type="checkbox"/> BCA 3.2
Access & Egress	<input type="checkbox"/> BCA Part D	Masonry	<input type="checkbox"/> BCA 3.3
Services & Equipment	<input type="checkbox"/> BCA Part E	Framing	<input type="checkbox"/> BCA 3.4
Health and Amenities	<input type="checkbox"/> BCA Part F	Roof & Wall Cladding	<input type="checkbox"/> BCA 3.5
Ancillary Provisions	<input type="checkbox"/> BCA Part G	Glazing	<input type="checkbox"/> BCA 3.6
Special Use Buildings	<input type="checkbox"/> BCA Part H	Fire Safety	<input type="checkbox"/> BCA 3.7
Energy Efficiency	<input type="checkbox"/> BCA Part J	Health & Amenities	<input type="checkbox"/> BCA 3.8
		Safe Movement & Access	<input type="checkbox"/> BCA 3.9
		Additional Construction Requirements	<input type="checkbox"/> BCA 3.10
		Structural Design Manual	<input type="checkbox"/> BCA 3.11
		Energy Efficiency	<input type="checkbox"/> BCA 3.12

Brief description of the performance solution

Part 5: Long Service Levy

You may be required to pay Long Service Levy on lodgement of this application or prior to the release of the Complying Development Certificate (see Note 3).

Part 6: Approval under the Roads Act 1993 and Local Government Act 1993

Do you require any approvals under the Roads Act such as the erection of a hoarding or scaffolding on a road reservation?

No Yes If yes, you will also need to complete and lodge a separate Application for Approval.

Part 7: Shops, offices, commercial or industrial uses only

Hours of operation	Existing	Proposed
Monday- Friday		
Saturday		
Sunday		

Part 8: Parking and Loading Facilities

	Existing	Proposed
Hours of operation	<input type="text"/>	<input type="text"/>
Number of off-street parking spaces	<input type="text"/>	<input type="text"/>
Number of off-street loading spaces	<input type="text"/>	<input type="text"/>

Part 9: Demolition

Details of the age and condition of the building/s or part/s to be demolished. Important: Is there any bonded or friable asbestos material that will be disturbed, repaired, or removed in carrying out the proposed development? If so, please provide details and estimate (in square metres) of the amount of material involved (see Note 4).

Part 10: Subdivision

Type of subdivision/boundary adjustment

Part 11: Signs and street awnings

Describe details of proposed signs, including the width, height, wording, type and position of proposed sign and design and details of street awning. Note: You will also require a separate approval under the Local Government Act and Roads Act for signs or awnings that are located above a road reservation

Part 12: Development involving the erection of a building, alteration/addition, work or demolition

Give details of the methods of securing the site during the course of construction and whether the land is contaminated or likely to be contaminated (see note 4 'contaminated land')

Complying Development Certificate Application Schedule

Schedule 1 - Existing fire safety measures currently installed in the building

(for the whole building and the land on which it is situated) See Note 6(3) for further details including special requirements applying to 'relevant fire safety systems'*.

Fire Safety Measure	Is this measure installed in the building?		Enter current standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
2. Automatic fail-safe devices	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
3. Automatic fire detection and alarm system*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
4. Automatic fire suppression system (sprinkler)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
5. Emergency lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
6. Emergency lifts	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
7. Emergency warning and intercommunication system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
8. Exit signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
9. Fire control centres and rooms	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
10. Fire dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
11. Fire doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
12. Fire hydrant systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
13. Fire seals (protecting openings in fire resisting components of building)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
14. Fire shutters	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
15. Fire windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
16. Hose reel systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
17. Lightweight construction	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
18. Mechanical air handling systems (smoke control)*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
20. Portable fire extinguishers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
21. Safety curtains in proscenium openings	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
22. Smoke and Heat Vents	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
23. Smoke dampers	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
24. Smoke detectors and heat detectors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
25. Smoke doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
26. Solid-Core doors	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
27. Standby Power Systems	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
28. Wall wetting sprinkler and drencher systems*	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
29. Warning and operational signs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
30. Other (please specify)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>
<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="text"/>

This is an accurate statement of the existing fire safety measures currently implemented in the whole building and the land on which it is situated.

Owner/Agent name

Signature

Date

Complying Development Certificate Application Schedule

Schedule 2 - Proposed fire safety measures to be installed/modified in the building

(for the whole building and the land on which it is situated) See Note 6(3) for further details including special requirements applying to 'relevant fire safety systems'*

Fire Safety Measure	Is this measure proposed to be installed / modified?	If yes, enter proposed standard of performance (eg: AS 2118)
1. Access Panels, doors and hoppers to fire resisting shaft	No <input type="checkbox"/> Yes <input type="checkbox"/>	
2. Automatic fail-safe devices	No <input type="checkbox"/> Yes <input type="checkbox"/>	
3. Automatic fire detection and alarm system*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
4. Automatic fire suppression system (sprinkler)*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
5. Emergency lighting	No <input type="checkbox"/> Yes <input type="checkbox"/>	
6. Emergency lifts	No <input type="checkbox"/> Yes <input type="checkbox"/>	
7. Emergency warning and intercommunication system	No <input type="checkbox"/> Yes <input type="checkbox"/>	
8. Exit signs	No <input type="checkbox"/> Yes <input type="checkbox"/>	
9. Fire control centres and rooms	No <input type="checkbox"/> Yes <input type="checkbox"/>	
10. Fire dampers	No <input type="checkbox"/> Yes <input type="checkbox"/>	
11. Fire doors	No <input type="checkbox"/> Yes <input type="checkbox"/>	
12. Fire hydrant systems*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
13. Fire seals (protecting openings in fire resisting components of the building)	No <input type="checkbox"/> Yes <input type="checkbox"/>	
14. Fire shutters	No <input type="checkbox"/> Yes <input type="checkbox"/>	
15. Fire windows	No <input type="checkbox"/> Yes <input type="checkbox"/>	
16. Hose reel systems*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
17. Lightweight construction	No <input type="checkbox"/> Yes <input type="checkbox"/>	
18. Mechanical air handling systems (smoke control)*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
19. Perimeter vehicle access for emergency vehicles	No <input type="checkbox"/> Yes <input type="checkbox"/>	
20. Portable fire extinguishers	No <input type="checkbox"/> Yes <input type="checkbox"/>	
21. Safety curtains in proscenium openings	No <input type="checkbox"/> Yes <input type="checkbox"/>	
22. Smoke and Heat Vents	No <input type="checkbox"/> Yes <input type="checkbox"/>	
23. Smoke dampers	No <input type="checkbox"/> Yes <input type="checkbox"/>	
24. Smoke detectors and heat detectors	No <input type="checkbox"/> Yes <input type="checkbox"/>	
25. Smoke doors	No <input type="checkbox"/> Yes <input type="checkbox"/>	
26. Solid-Core doors	No <input type="checkbox"/> Yes <input type="checkbox"/>	
27. Standby Power Systems	No <input type="checkbox"/> Yes <input type="checkbox"/>	
28. Wall wetting sprinkler and drencher systems*	No <input type="checkbox"/> Yes <input type="checkbox"/>	
29. Warning and operational signs	No <input type="checkbox"/> Yes <input type="checkbox"/>	
30. Other (please specify)	No <input type="checkbox"/> Yes <input type="checkbox"/>	

This is an accurate statement of the fire safety measures proposed to be installed/modified in the whole building and the land on which it is situated.

Owner/Agent name

Signature

Date

Complying Development Certificate Application Schedule

Schedule 3 - Information to be collected for the Australian Bureau of Statistics

Part 13: Proposal Particulars

Land area (m²)

Gross floor area (m²)

What are the current uses of all or parts of the building(s)/land? (if vacant please state)

Location

Building/Land Use

Will the site contain residential dual occupancy? (please specify)

What is the gross floor area of the proposed addition or new building?

Gross floor area (m²)

What are the proposed use/s of all parts of the building(s)/land?

Location (eg: floor level or area in a building on a site)

Building/Land Use

Is the building attached, detached (i.e. free standing) or semi-detached?

Attached

Detached

Semi-detached

No. Pre-existing dwellings

No. dwellings to be demolished

Proposed dwellings

No. of storeys in new building

Materials to be used - place a tick in the box which best describes the materials of which the new work will be constructed:

Walls	Code	Roof	Code	Floor	Code
Brick veneer <input type="checkbox"/>	12	Aluminium <input type="checkbox"/>	70	Concrete <input type="checkbox"/>	20
Full brick <input type="checkbox"/>	11	Concrete <input type="checkbox"/>	20	Timber <input type="checkbox"/>	40
Single brick <input type="checkbox"/>	11	Concrete tile <input type="checkbox"/>	10	Other <input type="checkbox"/>	80
Concrete block <input type="checkbox"/>	11	Fibrous cement <input type="checkbox"/>	30	Unknown <input type="checkbox"/>	90
Concrete/masonry <input type="checkbox"/>	20	Fibreglass <input type="checkbox"/>	80		
Concrete <input type="checkbox"/>	20	Masonry/Terracotta shingle tiles <input type="checkbox"/>	10	Frame	Code
Steel <input type="checkbox"/>	60	Slate <input type="checkbox"/>	20	Timber <input type="checkbox"/>	40
Fibrous cement <input type="checkbox"/>	30	Steel <input type="checkbox"/>	60	Steel <input type="checkbox"/>	60
Hardiplank <input type="checkbox"/>	30	Terracotta tile <input type="checkbox"/>	10	Aluminium <input type="checkbox"/>	70
Timber/weatherboard <input type="checkbox"/>	40	Other <input type="checkbox"/>	80	Other <input type="checkbox"/>	80
Cladding-aluminium <input type="checkbox"/>	70	Unknown <input type="checkbox"/>	90	Unknown <input type="checkbox"/>	90
Curtain glass <input type="checkbox"/>	50				
Other <input type="checkbox"/>	80				
Unknown <input type="checkbox"/>	90				

Complying Development Certificate Application Schedule

Schedule 4 - List of documents accompanying the application

Document

Document

Part 14: Applicant Checklist & Declaration

I have attached the following to the USB:

- | | | | |
|---|--------------------------|---|--------------------------|
| Owner's consent (see note 1) | <input type="checkbox"/> | Completion of Schedule 1 - existing fire safety measures (if applicable) | <input type="checkbox"/> |
| Applicant's signature | <input type="checkbox"/> | Completion of Schedule 2 - proposed fire safety measures (if applicable) | <input type="checkbox"/> |
| Contract for Certification Work (see note 7) | <input type="checkbox"/> | Details of relevant fire safety systems where applicable (see note 6(3)(g)) | <input type="checkbox"/> |
| Location plan (see note 6(1)) | <input type="checkbox"/> | Completion of Schedule 3 (*required) - Information to be collected for Australian Bureau of Statistics | <input type="checkbox"/> |
| Site plan | <input type="checkbox"/> | Completion of Schedule 4 - documents accompanying the application | <input type="checkbox"/> |
| Coloured plans, elevations and sections (see note 6(2)) | <input type="checkbox"/> | Quantity Surveyor's certificate if cost of work is \$2million + | <input type="checkbox"/> |
| Specifications (see note 6(2)) | <input type="checkbox"/> | | |

I declare that all information in the application and checklist is to the best of my knowledge, true and correct, the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB may be publicly available.

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

No Yes

If yes, state relationship

Applicant Name (please print)

Applicant signature

Date

Part 15: Lodgement Details

This application can be submitted to Council as follows:

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

DX Address: 1251 Sydney

Part 15: Lodgement Details continued

WHAT NOW: Please refer to the flowchart at Note 9 for the outline of steps involved in the application and construction approval process. Once your application is received a Council Officer may contact you to discuss your proposal, which may include a request for further information and / or clarification of the proposal.

For further information regarding your application please contact us by:

TELEPHONE: (02) 9265 9333 or visit our **WEBSITE:** www.cityofsydney.nsw.gov.au

Part 16: Privacy & Personal Information Protection Notice

Purpose of Collection:	For delivery of a Complying Development approval process in the Council area and as required by legislation
Intended recipients:	Council staff and approved contractors of the Council of the City of Sydney, and other government bodies as required by legislation.
Supply:	A Complying Development application is voluntary however a completed application is required for delivery and management of Complying Development in the City of Sydney Local Government Area and as required by legislation.
Access/Correction:	Contact the City of Sydney Council Customer Service Unit to access or correct this information.
Storage:	City of Sydney Council, 456 Kent Street Sydney NSW 2000

Notes for completing the Complying Development Certificate Application

Note 1 - Property Ownership

- 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. The Council will not accept an application without the correct owners consent.
- 3) **Company Owners** - if the owner is a company, the owners consent must be signed in accordance with the Corporations Act 2001 by:
 - (a) one company director and company secretary; or
 - (b) two company directors or
 - (c) if a sole director/secretary company, the sole director.

The applicant must provide the ABN or ACN numbers, the names and positions of those signing the consent, an up to date (dated the day of lodgement or the day before) ASIC company extract (www.asic.gov.au) and any other required supporting documents.

- 4) **Joint wall/fence** - when works affect a joint wall or fence, consent of all property owners is required (e.g. semi-detached or terrace dwelling and boundary fence).
- 5) **Strata title / body corporate** - if the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect the common property.
 - The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owner's corporation), the secretary of the owner's corporation and another member of the executive committee, or the appointed strata managing agent;
 - One of the following:
 1. A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 2015 have been met;
 - or
 2. Copy of resolution or minutes showing that the special resolution has been passed at a general meeting or the owners corporation that specifically authorises the change to common property.
- 6) **Signing on owners behalf** - if you are signing on the owner's behalf as the owner's representative, you must state the nature of your legal authority and attach documentary evidence of your authority (a full copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisation's letterhead) confirming your authority.
- 7) **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
 - A copy of the Certificate of Title
 - Previous owner's consent to the application.
- 8) **Political donations** - 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 under any Council's office locations.

Notes - continued

Note 2 - Fees

In the case of a building or work, the fee is based on the estimated or contract cost including GST. For developments over \$2 million, a Quantity Surveyor's Certificate verifying the cost must be submitted on lodgement of the application.

Note 3 - Long Service Levy

Under the Environmental Planning and Assessment Act 1979 a Complying Development Certificate cannot be issued until any long service levy payable under Section 34 of the Building and Construction Industry Long Service Payments Act 1986 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. The Levy is payable where the cost of works is \$25,000 or greater. Council is authorised to accept payment. If paying by cheque it must be made out to the City of Sydney.

Note 4 - Development involving bonded asbestos material and friable asbestos material

Asbestos is the generic term for a number of fibrous silicate minerals. Building products made from asbestos material include fibro sheeting (flat and corrugated) as well as water, drainage and flue pipes, roofing shingles and guttering. Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

Work involving bonded asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who is licensed under clause 318 of the Occupational Health and Safety Regulation 2001.

Bonded asbestos material, bonded asbestos removal work, friable asbestos material and friable asbestos removal work have the same meanings as in clause 317 of the Occupational Health and Safety Regulation 2001.

If the proposed development activity involves disturbing, repairing or removal of asbestos material the person having the benefit of a complying development certificate must provide the principal certifying authority with a copy of a signed contract with a licensed asbestos removal contractor before any development activity commences.

Any such contract must indicate whether any bonded asbestos material or friable asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the material is to be delivered.

More information on asbestos and asbestos removal is available online at: <http://www.safework.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos>

Note 5 - Digital File requirements

- All plans and documents, including the application form must be submitted in digital format on a single USB.
- Each group of plan types, e.g. site plan, floor plans, sections, elevations and documents must be supplied as separate PDF files, not larger than 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website.
- Digital files must be virus free.

As all information provided on the USB may be publicly available, personal information including credit card details must NOT be copied onto the USB

Note 6

Schedule 1 – Environmental Planning and Assessment Regulation 2000.

The Application must contain the applicable information as set out in Part 2 of Schedule 1 including, but not limited to, the following:

1) Plan of the Land

A plan of the land indicating:

- (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; and
- (e) location and uses of buildings on sites adjoining the land.

2) Plan of the proposed development

Detailed plans or drawings and specifications 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;
- (d) proposed finished levels of the land in relation to buildings and roads;
- (e) building perspectives, where necessary to illustrate the proposed building;
- (f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate);
- (g) proposed landscaping and treatment of the land (indicating plant types and their height and maturity); and
- (h) proposed methods of draining the land.
- (i) relevant fire safety systems (see note 6(3))

All plans are to be collated in ordered sets showing drawing numbers.

(3) Building, subdivision or change of use

For works involving building or subdivision work or a change of building use, information as set out in Clause 4, Schedule 1 of the Environmental Planning and Assessment Regulation 2000 including the following must be submitted:

- (a) Complete floor plans indicating location of the proposed works in relation to the whole floor, including existing exits, lifts and services, partitioning etc., plus elevations and cross sections sufficient to indicate completely the proposed design and construction;
 - a plan of each elevation of the building;
 - the levels of the lowest floor and of any yard or unbuilt-on area belonging to that floor and the levels of the adjacent ground;
 - indicate the height, design, construction and provision for fire safety and fire resistance (if any);
- (b) New work shown on plans shall be coloured or suitably marked so as to adequately distinguish the various materials to be used and to distinguish new work from existing;
- (c) The purpose for which all buildings and all rooms are to be used shall be shown on the plan;
- (d) A detailed specification shall be submitted when the construction and materials are not fully described on the plan. The specification is:
 - to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply;
 - state whether the materials proposed to be used are new or second-hand and give particulars of any second-hand materials to be used.
- (e) Except in the case of an application for, or in respect of, a class 1a or class 10 building:
 - a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated;
 - if the application relates to a proposal to carry out any structural work, alteration or rebuilding of, addition to, or change of classification of an existing building, or part of a building, Schedule 1 - Fire Safety Schedule and Schedule 2 - Proposed Fire Safety Schedule must be completed. The extent, capability and basis of design of each of the fire safety measures concerned must be described;
- (f) A BASIX certificate (water and energy efficiency certificate) if applicable to the proposed development.
- (g) Before installing, extending or modifying a **relevant fire safety system***, plans and specifications for the work must be certified as being compliant through the lodgement of a **compliance certificate**** or endorsed by a **competent fire safety practitioner***** and submitted to the certifying authority for endorsement.

The City prefers that the plans and details for the proposed works affecting relevant fire safety systems be submitted with your application. You can however provide the plans and details to the principal certifying authority (after the issue of the complying development certificate) and have the details endorsed before works on the system/s commence.

* **relevant fire safety system** means any of the following:

- (a) a hydraulic fire safety system (fire sprinkler suppression system; hydrant; hose reel);
- (b) a fire detection and alarm system;
- (c) a mechanical ducted smoke control system.

** **compliance certificate** is a certificate under s109C of the Environmental Planning and Assessment Act 1979 which is issued by a person who is appropriately accredited under the Building Professionals Act.

Notes - continued

*** **competent fire safety practitioner** is a professional and/or technical person that has specialist fire safety skills. The NSW government is presently working on establishing a co-regulatory framework for recognising industry schemes for accrediting individuals as competent fire safety practitioners. In the interim, certifying authorities (including the City) must ensure that the practitioner who performs one of the new functions in certifying relevant fire safety systems is competent to do so, and to confirm this in writing. This will require practitioners to complete an application form (available on the City's website) and lodge with the complying development certificate application or to the principal certifying authority for endorsement.

- (h) The Environmental Planning and Assessment Regulation 2000 permits a degree of flexibility in relation to the standards that must be met by building work involving the minor modification or extension of a relevant fire safety system (see (g) above). For older systems, meeting current operational performance standards may be impractical without a major system upgrade and significant costs.

The Regulations therefore strike a balance between fire safety and practical impacts, whilst ensuring that the affected fire safety system remains capable of delivering the level of performance expected in a fire event. It should be noted that this process is optional.

A certifier (Council) can only exempt works from needing to comply with Building Code of Australia (BCA) provisions relating to operational performance of a system in limited circumstances. This includes where the existing level of system operational performance will not be reduced and where an independent competent fire safety practitioner (see (g) above) has endorsed the proposed non-compliance. Any new hardware and components must however comply with the applicable current BCA provisions.

4) Other details:

Support of walls on adjoining land

The following information, where applicable, must be provided:

- If the development involves the erection of a wall to a boundary that has a wall less than 0.9m from the boundary, a report by a professional engineer, within the meaning of the Building Code of Australia, outlining the proposed method of supporting the adjoining wall. (a)
- (b) If the development involves the demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary, a report by a professional engineer, within the meaning of the Building Code of Australia, outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.

Temporary structures

If the development involves the erection and use of a temporary structure, the following documents must be provided:

- (a) documentation that specifies the live and dead loads the temporary structure is designed to meet;
- (b) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure;
- (c) in the case of a temporary structure proposed to be used as an entertainment venue, a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the Building Code of Australia are to be complied with (if a performance solution, to meet the performance requirements, is to be used);
- (d) documentation describing any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Environmental Planning and Assessment Act; and
- (e) copies of any compliance certificates to be relied on.

Use of a building as an entertainment venue

The in the case of a development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant, a statement must be provided that specifies the maximum number of persons proposed to occupy, at any one time, that part of the building to which the use applies.

Development that impacts on the surrounding road network

Provide a certificate issued by Roads and Maritime Services certifying that any impacts on the surrounding road network as a result of the development are acceptable or will be acceptable if specified requirements are met, in the following circumstances:

- (a) the development is for the purposes of a new building, or the alteration of or addition to an existing building, to which Part 5A of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 applies;
- (b) the total gross floor area of the new building or the existing building as altered or added to will be 5,000 square metres or more; and
- (c) the site on which the development is to be carried out has direct vehicular or pedestrian access to a classified road or to a road that connects to a classified road where the access (measured along the alignment of the connecting road) is within 90 metres of the connection.

Notes - continued

- (d) for development activity at an existing school proposed to be carried out under the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 involving works that will accommodate 50 or more additional students, a certificate issued by Roads and Maritime Services certifying that any impacts on the surrounding road network as a result of the development are acceptable or will be acceptable if specified requirements are met.

Contaminated land

If the development is proposed to be carried out on land referred to in clause 3(i) of Schedule 1 of the Environmental Planning and Assessment Regulation 2000, a statement issued by a qualified person must be provided certifying that:

- (a) the land is suitable for the intended purpose of the development having regard to the contamination status of the land; or
(b) the land would be so suitable if the remediation works specified in the statement were carried out.

Setbacks from easements

If a development standard applying to the development requires that development must be set back from any registered easement the following must be provided:

- (a) a copy of the certificate of title for the lot on which the development is to be carried out; and
(b) if the land is subject to a registered easement, a title diagram for the lot and any adjoining lot that benefits from the easement.

Note 7 - Contract for Certification Work

The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as issuing construction certificates and complying development certificates to undertake building work, unless it has entered into a written contract with that person.

You must therefore complete and sign a Contract for Certification Work and attach it to this application.

<http://www.cityofsydney.nsw.gov.au/council/forms-and-publications/forms/pdf-forms>

NOTE: Your application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract is lodged, the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

Note 8 - Performance solution

The BCA is a performance-based code containing all Performance Requirements for the construction of buildings. Performance Requirements are the minimum level that buildings and building elements must meet. A building solution will comply with the BCA if it satisfies the Performance Requirements, which are the mandatory requirements of the BCA.

The key to the performance-based code (BCA) is that there is no obligation to adopt any particular material, component, design factor or construction method. This provides for a choice of compliance pathways. The Performance Requirements can be met using either a Performance Solution (Alternative Solution) or using a Deemed-to-Satisfy (DTS) Solution.

A Performance Solution is unique for each individual situation. These solutions are often flexible in achieving the outcomes and encouraging innovative design and technology use. A Performance Solution directly addresses the Performance Requirements by using one or more of the Assessment Methods available in the BCA.

A DTS Solution follows a set recipe of what, when and how to do something. It uses the DTS Solutions from the BCA, which include materials, components, design factors, and construction methods that, if used, are deemed to meet the Performance Requirements.

Note 9 - Assessment process

Please refer to the flowchart on the next page.

Complying Development Certificate Application

Notes for completing the Complying Development Certificate Application

Note 9: Complying Development Certificate Assessment and Building Process

