

Application for Development

Under the *Environmental Planning and Assessment Act 1979 section 4.12 (formerly 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, including removal of trees listed on the City's heritage tree list. As all information provided on the USB (excluding Part A of the Application form and non-exhibition plans) will be publicly available, personal information such as credit card details and any other personal information must NOT be copied onto the USB.

Note: This form should not be used for applications for Food and Drink Premises, Outdoor Dining, Small-Scale Commercial, Small-Scale Residential or Section 4.55 (formerly section 96) Modifications.

How to complete this form

- 1: Ensure that all fields in part A & B of this form are filled out correctly, and are stored separately on the USB.
- 2: Please note that all fields 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 the Lodgement details section at the back of this form for more information.

Part A

Site Details

Street number

Street name

Suburb

Lot number

DP / SP

Applicant Details

Title

Given Name/s

Family Name

Organisation/Company Name (if applicable)

Email Address

Note: Please provide an email & postal address, correspondence will be via e-mail when possible

Address

Note: It is important that we are able to contact you if we need more information. Please give as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

Contact Number

Alternative Contact Number

Applicant Name (please print)

Applicant Signature

Date



Registered Owners Consent appropriate for your application

Torrens Title property - owned by individuals. Please complete the Registered Owners Consent section on page 2.
- owned by a Company. Please complete the Registered Owners Consent section on page 2 and read Note 1, point 4 (page 12 form) to ensure the correct signatures are obtained for your application.

Strata Title property - owned by individuals / works not affecting common property. Please complete the Registered Owners Consent section on page 2.
- owned by individuals / works affecting common property. Please complete the Registered Owners Consent section on page 2 and the Strata Property - works affecting common property section on page 3.

Company Title property - All Company owners, please complete the Registered Owners Consent section on page 2 and read Note 1, point 4 (page 12 form) to ensure the correct signatures are obtained for your application.

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

It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. The City of Sydney Council will not accept an application without the correct owners consent.

As the registered owner(s) of the 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

Contact Number	Alternative Contact Number	Email Address
<input type="text"/>	<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"/>

IMPORTANT NOTE:

Every owner must sign this form (or attach separate letter signed by each owner if more space is required). Please read Note 1 at the back of this form carefully. Incomplete or inaccurate information on this section may result in rejection of the application.

STRATA PROPERTY - Works affecting common property - Section 108 Strata Schemes Management Act

For works that affect common property, the owners corporation consent is required. Section 108 of the Strata Schemes Management Act allows changes to common property if the owners corporation has passed a special resolution authorising the works. The owners corporation confirms that the requirements of the Strata Scheme Management Act have been met.

IMPORTANT NOTE: Please read Note 1, point 6 to ensure the appropriate signatures and supporting documents are supplied with your application.

Strata / Body Corporate Name (please print)

Position

Signature

Date

Strata / Body Corporate Name (please print)

Position

Signature

Date

NOTE: For works that affect common property, the owner's 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 owner's 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.

Strata
Stamp or
Seal to be
affixed
here if
applicable

Applicant Declaration - to be signed after completing Part A & B of this form

All 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

DA Checklist & all associated plans and documents

Fees

Residential Floor Plans

Do the plans and / 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 be exhibited, separate plans (named with the prefix 'Exhibition' e.g. Exhibition - Floor Plans) must be provided on the USB for exhibition purposes, showing all details excluding the internal residential parts of the building.

Disclosure of Political Donations and Gifts

Under Section 10.4 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.

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor. You **MUST** tick at least one of the boxes below:

- Neither I, the landowner or any other person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council.
- I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- The landowner is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- Another person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.

Name and relationship:

Important Notice

Council will not process DAs that are incomplete or non-complying with lodgement requirements. These will be returned to applicants within 14 days. (see note 9 at the back of this form). 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 parts A & B of 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 and the data is not corrupted or does not contain any viruses. Each document is 20MB or less, PDF and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB will be publicly available. I have stored Part A and B of this form separately on the USB.
- I certify that any shadow diagrams provided with this application are prepared in accordance with the survey (prepared by a registered surveyor), drawn to true North, indicate the shadows cast by the proposal between 9am and 3pm (hourly intervals) 21st June, indicate the shadow cast by existing buildings & structures on site and in the surrounding area & if applicable elevations of adjoining premises showing existing & proposed shadows.
- I understand that the City of Sydney Council will use the information and materials provided for notification and advertising purposes (see Note 10 at the back of this form), and materials provided will be made available to the public for inspection and copying at the Council's Customer Service areas and on the Council's website.

Applicant Name

Applicant Signature

Date

Application for Development

Under the Environmental Planning and Assessment Act 1979 section 4.12 (formerly section 78A) information.

As all Information provided on the USB (excluding Part A of the Application form and non-exhibition plans) will be publicly available, personal information such as credit card details and any other personal information must NOT be copied onto the USB.

Please note: all fields on this form are mandatory and must be completed before submitting the application



Part B

Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

Applicant Details

Title

Given Name/s

Family Name

Organisation / Company Name (if applicable)

Proposed Development Description

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

Concept (Stage 1) DA

Detailed Design (Stage 2) DA

Concept (Stage 1) Consent Ref. Number

D/

Competitive Design Process Completed

Residential alteration and / or Additions - DP1

Residential - Single New Dwelling - DP2

Residential - New Second Occupancy - DP3

Residential - New Multi Unit - DP4

Residential - Seniors Living New - DP5

Residential - Other New - DP6

Tourist - DP7

Commercial - Retail - Office - Signage DP8

Mixed - DP9

Infrastructure - DP10

Industrial - DP11

Community Facility - DP12

Subdivision - DP13

Other - DP14

NOTE: Applications for temporary events must be lodged at least 4 weeks prior to the event date. See Note 10.

Detailed description of proposed development

Please give details of everything that you want Council to assess including any demolition, the proposed use(s) and any construction or demolition-related temporary structures proposed to be installed on roads/footways (hoardings, scaffolding etc.) - See 'item 32' in the checklist for lodging an application

Proposed Development Description - continued

Existing use of Site

Location of development - if within existing building

Pre-application advice

Have you been given any pre-application advice on this application?

Yes ► No

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

Integrated Development

Is this application for integrated development?

No Yes ►

If yes, under which Act do you require approval? **If no**, go to next section.

Heritage Act 1977 (s58) ► Do any exemptions apply under the 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
(see Note 2 at the back of this form) ►

Please specify which Act applies

Tree Removal (Integrated Development only)

Is a tree to be removed/pruned? No Yes ►

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

Has a tree permit been granted by Council? No Yes ► Give details below:

Details of Proposed Development

A Genuine and Accurate Proposed Cost of Development \$
(See note 3 at the back of this form)

To accompany this application form, you must provide one of the following:

\$0 - \$150,000 - a cost summary report prepared by the applicant or a suitably qualified person *

> \$150,000 - \$3 million - cost summary report prepared by a suitably qualified person *

> \$3 million - a detailed cost summary report prepared by a registered quantity surveyor

* see note 3 at the back of this form. Copies of cost summary report and detailed cost summary reports are available on Council's website under 'forms'

Heritage tree removal application only - no cost summary report required.

Details of Proposed Development - continued

Gross floor area (hotel/serviced apartments - indicate one or both)

Site area

Existing gross floor area (if applicable)

*Total floor area including areas such as parking services (if applicable)

Proposed Gross floor area (residential)

Proposed Gross floor area (non-residential)

Floor Space Ratio (FSR)

*Total floor area is to be calculated in accordance with section 7.13(6) of the Sydney Local Environmental Plan 2012.

Type of Application Please tick applicable box/es below

Is this application **solely** for removal of a tree/s listed on the City's heritage tree list?

IF YES, skip to section "Heritage Tree Removal". If no, continue below. No Yes

Is this to be a staged DA? (major developments only) 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:

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

Number of off street loading spaces	<input type="text"/>	<input type="text"/>
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Heritage

Is the property a heritage item, adjoining a heritage item or within a conservation area?

No Yes

IF YES, a Heritage Impact Statement and/or Conservation Management Plan and/or Demolition report must be provided.

For subdivision (please tick applicable box below)

Type of subdivision: Strata Subdivision New road
Land Subdivision

	Existing	Proposed
Number of Lots:	<input type="text"/>	<input type="text"/>

For retails, offices, commercial, hotels or industrial uses

I would like to apply for standard business trading hours (7am to 10pm) Monday to Sunday

Hours of operation	existing	proposed
Monday - Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

Licensed Premises

Are you intending to operate as a licenced premise? No Yes

Do you currently hold a liquor licence? (Liquor Act 2007) No Yes

IF YES, please specify which type of liquor licence you are currently operating under or intend to operate under.

Details of Proposed Development - continued

Hotel General Bar hotel licence On-premises licence Club licence

On premises with a primary service authority Small Bar

Other, please specify

Patron Capacity

If you are operating or intend to operate as a licenced premises, please specify the patron capacity of the premises:

Plan of Management

If you are seeking approval for trading hours between 10pm and 7am the following day you must provide a plan of management. Please refer to Part 3.15 of the Sydney DCP 2012 for further details.

Note: refer to items 17, 18 and 19 in DA checklist


For signs

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 

existing

proposed

If yes, how many beds?

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

Temporary Structures (Hoardings, scaffolding and other structures)

Provide details of any proposed structures - see 'Note 32'

Critical Habitat

Is this land part of critical habitat identified under the Biodiversity Conservation Act 2016?
(see Note 4 at the back of this form)

No Yes

Fire Safety

Fire Safety Schedule attached (see Note 5 at the back of this form)

Details of Proposed Development...continued

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.

Environmental Impact

Environmental Impact (see Note 6 at the back of this form)

A Statement of Environmental Effects (S.E.E.) 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** (e.g. minor internal alterations), please state the reasons why in the box below. Please describe the likely impacts of the proposed development upon the surrounding area including visual impacts and impacts to the amenity of the surrounding area. NOTE: A separate S.E.E. must be provided in all other cases.

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 at the back of this form) No Yes

Model

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 or a cost of 5 million dollars or more. The physical model is to be a 1:500 scale.

Do you need a model? No Yes ►

If yes, please contact Council model making staff to discuss all requirements in relation to a physical and a digital 3D model prior to lodgement of the application, email: model@cityofsydney.nsw.gov.au. **Your application will not be lodged without a model.**

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

Digital models are ONLY able to be received by Council on a separate CD or USB. Do not include digital model files alongside application files.

Developments requiring a model can ONLY be lodged Monday to Friday at: One Stop Shop, Level 2, Town Hall House, 456 Kent Street Sydney, NSW, 2000.

BASIX Certificate

A Basix Certificate is required if the development is one of the following:

- New residential building
- Alterations & additions to residential buildings (cost over \$50,000)
- Change of use to residential dwelling
- Swimming pool over 40,000 litres

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.

Information on obtaining and generating a certificate can be found on the NSW Department of Planning BASIX website: www.basix.nsw.gov.au of the Basix Help Line on 1300 650 908 or Email: basix@planning.nsw.gov.au

Is a BASIX certificate attached to this application? No Yes

NOTE: The certificate must be no older than 3 months at lodgement.

Shadow Diagrams

Is a shadow diagram attached to this application?

No Yes

Shadow diagrams must be prepared as follows:

- in accordance with the survey (prepared by a registered surveyor) which is required to be submitted with the application;
- drawn to true North;
- indicate shadow cast by the proposal between 9.00am and 3.00pm on 21st June at hourly intervals;
- indicate the shadow cast by existing buildings and structures on the site and in the surrounding area;
- indicate shadows cast by the proposal;
- indicate the extent of additional overshadowing cast by the proposal;
- indicate the extent of overshadowing both at ground level and to windows of adjoining and surrounding premises.

Survey Plan Requirements - Contour & Detail Survey

A contour & detail survey plan prepared by a registered surveyor and copy of the DP and a current (less than 6 months old) title must be submitted with applications for land subdivisions, new buildings or alterations and additions to buildings (not required for internal or minor works e.g. signage).

A boundary survey will be required where the proposed works are located within 1 metre of side or rear boundaries. For all survey plans, refer your surveyor to the survey plan requirements, located online: <http://www.cityofsydney.nsw.gov.au/development/application-guide/application-process>

Heritage Tree Removal

Tree Details

Is the tree listed as an individual heritage item? No

Yes

Is the tree listed on the City's heritage tree list? No - do not lodge this form

Yes

▶ A Heritage Impact Statement/Report must be provided

Is the tree/s subject to a current development application and any conditions of consent?

No Yes

▶ Do not lodge this form. You must lodge a Section 96 application.

Is this the first application for this tree/s?

Yes No

▶ Please provide details of previous application/s:

Number of trees to be removed:

Tree details (species/common name if known):

Reason for removal:

Additional documents required for lodgement

Applicant supplied

1. Statement of Environmental Effects (basic information to be included)
2. Statement of Heritage Impact (if tree/s is a Heritage Items and/or Significant Trees)
3. Scaled plan or survey of the subject site including the location of all trees to be removal and retained (must be less than 6 months old)

Supporting documentation

4. Arborist Report - Council's Tree Management Officer is limited to an above ground visual assessment only. Aerial inspection, root or soil analysis, exploratory root trenching, internal diagnostic testing and Risk Assessment must be provided by a qualified consultant Arborist, who holds a minimum of Level 5 in Horticulture (Arboriculture) under the Australian Qualification Framework

Heritage Tree Removal

5. Structural Engineers Report - A Structural Engineers Report must be provided with all applications involving damage caused by the tree. The report (at a minimum) must detail a general description of the building/structure and damage, identify any roots (size and number) contributing to the damage through exploratory root investigation, repairs and mitigation measures required to the building/structure. Further, the report shall provide reasons why the damage cannot reasonably be remediated without the removal of the tree (i.e. not solely recommend tree removal).
6. Plumbers Report and Sewer Diagram - A Plumbers Report and sewerage diagram must be provided for applications involving damage to pipes justifying why repairs or replacement cannot be achieved due to the tree/s location
7. Landscape Plan / Replacement Planting - A Landscape Plan which includes replacement planting details may be required for sites containing inadequate canopy cover or where tree removal will have a negative impact on the local amenity
8. Other - Include any other documentation that may assist Council's assessment of your application

Checklist for Lodging a Development Application

The following information is required in digital format. All digital information should be contained on one USB. Please tick all applicable boxes below which relate to documents you intend to lodge with this application)

Applicant Supplied

1. Owner's consent (see Note 1)
2. Applicant's Signature on application form
3. Plans and accompanying documents - All plans and documents must be submitted in digital format and comply with the "Digital Requirements" document.

NOTE: Digital files must be virus free. Each plan and document must be supplied as a PDF file no larger than 20Mb in size and named in accordance with Council's [Digital Requirements](#).

As all Information provided on the USB (excluding Part A of the Application form and non-exhibition plans) will be publicly available, personal information such as credit card details and any other personal information must NOT be copied onto the USB.

4. Drawings to scale including location plan, site plans, existing floor plans, proposed floor plans, all elevations (see Note 8)
 - for minor developments such as change of use, signs, shop fit out or single residential dwellings
 - all others
 - integrated development: 1 additional copy of the plans on a separate USB for each referral agency.
5. Survey Plan

A contour & detail survey plan (including details of adjoining development) prepared by a registered surveyor and a copy of the DP and a current title. If proposed works are within 1 metre of side or rear boundaries, there must be a note on the survey confirming that a boundary survey has been made.
6. Statement of Environmental Effects or Environmental Impact Statement (see Note 6 at the back of this form)
 - if the development is minor, complete the environmental impact statement section on the form.
 - Arborist report where applicable
7. BASIX Certificate
8. Registered Quantity Surveyors detailed cost of development report
 - if the development exceeds \$3 million (see Note 3 at the back of this form).
 - a Cost Summary Report for all applications under \$3 million.

The following information is required for new buildings, major alterations/additions and other development.

Applicant Supplied

9. A written request to justify contravention of a development standard.
 - if the building does not comply with a development standard contained in the relevant LEP
10. Photomontage
 - for all new buildings and major alterations/additions
11. Perspectives for all new buildings and major alterations/additions
 - in addition for all major developments a digital copy is required for Councillor presentation
12. Shadow Diagram where there are changes proposed to the building envelope
 - diagrams to show existing and proposed impacts at the Midwinter (21 Jun) and if applicable elevation shadows if shadows fall upon neighbouring windows/openings

13. Sample Board and Specification of Finishes
 Specifications and photographs of the external finishing materials to be used in the construction of the development shall be indicated on the plans and in the supporting information.
- Please note:** Council may request a physical sample board which must be no larger than A3 size and not weigh more than 5kgs (multiple boards can be submitted if necessary)
14. Landscape plan
 - for all new residential buildings, commercial development, industrial development, mixed use development and special use development.
 - For concept (stage 1) DAs that will lead to a competitive design process the landscape plan is to be written and diagrammatic rather than providing a detailed illustrative plan. The landscape plan should identify key constraints, aspirations and design requirements that may be incorporated into a future competitive design process brief.
15. Heritage Impact Statement and/or Conservation Management Plan and/or Demolition Report
16. Archaeological Baseline report
 - if the site is identified in the draft Archaeological Zoning Plan for Central Sydney 1992
17. Acoustic report
 - for all new residential buildings.
18. Noise impact statement
 - for new licensed premises, extension of trading hours of licensed premises and for other uses which generate noise.
19. Plan of Management
 - licensed premises; convenience stores, educational establishments and where the use requires.
20. Security Management Plan
 - for all new residential buildings, licensed premises, convenience stores.
21. Traffic and Parking Study
 - for all new buildings and where the use may generate additional traffic and parking requirements.
22. Energy Efficiency report
 - 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.
23. A Design Verification Statement
 - for new residential flat buildings.
24. BCA Statement / Building Services Report / Alternate Solution or Fire Engineering Report.
 - for all new buildings and strata subdivision of existing buildings, major alterations / additions or when varying the provisions of the BCA.
25. Geotechnical report
 - for excavation works.
26. A list of Category 1 Fire Safety Provisions
 - for development involving a change of use of a building with no building work, other than a dwelling (house) or a building or structure that is ancillary to the dwelling (house).
27. Reflectivity report
 - for all new buildings and as required.
28. Wind effects report
 - for all new buildings which exceed 45 metres in height.
29. Contamination Report
 - a detailed Environmental Investigation is required where the land use is changed from non-residential to a more sensitive use.
 Please refer to the Sydney DCP 2012.

Checklist for Lodging a Development Application....continued

Applicant Supplied

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 30. A Waste and Recycling Management Plan
- All new and change-of-use developments that will generate construction, demolition and operational waste are required to complete a Waste and Recycling Management Plan in accordance with the requirements of the Guidelines for Waste Management in New Developments found here: www.cityofsydney.nsw.gov.au/development/planning-controls/development-policies | <input type="checkbox"/> |
| 31. Construction Management Plan | <input type="checkbox"/> |
| 32. Temporary Structures
- Where temporary structures such as hoardings, scaffolding, work compounds and sitedsheds are proposed to be installed on City-owned land (roadways/footways) in association with the proposed development and the structures are to be in place for more than 52 days, details including indicative drawings/sketches showing the extent of the footprint and elevation/s of the proposed structures must be provided. | <input type="checkbox"/> |
| 33. Environmental Management Plan
- for all new buildings | <input type="checkbox"/> |
| 34. Models
- Physical and digital 3D models to Council specifications to be lodged with application.
All digital model files to be stored on separate CD/USB to application files | <input type="checkbox"/> |
| 35. Critical Habitat Species Impact Statement | <input type="checkbox"/> |
| 36. Competitive Design Process Report
- The Competitive Design Process Report must be submitted as part of any detailed design DA where the submitted design scheme has been through a competitive design process | <input type="checkbox"/> |

Notes for completing an Application for Development

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. The Council will not accept an application without the correct owners consent.
- 3) **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownership below).
- 4) **Company/Organisation** - 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 documentation.
- 5) **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).
- 6) **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 common property:
 - The common seal of the owner's corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owners corporation), the secretary of the owners corporation and another member of the executive committee, or the appointed strata managing agent;
 - **and** One of the following:
 - (a) A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 2015 have been met; **or**
 - (b) Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.
- 7) **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.**

- 8) **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.
- 9) Under Section 10.4 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.

Note 2

Integrated 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)

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:

- a) erect a structure or carry out a work in, on or over a public road; or
- b) dig up or disturb the surface of a public road; or
- c) remove or interfere with a structure, work or tree on a public road; or
- d) pump water into a public road from any land adjoining the road; or
- e) connect a road (whether public or private) to a classified road.

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 sufficient information for the approval body to make an assessment of the application. If your application is for Integrated development, an additional fee will be payable directly to the relevant agency. This will be requested through the NSW Planning Portal after you lodge your application.

Note 3

In the case of construction or building work, the development application fee is based on the estimated cost of development and is based on the cost incurred if a contractor carried out the works (this is not the cost of an owner-builder carrying out the works).

- \$0 - \$150,000 you will need to provide Council with the site area; gross floor area (for all uses); the applicant or suitably qualified person* must provide a cost summary report cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees, this can be submitted on councils cost summary form available on councils website.
- > \$150,000 - \$3 million, you will need to provide Council with the site area; gross floor area (for all uses); a suitably qualified person* must complete a cost summary report to include the cost of demolition and site preparation; excavation; fit-out (for all uses); car parking and professional fees, this can be submitted on council cost summary form available on councils website
- > \$3 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 Councils 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.

* The following people are recognised as 'a suitably qualified person'

- A builder who is licensed to undertake the proposed building works, or
- A registered quantity surveyor, or
- A registered architect, or
- A practising qualified building estimator. or
- A person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed
- A land surveyor registered under the Surveying and Spatial Information Act, 2002

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 as identified under the Biodiversity Conservation Act 2016, 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 (e.g. minor interior alterations) which must:

- a) demonstrate that the environmental impact of the development has been considered;
- b) set out steps to be taken to protect the environment or to mitigate the harm;
- c) 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 under Development and Planning Controls

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:

- a) that he or she designed, or directed the design of the residential flat development; and
- b) 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:

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

Plans or drawings 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. 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;
- 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, their height and maturity); and
- h) proposed methods of draining the land.

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

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.

Temporary event application must be lodged a minimum of 4 weeks prior to Event date to allow sufficient time for notification and referrals.

Part 13: Lodgement Details

You can book an appointment to lodge your application at one of our centres here:

<https://appointment.booking.cityofsydney.nsw.gov.au/#/map>.

This form 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>

NOTE: Courier deliveries can only be accepted at our CBD Concierge desk on Level 1, 456 Kent St Sydney.

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001 **DX Address:** 1251 Sydney

For further information regarding your application please contact us on:

TELEPHONE: (02) 9265 9333 Alternatively you can track your development application on our website at:

WEBSITE: www.cityofsydney.nsw.gov.au

Part 14: Privacy & Personal Information Protection Notice

Purpose of Collection & Intended recipients:

The information in this form will be used and disclosed for the purposes of communicating with you, Council exercising its functions under Environmental Planning and Assessment Act and as required by law.

Supply:

The application will be placed on public exhibition and published on the Council's website. If you do not provide the information (or any part of it) your application may not be accepted.

Access / Correction & Storage:

The Council of the City of Sydney will collect and store the information. You can access and correct the information by contacting the Customer Service Team at 456 Kent Street, Sydney NSW 2000