



# RICHMOND VALLEY COUNCIL

## Application Checklist

The checklist below identifies the information that may be required and will need to be submitted with your application.

**Please tick all relevant boxes and attach information**

- True Market Value of work
- Consent of all owners – see Note 3
- 6 Copies of plans for Integrated / Designated Development
- 3 Copies of plans for all other developments including detailed site plan – see Note 4 & 5
- 2 Copies of Specifications – see Note 6
- 2 Copies of Statement of Environmental Effects – see Fact Sheet & Note 11
- 3 Copies of Engineer’s details (required prior to issue of Construction Certificate)
- 2 Copies of Rural Fire Service Bushfire Assessment – available at [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- 3 Copies of BASIX Certificate – available at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) – see Note 10  
(Required for new dwellings, change of use to a dwelling, additions over \$50k & swimming pools over 40k litres)
- 3 Copies of Relevant BASIX Commitments shown on plans – see BASIX Certificate
- Building Line Variation and/or DCP Variation – see separate form
- Water Sensitive Urban Design details – see Development Control Plan
- Floor and Ground Levels in Flood Prone Land
- Biodiversity Development Assessment Report or ‘Test of Significance’ for Native Vegetation clearing – available at <http://www.environment.nsw.gov.au/biodiversity/entryrequirements.htm>
- 2 Copies of Soil Classification Report, filter and pump specifications for Swimming Pool
- Copy of Home Warranty Insurance for residential work valued over \$20,000 (if builder undertaking work) – see Note 9
- On Site Sewage Management Application – 3 copies of Consultant’s Report
- Integrated Development cheque(s)
- Disclosure of Political Donations and Gifts – see question 20
- Yes  No – Please send all correspondence / approvals by email only

**NOTE:**

- Failure to supply all the information will result in delay of your application for which Council cannot accept responsibility and may result in a refusal of the application.
- An Owner Builder Permit is required for works over \$10,000. A Development Application Number is required from Council before an application for permit with Department of Fair Trading.
- Machinery/Farm Sheds do not need insurance.

The assessment may identify other issues that may require clarification or further submissions.

**DEVELOPMENT APPLICATIONS MUST BE LODGED WITH COUNCIL  
PRIOR TO 3.30PM MONDAY TO FRIDAY**

**TO BE COMPLETED BY APPLICANT**

I have read all the information attached to this development application and have completed the checklist above. I acknowledge that failure to supply all of the information requested by Council will result in the processing of this application being delayed.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



**Richmond  
Valley  
Council**

Offices: 10 Graham Place, Casino  
19-25 Woodburn Street, Evans Head  
Locked Bag 10, CASINO NSW 2470  
[council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)  
Casino: (02) 6660 0300  
Evans Head: (02) 6660 0265

DA No \_\_\_\_\_  
CC No \_\_\_\_\_  
CDC No \_\_\_\_\_  
Date \_\_\_\_\_  
Amt \$ \_\_\_\_\_  
Receipt No \_\_\_\_\_  
Land No \_\_\_\_\_

**Application  
Development and/or Construction Certificate/Subdivision**  
(Environmental Planning and Assessment Act 1979)

**Applications submitted on this form**

- |  |  |
|--|--|
| <input type="checkbox"/> Development Application                     | <input type="checkbox"/> Construction Certificate (Building)       |
| <input type="checkbox"/> Modify a Development Consent (Section 4.55) | <input type="checkbox"/> Amend Construction Certificate (Building) |
| <input type="checkbox"/> Complying Development Certificate           | <input type="checkbox"/> Occupation Certificate                    |

**1. Applicant Details** (all correspondence will be forwarded to this name and address)

It is important that you can be contacted should further information be required. Please provide as much detail as possible.

Title:..... First Name:..... Surname:.....  
 Company/Organisation:.....  
 Postal Address.....  
 ..... State:..... Postcode.....  
 Telephone – Business..... Mobile..... Private.....  
 Email Address..... Fax.....  
 Name (Print)..... Signature.....  
 Date ...../...../.....

**2. Site of Proposed Development**

These details identify the land where the development is to be located.

Unit/Street No:..... Street/Road:.....  
 Suburb/Town/Locality:.....  
 Lot No..... Sec..... Deposited/Strata/ Plan No.....

**3. Contact With Council Prior to Lodgement**

Have you spoken with Council staff prior to lodging your application?  Yes  No  
 Was it a:  Pre-lodgement Meeting  Development Concierge  Counter/Phone Enquiry  
 If Yes, what was your experience like.....

## 4. Owner(s) of the Land and Owners Consent

All owner(s) of the land to be developed must sign this form, attach separate sheet if required, provide the name of every owner. For companies, body corporate or Crown land refer to Notes for Completion on this form. Without the owner's consent, Council will not accept this application.

As the owner/s of the land to which this application relates, I consent to this application. I also consent for authorised Council staff to enter the land to carry out inspections relating to this application. I accept that all communications regarding this application will be through the nominated applicant and I understand that information will be made publicly available and published to the DAs online section of Council's website.

Family Name(s) or Company .....

Given name(s) .....

Full Postal Address.....

.....Postcode.....

Telephone – Business.....Mobile.....Private.....

Email Address..... Fax.....

**\*\* If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee or company director).**

Name (Print)..... Signature.....

Name (Print)..... Signature.....

Name (Print)..... Signature.....

Date ...../...../.....

## 5. Development Description

Accurately describe all components of your proposal, including signs, use of the land/building, subdivision, demolition etc. (eg Dwelling, Residential Flat Building, Change of Use, Subdivision, Extractive Industry, Animal Establishment etc)

.....  
.....  
.....

## 6. Cost of Development

Part 15 Division 1 of the Environmental Planning and Assessment (EP&A) Regulation 2000 sets out how to calculate the fees for development applications. For development that involves a building or other works, the fee for your application is based on the estimated cost of the development.

The cost of the development is the genuine estimate of:

- (a) The costs associated with the construction of the building; and
- (b) The costs associated with the preparation of the building for the purpose for which it is to be used (such as costs of installing plant, fittings, fixtures and equipment)

Note: Owner builders will need to include the full cost of labour.

**Estimated cost of the development**     \$.....

**(Please note that the cost must be a true market cost for the work, including all materials and labour costs – Estimate will be checked against current construction cost indices)**

## 7. Development Type

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Local      | <input type="checkbox"/> Concurrence (SEPP1) |
| <input type="checkbox"/> State      | <input type="checkbox"/> Designated          |
| <input type="checkbox"/> Integrated |  |

## 8. Integrated Development

Integrated development is development that requires licences or approvals from a NSW Government agency. Council will refer the application to necessary agency so that there is an integrated assessment of the proposal. Most forms of development will not be "integrated". All Integrated Development applications require a cheque(s) for \$320.00 for each referral plus an extra copy of the complete DA for each authority.

Is your application for **Integrated Development**?       Yes       No

Please tick relevant boxes

- |   |  |  |   |                               |
|---|--|--|---|-------------------------------|
| Fisheries Management Act 1994                     | <input type="checkbox"/> s144          | <input type="checkbox"/> s201          | <input type="checkbox"/> s205           | <input type="checkbox"/> s219 |
| National Parks and Wildlife Act 1974              | <input type="checkbox"/> s90           |  |   |                               |
| Protection of the Environment Operations Act 1997 | <input type="checkbox"/> ss43(a),47,55 | <input type="checkbox"/> ss43(b),48,55 | <input type="checkbox"/> ss43(d),55,122 |                               |
| Water Management Act 2000                         | <input type="checkbox"/> ss89, 90, 91  |  |   |                               |
| Heritage Act 1977                                 | <input type="checkbox"/> s58           |  |   |                               |
| Mining Act 1992                                   | <input type="checkbox"/> ss63, 64      |  |   |                               |
| Roads Act 1993                                    | <input type="checkbox"/> s138          |  |   |                               |
| Rural Fires Act 1997                              | <input type="checkbox"/> s100B         |  |   |                               |
| Other.....  | <input type="checkbox"/>               |  |   |                               |

## 9. Complying Development Only

**Nominate the Planning Instrument you seek approval under:**

- SEPP 4
- SEPP60
- SEPP (Exempt & Complying Development Codes) 2008
- SEPP (Temporary Structures and Place of Public Entertainment)
- SEPP (Affordable Rental Housing) 2009
- SEPP (Infrastructure) 2007

**Relevant Part of SEPP**

.....  
.....  
.....

## 10. Development Applications requiring Modification only

Clause 258 of the Environmental Planning and Assessment Regulation 2000 and the table attached to the clause set out how to calculate the fee for an application for modification of a consent.

If your development needs to be advertised to the public you may also need to include an advertising fee. Clause 258 of the Regulations includes details on these fees.

Note: Advertising fees attract GST, all other fees do not. Contact us if you need help to calculate the fee for your application

Estimated Cost of the Development \$.....

What was the original estimated cost of the development (including GST) \$.....

What is the Development Application Number.....

What is the date of the consent.....

Describe what the original consent allows .....

.....

.....

.....

Please indicate the type of modification you propose to make by placing a tick in the appropriate box.  
**Tick the appropriate box.**

Please Note: This application was formerly known as a Section 96 Modification.

- Section 4.55(1) Modification involving minor error, miss description or miscalculation
- Section 4.55(1a) Modification involving minimal environmental impact
- Section 4.55(2) Other modifications

### Tick Condition(s) to be modified

- Modify Condition No 1
- Modify and insert any other relevant conditions
- Other modification as specified below

.....

.....

On a separate page please provide the reasons for modification.

Will the modified development be substantially the same as the development that was originally approved?

No

Yes  Please provide evidence that the development will remain substantially the same. (If you need to attach additional pages, please list the material attached).

.....

.....

## 11. Principal Certifier (PCA)

### Appointment of Principal Certifying Authority

Richmond Valley Council                       Private Certifier (*please complete details*)

Name .....

Full Postal Address.....

.....Postcode.....

Telephone – Business.....Mobile.....Private.....

Accreditation Authority .....

Accreditation No..... Expiry Date .....

Company Issuing Indemnity Certificate .....

Expiry Date .....

## 12. Builder Details

Name.....

Full Postal Address.....

.....Postcode.....

Telephone – Business.....Mobile.....Private.....

Builders Licence No ..... Expiry Date ...../...../.....

Company Issuing Indemnity Certificate .....

Expiry Date .....

**(NB: PLEASE SUPPLY A COPY OF OWNER/BUILDER PERMIT WHEN OBTAINED)**

## 13. Building Materials

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

**All new buildings** (please complete the following):

Number of storeys (including underground floors): .....

Gross floor area of new building (m<sup>2</sup>): ..... Gross site area (m<sup>2</sup>): .....

**Residential buildings only** (please complete the following details on residential structures):

Number of dwellings to be constructed: ..... Number of dwellings to be demolished: .....

Number of pre-existing dwellings on site: .....

**Materials – residential buildings** (please indicate the materials to be used in the construction)

Walls		Roof		Floor		Frame	
Brick (double)	<input type="checkbox"/>	Tiles	<input type="checkbox"/>	Concrete or slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>
Brick (veneer)	<input type="checkbox"/>	Concrete or slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Steel	<input type="checkbox"/>
Concrete or stone	<input type="checkbox"/>	Fibre cement	<input type="checkbox"/>	Not specified	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>
Fibre cement	<input type="checkbox"/>	Steel	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not specified	<input type="checkbox"/>
Timber	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>			Other	<input type="checkbox"/>
Metal	<input type="checkbox"/>	Not specified	<input type="checkbox"/>				
Not specified	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Other	<input type="checkbox"/>						

## 14. Environmental Effects of Your Development

In order for Council to assess your proposal, you will need to inform Council of the potential impacts it will have. Depending upon the nature and scale of your proposal, you may need to provide one or more of the statements listed below to explain its environmental effects as well as the way in which the development will operate.

**(It is a legal requirement that all Development Applications must be accompanied by a Statement of Environmental Effects)**

Refer to the attached Fact Sheet for what information to include.

**If you do not fully describe the impacts and the way the development will operate, this may result in processing delays.**

Is your proposal designated development?

- No Please attach a **Statement of Environmental Effects (SEE)** Note: A SEE report will be required to be submitted for all development applications that are not classified as designated development.
- Yes Please attach an **Environmental Impact Statement (EIS)**.

Does your proposal require clearing of Native Vegetation?

- No
- Yes If yes please continue with below questions.

If yes, does your proposal exceed the clearing thresholds under Section 7.2 of the Biodiversity Conservation Regulation 2017 or is your proposal located on the Biodiversity Values Map (BV Map)?

- No Please attach a '**Test of Significance**'.
- Yes Proposal exceeds threshold, BAM Assessment required please attach a **Biodiversity Development Assessment Report**.
- Yes Proposal is below the threshold, but is on the BV Map, BAM Assessment required please attach a **Biodiversity Development Assessment Report**.

Does your 'Test of Significance' indicate there will be a significant impact?

- No Continue with assessment under Section 79C of the EP&A Act.
- Yes BAM Assessment required, please attach a **Biodiversity Development Assessment Report** or a **Species Impact Statement (SIS)**.

Further information in relation to clearing Native Vegetation can be found at the following address <http://www.environment.nsw.gov.au/biodiversity/entryrequirements.htm>

Does your proposal require works to a heritage item?

- No
- Yes Please attach a **Heritage Impact Statement**.

Does your proposal involve a variation to a development standard(s) (as contained within the Richmond Valley Council LEP 2012) or a variation to a development control(s) (as contained within the Richmond Valley Council DCP 2015)?

- No
- Yes, variation to development standard Please attach an application to **vary the standard**.
- Yes, variation to development control Please attach a request to **vary the development control**.

## 15. Section 68 Approvals

### Approvals under Section 68 of the Local Government Act, 1993

- Not applicable
- Carry out water supply work
- Carry out stormwater drainage work
- Carry out sewerage work
- Connect a private sewer with a public sewer
- Use a building as a place of public entertainment
- Connect a private drain with a public drain
- Install a sewage management facility & ancillary drainage
- Alter a sewage management facility & ancillary drainage
- Place a waste storage container in a public place
- Other .....

## 16. Approval under Section 138 of the Roads Act 1993

Does this proposed development involve roadworks on an existing public road, the opening of a public road or footpath area for public utility services, driveway access or stormwater drainage? Note: The public road is not a classified road and approval is to be issued by Council.

- No
- Yes Please attach an **Application for Approval under Section 138 Roads Act 1993** prior to issue of Construction Certificate.
- Unsure

## 17. BASIX

A development application for any BASIX affected development must also be accompanied by a BASIX certificate (or certificates), being a BASIX certificate that has been issued no earlier than three months from the date of application. Any new dwellings, change of category class to a BASIX classification, alterations and additions over \$50k and swimming pools with capacity of 40k litres or more are all required to have a BASIX certificate submitted. The BASIX commitments listed on the certificate are to be listed on the plans or under separate cover.

Note: To find out if your development requires a BASIX certificate, please contact the BASIX Help Line on 1300 650 908.

Does your development require a BASIX certificate?

- No
- Yes Please attach a **BASIX certificate** and any other documents that are required by the BASIX certificate.



## 18. Rural Road Numbering

All properties are required to have a road/street number, which assists the Emergency Services locate properties.

Does the proposed development have a Council generated Rural Road / Street Number?

- No Please attach a **Rural Road Number application**.
- Yes

## 19. Concurrence

Some applications require the agreement of another Government Authority before an approval can be granted. A copy of your application will be sent to the relevant authorities to seek their agreement.

Does the proposed development require **Concurrence**?  Yes  No

If yes, please indicate from which whom Concurrence is required

- NSW Government Planning and Environment
- NSW Government Roads and Maritime Services
- NSW Government Environment and Heritage
- Other .....

## 20. Disclosure Statement

### Disclosure of Political Donations and Gifts

A person who submits a development application to Council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined:

- All reportable political donations made to any local Councillor of the Council; and
- All gifts made to any local Councillor or employee of the Council.

A reference to a reportable political donation made to a "local Councillor" includes reference to a donation made at the time the person was a candidate for election to the Council.

Significant penalties apply for non-disclosure. For more information and to obtain a political donations and gifts disclosure statement, go to the NSW Government Planning and Environment website [www.planning.nsw.gov.au/donations](http://www.planning.nsw.gov.au/donations)

Is a disclosure statement required to accompany your application

- 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.
- Yes Please complete the **Political donations and gifts disclosure statement** at [www.planning.nsw.gov.au/donations](http://www.planning.nsw.gov.au/donations).

## **21. Privacy and Copyright Notice**

The completed development application form and any documents submitted with the application contains personal information that is being collected in order to assess, process and determine the application under the provisions of the Environmental Planning and Assessment Act 1979 (EP&A Act).

The information will be processed by the Development and Environmental Health Department of Richmond Valley Council and will be made available to public enquiries under the Government Information (Public Access) Act 2009 (GIPA). The information will be stored in Council's electronic document management system.

The information supplied is required under the EP&A Act. The supply of the information is voluntary, however if it is not supplied Richmond Valley Council may be unable to process the application.

Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council.

You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

### **Development Application and documents will be made publicly available**

This development application form (including any personal information and other information supplied on the form) and any document submitted with the development application will be made publicly available on Council's online DA tracker, and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the GIPA, and Schedule 1 of the GIPA Regulation.

### **Copyright Notice**

You are advised that Council will make copies (including electronic copies) of the development application and accompanying plans and documents for the purpose of complying with its obligations under the EP&A Act and the Local Government Act 1993. In addition the Council may make such further copies as are necessary to facilitate a thorough consideration of the development application. This includes the application form, plans and supporting documentation and the publishing of the same to Council's online DA tracker. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

**Note 1:** The application must be accompanied by such matters as would be required under S.81 of the *Local Government Act 1993* if approval was to be sought under that Act.

**Note 2:** Council may reject any development consent application if it is considered that the application is illegible or unclear as to the development consent which is being sought. (Clause 47 EP&A Amendment Reg. 1998).

**Note 3: Owners Consent**

**Where the owner is a company.**

If the owner of the land is a company, the company must sign as the owner. Section 127 of the Corporations Act 2001 details how a company may execute a document. This outlines the following requirements:

A Company may execute a document without using a common seal if they document is signed by:

- two (2) directors of the company; or
- a director and a company secretary of the company; or
- for a proprietary company that has a sole director who is also the sole company secretary - that director.

Where the owner of the land is a company, and owner's consent is provided on documentation accompanying the form, Council requests that the names and positions held (e.g. Company Director) by those signing the form are clearly printed adjacent to the relevant signature(s).

**Where the owner is identified as a Body Corporate**

Where the owner is identified as a Body corporate, the following is required:

- Body Corporate Seal; and
- A letter of consent signed by the Chairperson and Secretary.  
or
- Body Corporate Seal; and
- Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted); and
- two (2) signatures, one of which must be the Chairperson.  
or
- a signed letter of consent from each lot owner covered by the Body Corporate.

**Where the land is identified as Crown Land**

If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

**Note 4: A Plan of the land MUST indicate:**

- a) location, boundary dimensions, site area and north point of the land all drawn to scale.
- 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.
- e) location and uses of buildings on sites adjoining the land.
- f) measurements of the proposed development to existing structures on the land.

**For further information phone Richmond Valley Council on (02) 6660 0300, email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au) or visit [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au)**

**Note 5: 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.
- 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).
- h) proposed methods of draining the land.

### **Building Work**

*In the case of an application for a Construction Certificate for building work:*

- a) copies of compliance certificates relied upon (if any)
- b) three (3) copies of detailed plans and specifications.

The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan. The general plan of the building is to:

- show a plan of each floor section;
- show a plan of each elevation of the building;
- show 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 resistance (if any).

Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

### **Subdivision Work**

- details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- details as to which public authorities have been consulted with as to the provision of utility services to the land concerned
- detailed engineering plans as to the following matters:
  - (i) earthworks
  - (ii) roadworks
  - (iii) road pavements
  - (iv) road furnishings
  - (v) stormwater drainage
  - (vi) water supply works
  - (vii) sewerage works
  - (viii) landscaping works
  - (ix) erosion control works
- copies of any compliance certificates to be relied on.

**For further information phone Richmond Valley Council on (02) 6660 0300, email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au) or visit [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au)**

**Note 6: 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 material proposed to be used are new or second hand and give particulars of any second-hand and give particulars of any second-hand materials to be used.
- a) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
- details of the performance requirements that the alternative solution is intended to meet, and details of the assessment methods used to establish compliance with those performance requirements.
- b) evidence of any accredited component, process or design sought to be relied upon.
- c) except in the case of an application for, or in respect of, a Class 1(a) or Class 10 buildings:
- 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, and
  - if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.

**Note 7: Other Information MUST indicate (where relevant):**

- a) in the case of shops, offices, commercial or industrial development:
- details of hours of operation;
  - plant and machinery to be installed;
  - type, size and quantity of goods to be made, stored or transported;
  - loading and unloading facilities.
- b) in the case of a change of building use (except where the proposed change is to a Class 1(a) or Class 10 building) where no alterations or additions to the existing building are proposed.
- a list of any fire safety measures in the building or on the land on which the building is situated in connection with the proposed change of building use, and
  - a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design of each of the measures concerned.

- c) in the case of demolition:
- details of age and condition of buildings or works to be demolished.
- d) in the case of advertisements;
- details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed.
- e) in the case of development relating to an existing use;
- details of the existing use.
- f) in the case of development that requires consent under the *Wilderness Act 1987*;
- a copy of the consent under the *Wilderness Act 1987*.
- g) in the case of development involving the erection of a building, work or demolition:
- details of the methods of securing the site during the course of construction.

**For further information phone Richmond Valley Council on (02) 6660 0300, email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au) or visit [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au)**

**Note 8:** Under S.80(10A) of the *Environmental Planning & Assessment Act 1979* development consent cannot be granted 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 local Council may be authorised to accept payment.

**Note 9: Home Building Act Requirements**

In the case of an application for a Construction Certificate for residential building work (within the meaning of the *Home Building Act 1989*) attach the following:

- a) in the case of work by a licensee under the Act:
  - i) a statement detailing the licensee's name and contractor licence number; and
  - ii) documentary evidence that the licensee has complied with the applicable requirements of that Act,\* or
- b) in the case of work done by any other person:
  - i) a statement detailing the person's name and owner-builder permit number, or
  - ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of *owner-builder work* in Section 29 of that Act.

\* A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

**Note 10:** In addition to any documentation required as set out above, a development application for any development:

- a) that involves the erection (but not the alteration, enlargement, extension or relocation) of a **BASIX** affected building, or
- b) that involves a change of building use by which a building becomes a BASIX affected building,

must also be accompanied by a BASIX certificate, issued no earlier than 3 months before the date on which the applications is made, for each dwelling comprised in the development.

**Note 11:** The application must be accompanied by a statement of environmental 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.

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Development applications must include a Statement of Environmental Effects to legally validate the application. For minor proposals a brief / checklist consideration of environment issues will be sufficient. This fact sheet is designed to cover most types of development. However, major developments including designated and integrated development may require a detailed Environmental Impact Statement.

A Statement of Environmental Effects does not have to be in any special form, the following points will give you some idea of what Council requires. Some headings may not be relevant to all development. For Class 10 developments (shed, awning, swimming pool etc.) a checklist can be submitted and is available from Council.

Consider ALL the likely effects or impacts of your proposal, for example, effects on privacy and views from adjoining land or additional car movements. You need to assess issues that effect your development and issues that have outward effects on your neighbours or the local environment.

## Ø **Planning Policies and Controls**

- Address whether the proposal is permissible under the zoning of the land and the relevant Development Control Plan.
- Consider how the development satisfies the relevant planning controls applying to the site and justify any areas of non-compliance. A separate form is available from Council to vary any clause of a Development Control Plan. Some parts of the Council area are affected by special Scenic Protection and Environmental Protection zones, check your planning certificate for further information.

## Ø **Site Suitability – Have you identified and dealt with potential hazards?**

- Flooding
- Poor drainage
- Landslip
- Soil erosion
- Bushfire
- Land contamination including previous land use and any remediation that has been carried out or is proposed to be carried out

Make sure you provide details on your plans of all excavation, filling and any removal of vegetation.

## Ø **Access and Traffic – How will you access the development?**

- Driveway location, access grades, manoeuvrability and safety
- Is the existing road network and footpath crossing suitable?
- Consider the number of vehicles entering and exiting the site, including delivery trucks and pedestrian safety
- Provide calculations of number and location of parking spaces.

Please show the location of driveways and parking areas on your plans.

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## Ø Streetscape and Design – Will the design suit the area?

- Discuss how the design of the development has taken into consideration the existing streetscape
- Include details of the proposed external finishes, including material type and colour

## Ø Services – What services are required?

- Discuss the availability of services; are telephone and electricity available?
- What type of water supply is required?
- Is Council sewerage available or is an on-site system required?
- How is stormwater disposal to be carried out?

## Ø Privacy, Views and Overshadowing – Will the neighbours be affected?

- How the proposal will impact on neighbouring properties and any measures proposed to reduce the impact of noise, shadows
- Will the proposal affect the views of the neighbouring properties and any measures to reduce the impact?

## Ø Social and Economic Effects – Are there any likely impacts?

- Is any native vegetation to be removed?
- Are native animals or birds likely to be effected?
- In relation to the Threatened Species Conservation Act, discuss the impact that the development will have any threatened or endangered species
- Proposed landscaping of the site and whether any existing trees should be preserved.

Note: You may be requested to produce EVIDENCE or DOCUMENTATION in support of any claims you make.

USE THIS DOCUMENT AS A GUIDE

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