

Are you thinking of starting a new business in the Richmond Valley?

Your first step will be to determine what the last approved use of the building was to determine if a new consent is required or whether the old consent can be utilised.

A Request to Access Building and Development Records application form should be submitted to Council along with the relevant fee. Relevant files will be retrieved from archives to determine the existing use of the premise.

The options will be:

- Utilise the existing consent by adhering to the conditions of consent.
- Exempt Development – development consent may not be required under the State Environmental Planning Policy Exempt and Complying Codes 2008
- New Development Application

**Commercial applications may be for any of the following:**

- Alterations and additions to either a commercial or industrial existing development;
- Business premise (funeral home, banks, post offices, hairdresser, travel agency etc)
- Office premise (a building used for the purpose of administrative, clerical, technical or professional activities)
- Pub (licenced premise under the Liquor Act 2007)
- Restaurant or café – place used for the purpose of selling items by retail, or hiring or displaying items for the purpose of selling or hiring (food and drink premises, garden centres, hardware and building supplies, kiosks, shops, specialised retail premises, timber yards, vehicle sales or hire premises)
- Signage – any sign, notice or advertisement that advertises or promotes any goods or services and any structure used for display of signage (advertising structure, building identification sign, business identification sign)
- Take-away food and drink premises – means premises that are predominantly used for the preparation and retail sale of food and drink (or both) for immediate consumption away from the premises.

Industrial applications may be for any of the following:

- General industry
- Heavy industry
- Light industry

Council recommends you engage the services of a Planning Consultant for any Commercial or Industrial Developments, this will ensure the smooth process for yourself from lodgement through to consent stage of the development.

## LINKS

▶ [Richmond Valley Council](#)

▶ [NSW Planning Portal](#)

## CONTACT

council@richmondvalley.nsw.gov.au  
02 6660 0300

Richmond  
Valley  
Council



Council also offers pre-lodgement meetings where required, to offer further assistance to developers and their consultants. Prior to booking pre-lodgement meetings preliminary plans and information must be produced and submitted to Council's Development Concierge.

Each application will vary in relation to what reports and information will be required, however some items of consideration are liquid trade waste, noise, hours of operation, truck movements, carparking, bushfire, [NABERS Certificate](#) (click to more information), contamination, onsite waste water etc.

Applications are lodged with Council online via the NSW Planning Portal, <https://www.planningportal.nsw.gov.au>. Before accessing the NSW Planning Portal, you are required to set up an account with Service NSW using your email address.

Documents are to be uploaded using the correct document names which are identified in Council's Naming Convention Fact Sheet, [DA-ePlanning-Naming-Conventions-June-2021.pdf](#) (nsw.gov.au). It is essential the documents are named correctly to allow the lodgement of the application, if documents are not named correctly it will result in the application being returned and the need to re-lodge with the correct naming conventions. The Naming Convention Fact Sheet is located on Council's website.

Council has also produced a Development Matrix, Development Application Lodgement Matrix (nsw.gov.au) to assist with possible reports and attachments which are required depending on the development type, the matrix is located on Council's website.

**NOTE:** Please note that plans may not be accepted by Council, if Council believes they are not to a standard to allow a thorough assessment by the assessing officer.

The following additional applications may be required, these applications are lodged electronically via the NSW Planning Portal:

- Onsite Waste Water Application
- Liquid Trade Waste Application
- Construction Certificate may be required if any building works are proposed
- Section 68 Application for a plumbing permit may be required if connection to Council's reticulated water and sewerage systems are required. Large projects may require a hydraulic plan
- Vehicular Accessway application may be required if a driveway is to be installed and the required bond to be paid to Council

To discuss your development proposal please contact our Development Concierge on 6660 0300.

## CONTACT

[council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)  
(02) 6660 0300

Richmond  
Valley  
Council

