

Development Application Checklist

Please tick all relevant boxes and attach information

- True Market Value of work
- Consent of all owners
- 6 Copies of plans for Integrated / Designated Development
- 3 Copies of plans for development showing elevations and measurements
- Site plan showing distances to boundaries and existing structures.
- 2 Copies of Specifications
- 2 Copies of Statement of Environmental Effects – see attached fact sheet
- 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
- 3 Copies of BASIX Certificate – available at www.basix.nsw.gov.au
(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
- 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)
- Integrated Development Portal - www.planningportal.nsw.gov.au
- Ancillary Applications:
 - Section 68 Plumbing Permit
 - Vehicular Accessway Application
 - Section 138 Application
 - OSMS Application
 - Rural Road / Street Number Application
- Disclosure of Political Donations and Gifts – see question 23
- 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 from Council is required to apply for permit with Department of Fair Trading.**
- **Home Warranty Insurance is required for developments over \$20,000**
- **Machinery/Farm Sheds do not need Home Warranty 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**



Development / Construction Certificate / Subdivision Application

10 Graham Place, CASINO
 25 Woodburn Street, EVANS HEAD
 Locked Bag 10, CASINO, NSW, 2470
 Phone: 02 6660 0300 Fax: 02 6660 1300 council@richmondvalley.nsw.gov.au

DA No:	Date:	Records Use:
CC No:	Amount \$	
CDC No:	Receipt No:	
Land No:	Property No:	

Applications submitted on this form (Environmental Planning and Assessment Act 1979)

- | | |
|---|--|
| <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 |
| <input type="checkbox"/> Subdivision Works Certificate/Civil Construction Certificate (Section 6.4) | |

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

3. 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/...../.....

4. 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)

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.....

5. 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)

6. Development Type

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

7. Integrated Development

Integrated developments may require licences or approvals from a NSW Government agency. Council will refer the application to necessary agencies and advise applicant of required fees to be paid. All Integrated Development Applications require payment for each referral plus an extra copy of the complete DA for each authority.

Is your application for Integrated Development? Yes No **(Please tick referrals required)**

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"/>			

8. Complying Development only

To check validity of application please refer to www.planningportal.nsw.gov.au/onlinecdc
Nominate the Planning Instrument you seek approval under:

<input type="checkbox"/> SEPP 4	<input type="checkbox"/> SEPP (Exempt & Complying Development Codes) 2008
<input type="checkbox"/> SEPP60	<input type="checkbox"/> SEPP (Temporary Structures and Place of Public Entertainment)
<input type="checkbox"/> SEPP (Infrastructure) 2007	<input type="checkbox"/> SEPP (Affordable Rental Housing) 2009

Relevant Part of SEPP

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9. Construction Certificate Amendments only

Accurately describe all components of proposed amendments to Construction Certificate

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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

.....

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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).

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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/...../.....

(Note: 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 (m²): Gross site area (m²):

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"/>	Other	<input type="checkbox"/>				
Other	<input type="checkbox"/>	Not specified	<input type="checkbox"/>				
Not specified	<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. If you do not fully describe the impacts and the way the development will operate, this may result in processing delays.

ALL Development Applications must be accompanied by a Statement of Environmental Effects this is a legal requirement -- Refer to the attached Fact Sheet for what information to include.

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. 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.

16. 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

17. Section 138 – Carry out an Activity on a Road Reserve

Does the proposed development:

- 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.

Note: If the road reserve is a classified road, Roads and Maritime Services are required to give concurrence to any proposed works, together with RMS conditions, prior to an approval being issued by Richmond Valley Council

- Yes – Please attach **Section 138 – Carry out an Activity on a Road Reserve** application
- No
- Unsure

18. Section 68 – Approvals under section 68 of the Local Government Act 1993

Are any plumbing works being undertaken? Water, sewer or stormwater.

- Yes – Please attach **Section 68 - Plumbing Permit** application
- No

Does this development require approval to carry an activity including siting of a relocatable dwelling, conduct entertainment or activity on public lands?

- Yes – Please attach **Section 68 - Approval to carry out an activity** application
- No
- Unsure

19. Rural Road / Street 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?

- Yes
- No - Please attach **Rural Road / Street Number** application

20. OSMS Application

Does your proposed development require the installation of a septic system?

- Yes – Please attach **On Site Sewerage Management System – Application to Install**
- No

21. Construction of Vehicular Access Way

Does the proposed development require the installation of a Vehicular Access Way?

- Yes – Please attach **Construction of Vehicular Accessway/Driveway** application
- No

22. 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.....

23. Disclosure Statements

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

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.

24. 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.