



THE COUNCIL OF CAMDEN

37 John Street, Camden
 19 Queen Street, Narellan
 E-mail: mail@camden.nsw.gov.au

PO Box 183, Camden
 DX 25807 Camden

Phone(02) 4654 7777
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 Website: www.camden.nsw.gov.au

APPLICATION FORM

APP No.: /

Identify the land/property related to this application

Unit, shop or suite Street No. Street

Suburb Lot Deposited Plan(s) / Strata Plan

Other

Details of the applicant

Owner Builder Consultant Contact Person

Family (or Company name)

Postal Address

 Postcode

Phone Work Phone Home Fax Mobile

E-mail

Describe the proposed development

Estimated Value?

Estimated value (contract value) \$..... where applicable
Please state full contract price for labour and materials. If unsure, ask us for current construction estimates.

Type of application please tick

<input type="checkbox"/> Development	<input type="checkbox"/> Landscaping Assessment and Inspection Fees
<input type="checkbox"/> Combined Development Approval/ Construction Certificate	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Complying Development Certificate	<input type="checkbox"/> Subdivision Certificate
<input type="checkbox"/> Construction Certificate-Building	<input type="checkbox"/> Compliance Certificate
<input type="checkbox"/> Construction Certificate-Engineering	<input type="checkbox"/> Change of use
<input type="checkbox"/> Compliance Certificate-Engineering	<input type="checkbox"/> Modify Consent D/A No.
<input type="checkbox"/> Appoint Council as Principal Certifying Authority	<input type="checkbox"/> Demolition
<input type="checkbox"/> Occupation Certificate.Final/Interim	<input type="checkbox"/> Tree removal in conjunction with development
<input type="checkbox"/> Designed Development	<input type="checkbox"/> BASIX
<input type="checkbox"/> Intergrated Development	<input type="checkbox"/> Advertising Sign
	<input type="checkbox"/> SEPP 1
	<input type="checkbox"/> Other.....

Type of consent sought?

Immediate commencement Deferred commencement Staged consent

Name of Builder or Owner Builder

If you are an Owner Builder you will need owner builder permit if work exceeds \$5,000.
If work exceeds \$12,000, you will need to attend an approved education course.

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		
Owner/Builder's Permit No.	<input type="text"/>	Builder's Licence No.	<input type="text"/>

Before lodging have you:

Discussed this application with a Council officer? Yes No

If yes, who did you speak to?

Australian bureau of Statistics Schedule

Please describe the material of which the new work will be constructed e.g. Brick veneer walls:

Walls	<input type="text"/>	Floor	<input type="text"/>	
Roof	<input type="text"/>	Frame	<input type="text"/>	
New Floor area	<input type="text"/>	m ²	No. of Storeys	<input type="text"/>

Owner's signature

Owner's consent: As owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers or agents to enter (without prior notice) the land to carry out inspections.

<i>Must be signed by the owner of the land. If more than one owner, every owner must sign</i>	Signature	<input type="text"/>	Date	<input type="text"/>
	Print Name & Address	<input type="text"/>		
<i>If the owner is a Company or Owner's Association, this must be signed by a director or secretary (or authorised delegate) under common seal</i>	Signature	<input type="text"/>	Date	<input type="text"/>
	Print Name & Address	<input type="text"/>		
If you're signing on the behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.				
	Signature	<input type="text"/>	Date	<input type="text"/>
	Print Name & Address	<input type="text"/>		
<i>(e.g., Power of attorney, executor, trustee, company director)</i>				

Applicant's declaration

I apply for consent to carry out the development described in this application.
I declare that all the information given is true and correct.
I also understand that:
if incomplete the application may be delayed or rejected and more information may be requested within 21 days.

Signature	Date
<input type="text"/>	<input type="text"/>

If the owner is a Company or Owner's Association this must be signed by a director or secretary (or authorised delegate) under common seal.

PPIPA Disclaimer for DA forms

The personal information provided on this form is collected by Camden Council for the purposes of processing this application by Council employees and other authorised persons. This form will be stored within Council's Record Management System and may be available or public access and/or disclosure under various NSW Government legislation.



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APPLICATION CHECKLIST

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THE FOLLOWING WILL NEED TO BE PROVIDED WITH YOUR DEVELOPMENT APPLICATION - WHERE APPLICABLE.

- Four copies of the plans and specification, and supporting documentation.

- Plans must include, where applicable:

- Scale, location, boundary dimensions, site area and north point.
- Floor plans of proposed building/s showing dimensions and the intended use.
- Vehicle access, parking, loading and unloading arrangements.
- Existing and proposed contour levels of the land, buildings, roads and adjoining properties to an approved datum or fixed survey mark.
Location of boundaries and use of the buildings on and next to the site.
- Elevations and sections showing proposed external finishes (materials and colours), and height and location of any existing trees/vegetation and areas to be landscaped. Where trees are outside the building envelope, a separate application is to be lodged seeking consent for any tree removal. Where approval is sought to remove a tree, the location of the tree/s is to be included on the plan.
- Proposed methods for managing stormwater, sewage, garbage collection and contaminated land.

If you are in a mines subsidence area, the building plans must be approved by the Mines Subsidence Board before they are given to Council.

- If application is for Complying Development Certificate, include list of the documents submitted.
- Structural Engineers's plans may be required for building works, with the submission of a Construction Certificate application.

- Four A4 copies of plans for neighbour notification

These must show site plan, height, front, rear and side elevations of the structure. The matrix table on the back page shows when these plans are needed. Consulting the neighbouring community before submitting plans to Council gives you the opportunity to listen to any concerns and incorporate possible solutions to the design.

- One copy of A3 plans. For scanning to Electronic Data Management. Plans to be reduced from original plans submitted for Council approval.
- Amending Plans. Plans to be coloured to indicate alterations/additions to existing development.
- Owner's Consent. All owners of the property need to sign the application form. If the owner is a Company, or Owners Corporation (Strata), or Owners Association, this must be signed by a director or secretary (or authorised delegate) under common seal.
- Pay Fees. Refer to Council's Schedule of Fees.
- Integrated Development Consent relates to development where consent is required from Council and one or more other government authorities. If you think that your application may be Intergrated Development then you should contact the relevant authority to determine what their application requirements are. These other approvals may involve one or more of the following:

- Heritage item or place
- Development of earthworks within 40m of a watercourse
- Earthworks, hoardings or structures within a public road
- An EPA licensed activity - noise, air and/or water quality, waste facility
- Dredging or reclamation of any waters
- Destruction or damage to an Aboriginal relic or place
- Removal or damage to marine vegetation
- Extraction or use of ground water
- Subject to Mine Subsidence District
- Connecting a road to a classified road

An additional fee is required for each referral, as well as additional plans and information for each Authority.

- A BASIX Certificate is required for all residential buildings.
- Check you have provided all information as listed over.
- Any questions. Council's Customer Service staff are available to help you.

REQUIREMENTS TABLE

The matrix table shows the **information you need to supply** for your particular development application.

- First look down the 'DEVELOPMENT TYPE' column until you find your type of land use.
- then read across.

DEVELOPMENT TYPE

RESIDENTIAL

- Construction of residential dwelling (DA/CC)
- Alterations and additions to residential dwelling (DA/CC)
- Construction of garage, carport or outbuilding (DA/CC)
- Establishment of a home business (DA)
- Construction of a dual occupancy (DA/CC)
- Construction of above/inground swimming pool (DA/CC)
- Farm Shed
- Multi-unit housing

COMMERCIAL/INDUSTRIAL

- Construction/alteration of commercial/industrial building (DA/CC)
- Erection of advertising signs (DA)
- Shop fit-out (DA/CC)
- Food Shop (DA/CC)
- Change of use of shops/offices (DA)
- Landscaping including filling/clearing land (DA)

SUBDIVISION

- Subdivision of land/strata/community title (DA)
- Boundary adjustment (DA)
- Integrated housing (DA/CC)

OTHER

- Demolition of a structure (DA)

DEVELOPMENT TYPE	CD Rom	Archiving Plans 1 A3 copy	Statement of environmental Effects	Site Analysis	Site Plan	Floor Plan	Elevation Plan	Section Plan	Landscaping Plan	Survey/contour Plan	Specification	Heritage Report	Erosion/Sediment Control	Notification Plan (A4)	BASIX Certificate	Shadow Diagram (2 Storey)	Waste Management Plan	Traffic Study
Construction of residential dwelling (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓	✓	✓		
Alterations and additions to residential dwelling (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓		○	□		✓		✓		
Construction of garage, carport or outbuilding (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓			○	□						
Establishment of a home business (DA)	✓	✓	✓		✓	✓						□		✓				
Construction of a dual occupancy (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓	✓	✓		
Construction of above/inground swimming pool (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓				
Farm Shed	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	□	✓					
Multi-unit housing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓	✓	✓	✓	
Construction/alteration of commercial/industrial building (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓			✓	✓
Erection of advertising signs (DA)	✓	✓	✓	✓	✓		✓				✓	□						
Shop fit-out (DA/CC)	✓	✓				✓	✓	✓			✓	□						
Food Shop (DA/CC)	✓	✓				✓	✓	✓			○	□						
Change of use of shops/offices (DA)	✓	✓			✓	✓					○	□						
Landscaping including filling/clearing land (DA)	✓	✓	✓	✓	✓				✓	✓	✓	□	✓					
Subdivision of land/strata/community title (DA)	✓	✓	✓	✓	✓				✓	✓		□	✓	✓			✓	✓
Boundary adjustment (DA)	✓	✓	✓	✓	✓					✓		□						
Integrated housing (DA/CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	□	✓	✓	✓	✓	✓	✓
Demolition of a structure (DA)	✓	✓	✓		✓						✓	□	✓				✓	

KEY

- ✓ information needed
- information is not needed if applying for DA only
- please check with Council staff

DA Development Application

CC Construction Certificate

NOTE 1:: Large development proposals must be discussed with a Council Development officer to enable the applicant to be advised of the appropriate DA requirements.

NOTE 2: No work is to commence on site until a Construction certificate is issued.

NOTE 3: A building shall not be occupied or used until an Occupation Certificate has been granted.

The above is not seen as an exhaustive list – if any doubt/query, please contact a Council Development Officer.