



# Application Form

## Complying Development Certificate OR Modify a Complying Development Certificate

### Office Use Only

Application Number

Receipt Number

Receipt Date

Account No

CDC Fees – 4650.1024
Inspection – 4650.1037

Type Code

CDC-BLG
Insp-BLG

Receipt Type

198
202

Customer Service Officer

**PRIVACY NOTE:** The information collected on this form will be used and disclosed by our staff and contractors for the purpose of exercising Council's functions under the *Environmental Planning and Assessment Act 1979*. The supply of information by you is not voluntary and if you cannot or do not wish to provide the information sought, the Council will be unable to process your application. The information in this form will be published on Council's website and may be available for public access or disclosure under the Government Information (Public Access) Act 2009. You may make an application for Council to suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Our Privacy Management Plan sets out how you can access or correct your personal information.

### Part 1 – Type of Application

Complying Development Certificate

Modify a Complying Development Certificate

CDC Number

Provide the name of the "Environmental Planning Instrument" under which the development is complying development.

**NOTE:** As the criteria for complying development may vary between environmental planning instruments, you must nominate which instrument the application is to be assessed under.

State Environmental Planning Policy (Exempt & Complying Development Codes) 2008

OR

Other Environmental Planning Instrument (EPI) *i.e. Infrastructure SEPP*

Name of EPI

### Part 2 – Site Address

Unit/Street No

Street

Suburb/Town

Lot No

Deposited/Strata Plan

Section (if applicable)

### Part 3 – Development Details

**Description of proposal:** *i.e.* Construction of a two storey dwelling with double garage and in-ground swimming pool.

<input type="text"/>
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**Nature of Works**

- New Build     
  Alteration and additions     
  Internal alterations     
  Change of Use  
 (including Building works)

**Estimated cost of development**


**NOTE:** to be calculated in accordance with Camden Council's Cost Guide, a completed contract or a quantity surveyors report.

**Long Service Levy**

If the value of the work is \$25,000 or more has the long service levy been paid?

- Yes – please attach a copy of receipt of payment     
  No

**Asbestos**

Will any bonded or friable asbestos material be disturbed, repaired or removed in carrying out the development?       Yes       No

If yes is the estimated area of the material more than 10m<sup>2</sup>?       Yes       No

**NOTE:** If the work involves the removal of bonded or friable asbestos of more than 10m<sup>2</sup>, a copy of the signed contract between the demolisher and applicant/owner (the person having the benefit of the development consent) will be required prior to work commencing.

**Part 4 – Development Statistics (This information is required by the Australian Bureau of Statistics)**
**Materials to be used** - Place a tick in each appropriate box

Floor	Roof	Walls	Frame
<input type="checkbox"/> Concrete/slate (20)	<input type="checkbox"/> Tiles (10)	<input type="checkbox"/> Brick - double (11)	<input type="checkbox"/> Timber (40)
<input type="checkbox"/> Timber (40)	<input type="checkbox"/> Concrete/slate (20)	<input type="checkbox"/> Brick – veneer (12)	<input type="checkbox"/> Steel (60)
<input type="checkbox"/> Other (80)	<input type="checkbox"/> Fibre cement (30)	<input type="checkbox"/> Concrete/stone (20)	<input type="checkbox"/> Aluminium (70)
<input type="checkbox"/> Not specified (90)	<input type="checkbox"/> Steel (60)	<input type="checkbox"/> Fibre cement (30)	<input type="checkbox"/> Other (80)
	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Timber (40)	<input type="checkbox"/> Not specified (90)
	<input type="checkbox"/> Other (80)	<input type="checkbox"/> Curtain glass (50)	
	<input type="checkbox"/> Not specified (90)	<input type="checkbox"/> Steel (60)	
		<input type="checkbox"/> Aluminium (70)	
		<input type="checkbox"/> Other (80)	
		<input type="checkbox"/> Not specified (90)	

**Are any second hand materials to be used?**

- Yes – please attach a schedule listing all second hand materials  
 No

## Part 5 – Building – General Details

### For each new building please indicate:

Number of storeys of proposed building

Gross floor area of existing building (m<sup>2</sup>)

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

Gross site area of the land on which the building is to be erected (m<sup>2</sup>)

Swimming pool volume (l)

### For each proposed residential building indicate:

Number of dwellings existing on the site

Number of dwellings to be demolished

Number of dwellings to be constructed

Will the new building be attached to an existing building?  Yes  
 No

Does the site contain a dual occupancy?  Yes  
 Attached  Detached  No

### Building classification under the *Building Code of Australia*

Proposed classification

Existing classification (if change of use)

### Fire Safety Measures

Does the existing building currently have existing fire safety measures in place?

Yes – please attach a schedule listing all second hand materials  No

Does the proposed building works propose new or modified fire safety measures?

Yes  No

### Performance Based Alternative Solution

Does either the existing or the new building works incorporate a performance based alternative solution pursuant to the *National Construction Code – Building Code of Australia*?

Yes - Provide a copy of the alternative solution report/documentation  No

### Contamination (applies to Commercial and Industrial New Buildings and Additions)

Is the development site:

i) Used or was formally used, for a purpose listed in Table 1 to clause 3.2.1 of the document entitled *Managing Land Contamination Planning Guidelines, SEPP 55 – Remediation of Land* published in 1998 by the Department of Urban Affairs and Planning and the Environment Protection Authority.

OR

ii) On the list of sites notified under section 60 of the *Contaminated Land Management Act 1997*.

Yes  No

## Part 6 – Other Approvals

### Roads

i) Will the development include a new driveway to connect to a public road?

Yes - A driveway approval is required under the *Roads Act 1993*  No

ii) Will the development include connection for stormwater or utility service?

Yes - A Road Opening approval is required under the *Roads Act 1993*  No

## On Site Effluent Disposal

Does the development require the installation or alteration to an on site effluent disposal system?

- Yes – An approval to install/alter a system of sewerage management is required under the *Local Government Act 1993*  No

## Part 7 – Builders Details

Name

Builder/Owner Builder License Permit No

Organisation/Company Name

Address

Phone Number

Email

**NOTE:** A contract of insurance is required for the work where the contract value is over \$20,000. An Owner Builder permit is required for building work exceeding the value of \$10,000. Contact Service NSW

## Part 8 – Owners Consent

Title

Given Name

Family Name

Organisation/Company Name (if applicable)

ABN/ACN

Address

Phone Number

Email

As the owner/s of the property I/we consent to this application and grant permission for Council's Officers to enter the subject property/premises at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake all necessary steps to make access available to the property to enable the inspection to be carried out.

Owner's Signature and Capacity (Owner, Director, Company Secretary etc)

Date

Owner's Signature and Capacity (Owner, Director, Company Secretary etc)

Date

Owner's Signature and Capacity (Owner, Director, Company Secretary etc)

Date

**NOTE:** If the site is owned by multiple persons, organisations or companies, each must provide owner's consent.

If a company owns the site, the owner's consent must be provided from either two directors or a director and a company secretary of the company. If the company is a proprietary company that has a sole director, that sole director must provide owner's consent.

If a Power of Attorney has been granted authorising a person to sign on the owner's behalf, a certified copy of the

Power of Attorney must be provided.

If the site is strata titled and a development involves any common property on the site, owner's consent from the Strata Body Corporate must be provided in addition to the site owner's consent.

If the property has only recently been purchased, Council's records may still identify the previous site owner. In this circumstance a letter from your conveyancer or solicitor stating that you are now the owner of the site must be provided.

## Part 9 – Applicant Details

**An application for a construction certificate may only be made by a person who has the benefit of the development consent. An application may not be made by a person who will carry out the building work unless the person owns the land on which the work is to be carried out.**

Title

Given Name

Family Name

Organisation/Company Name (if applicable)

Address

Phone Number

Email

**NOTE:** All contact regarding applications will be made through the applicant. If you wish to authorise another person/company to be the contact for your application a separate written statement must be provided clearly stating their name and contact details.

## Part 10 – Pecuniary Interest and Disclosure of Political Donations

Is the applicant or site owner:

- i. Camden Council?  Yes
- ii. A Councillor of Camden Council?  Yes
- iii. A Camden Council staff member principally involved in the exercise of Council's functions under the Environmental Planning and Assessment Act 1979?  Yes
- iv. A member of Parliament (New South Wales or Commonwealth)?  Yes
- v. A relative (within the meaning of the Local Government Act 1993) of a person referred to in ii to iv above?  Yes

If you answered yes to any of the above state the name(s):

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.

Have you, or are you aware of any person having a financial interest in the application, made a "reportable political donation" or "gift" to a Councillor or Council employee within a two (2) year period before the date of this application?

- Yes (complete a Political Donation and Gifts Disclosure Statement and lodge it with this application)
- No (in signing this application I undertake to disclose to Council in writing within seven (7) days any "reportable political donation" or "gift" made after lodgement of the application and prior to its determination.)

**NOTE: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.**

## Part 11 – Applicants Declaration

- I apply for approval to carry out the development described in this application. All information in the application is to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be rejected or more information may be requested
- I accept processing delays will arise if there are inadequacies with the application
- I declare the electronic data provided is a true copy of all plans and documents submitted with this application
- I understand Council may use the material provided for public exhibition purposes
- I understand the material provided may be made available to the public for inspection at Council's offices and on Council's website.
- I am authorised by the copyright holder of all material submitted with this application to provide the material to Council. In doing so I understand, and the copyright holder acknowledges, that the material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after assessment is complete.

Applicants signature

Date

## Part 12 – List of Documents

**List all of the documents provided with the application. A digital record of all documents is required.**

### **NOTE: Documents to accompany application.**

All information required by the relevant information checklist(s) must be submitted or Council will not accept your application. The decision as to whether or not the information you have submitted is satisfactory rests with Council.

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