

Class 1 and 10 information Matrix to accompany application



Class 1 – dwellings, alterations and additions to dwellings etc

Class 10 – ancillary structures to dwelling – shed, carport, pool, awnings etc

	Additional Garages and sheds	Residential Dwellings	Alteration and Additions to residential dwellings	Garage, Outbuilding, Awning, Carport, etc	Farm Shed	Swimming Pool and fence	Dual Occupancy/ Secondary Dwellings	Demolition	On site Waste water	Advertising Sign	Applicant Checklist	Council Checklist / Comments
Site plan x3 (DA) x4 (DA CC)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor plan x3 (DA) x4 (DA CC)	✓	✓	✓	✓	✓	✓	✓		✓			
Elevation plan x3 (DA) x4 (DA CC)	✓	✓	✓	✓	✓	✓	✓			✓		
Section plan x3 (DA) x4 (DA CC)	✓	✓	✓	✓	✓	✓				❖		
Specifications x2	❖	❖	❖	❖	❖	❖	❖			❖		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	❖		
BASIX Certificate		✓	❖			❖	✓					
Shadow diagrams		❖	❖				❖					
Notification Plan A4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Landscaping Plan		❖	❖	❖			✓					
Erosion/Sediment Control	✓	✓	✓	❖	❖	❖	✓	✓	❖	❖		
Stormwater	✓	✓	✓	❖	❖		✓					
Onsite Waste System Details		❖	❖			❖	❖					
Bushfire Threat Assessment	❖	❖	❖	❖			❖					
Geotechnical Report		❖				❖	❖		❖			
Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Waste Management Plan		❖	❖									
Letter of use justification	❖						❖					
Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Construction Certificate	#	#	#	#	#	#	#			#		
Construction Cost to Market Value	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Driveway Application	❖	❖	❖	❖	❖		❖					
Contributions							^					

The table above indicates the minimum information required to be supplied for your particular type of application. Please note that the development application may not be accepted without this minimum information.

✓ Indicates this information is required.

❖ Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.

❖ Indicates this information may be required

Construction Certificate must be obtained prior to commencement of work

^ Water/Sewer/Section 94 contributions may be applicable and will require payment before issue of a construction certificate

Certain applications may require the submission of additional information that has not been listed above. Council encourages consultation prior to lodging your application. This ensures that many issues may be resolved before an application is lodged and that each application contains all necessary information to enable prompt processing by Council.

NOTES – Basix =Any additions \$50,000.00 or more and pools 40,000.00LT or greater require a certificate.

=Additional rooms will require reassessment of septic systems.

=Any Lot noted within Bushfire mapping requires a Bushfire report.

To the General Manager, Coffs Harbour City Council

DEVELOPMENT APPLICATION

Local Government Act 1993

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487



This application may be used to apply for approval for any type of development (ie rural, residential, commercial and industrial building work, subdivision, demolition, use of land, etc.). To complete the form, please place a cross in the boxes and fill out the boxed sections. Explanatory notes are attached to help you fill out the application form. **Failure to complete the application form correctly or provide all necessary information will result in delays in processing.**

1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Other

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

2. Identify the land you propose to develop

We need this to correctly identify the land.

Unit/street no.

Street

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

3. Description of development

Please describe briefly everything that you want approved, including signs, use, subdivision, demolition etc. You may need to attach further information to adequately describe the development.

Type

> Use of land/building

> Demolition

> Carrying out of works

> Subdivision

> Erect a building

> Other

OFFICE USE ONLY

DA No.

Date received

Application fee (if applicable)

Receipt No.

To assess your proposal, we need to understand the impacts it will have. Depending upon the nature and scale of your proposal, you 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. See the attached Explanatory Notes for what information to attach. **Failure to fully describe the impacts and way the development will operate often results in delays in processing.**

Is your proposal **designated development**?

No ➤ Please attach a **Statement of Environmental Effects (SEE)**

Yes ➤ Please attach an **Environmental Impact Statement (EIS)**

Is the land (or part of the land) **Critical Habitat**?

No ➤ Please attach a **Statement of Environmental Effects (SEE)**

Yes ➤ Please attach a **Species Impact Statement**

Is your proposal likely to significantly affect **threatened species**, populations or ecological communities or their habitats?

No ➤ Please attach a **Statement of Environmental Effects (SEE)**

Yes ➤ Please attach a **Species Impact Statement**

Is the development **Biodiversity Compliant**?

No ➤ Please attach a **Statement of Environmental Effects (SEE)**

Yes ➤ Please indicate the reason why the development is **Biodiversity Compliant**
➤ Please attach a **Biobanking Statement** (if required)

5. Staged development

You can apply for development consent for only part of your proposal now, and for the remaining part(s) at a later stage. Are you applying for development consent in stages?

No

Yes ➤ Please attach information which describes the stages of your development.

6. Estimated value of work

The value of the development or contract price is subject to a check by Council before final acceptance.

Value of work: \$

7. Integrated development

Is this application for integrated development? No Yes

Integrated development is development that requires licences or approvals from other Government Departments. Most forms of development will not be "integrated". Please consult the attached Explanatory Notes for further information.

Please tick appropriate boxes

- Fisheries Management Act 1994 s144 s201 s205 S219
- Heritage Act 1977 s58
- Mine Subsidence Compensation Act 1961 s15
- Mining Act 1992 ss63,64
- National Parks and Wildlife Act 1974 s90
- Petroleum (Onshore) Act 1991 s9
- Protection of the Environment Operations Act 1997 ss43(a),47&55 ss43(b),48&55 ss43(d),55&122
- Roads Act 1993 s138
- Rural Fires Act 1997 s100B
- Water Management Act 2000 S89 S90 S91

Does this application also seek approval for one or more of the matters listed in Section 68 of the Local Government Act 1993 – see the attached Explanatory Notes for a list of these matters?

No

Yes ➤ Please attach information which describes the approval(s) you seek.

9. Details of the land and development

You need to provide at least three copies of plans and a Statement of Environmental Effects (SEE) clearly showing what you intend to do, where you intend to do it and describe the environmental effects of the proposal. The Explanatory Notes outline in detail the information that is required to be submitted. The information required will be:

- a site plan of the land showing it and adjoining property features;
- a plan of the development, clearly outlining what is proposed and where; and
- a Statement of Environmental Effects (SEE).

10. Disclosure of political donations and gifts

A disclosure statement of a reportable political donation or gift must accompany a development application if the reportable donation or gift was made within 2 years of the application being lodged. If the donation or gift is made after the lodgement of the application, a disclosure statement must be sent to Council within 7 days of the donation or gift being made.

Has the applicant made a donation or given any gift to any Councillor or staff? Yes No

Disclosure forms are available from Council's Customer Services Section or may be downloaded from Council's web site at www.coffsharbour.nsw.gov.au/disclosurestatement. For further information refer to the Development Application Explanatory Notes.

11. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at www.coffsharbour.nsw.gov.au/fees

12. Privacy and personal information protection notice

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your information will comprise part of a public register related to this purpose;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

13. Owner's consent

All owner(s) of the land being developed must sign the application. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

14. Applicant's Signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s: Date:/...../.....

Attachment – Development Application Explanatory Notes

Environmental Planning and Assessment Act 1979 and Regulation 2000



These Explanatory Notes further outline what information is required to be submitted with a Development Application. The Notes relate to specific sections of the Development Application.

4. Environmental effects of your development

Development is **designated development** if it is listed in Schedule 3 of the Environmental Planning and Assessment Regulation 2000. This list comprises developments which could have a significant environmental impact, and includes potentially hazardous, noxious or offensive developments.

If your development is designated development, then you should contact a qualified consultant to prepare for you an **environmental impact statement**, which must accompany the development application.

A **statement of environmental effects** should clearly outline the impacts of your development and the way in which it will operate. This might include:

- (a) in the case of shops, offices, commercial or industrial development:
 - details of hours of operation
 - details of plant and machinery to be installed
 - details of type, size and quantity of goods to be made, stored or transported
 - details of loading and unloading facilities
- (b) in the case of subdivision:
 - details of the existing and proposed subdivision pattern (including the number of lots, location of roads and land contours)
 - details of any vegetation to be removed
- (c) in the case of housing and extensions and additions to:
 - details of the maintenance of privacy for adjoining properties
 - details of the discharge of stormwater
 - details of maintenance of the character of the neighbourhood.

Developments in sensitive areas (ie within native vegetation or along waterways) will need to demonstrate that they are not likely to have a significant effect on any **threatened species**, populations, ecological communities or their habitats. Developments which are likely to have a significant effect must be accompanied by a species impact statement.

If your development requires a species impact statement then you should have a qualified consultant prepare the statement for you.

The **statement of environmental effects** should also address whether the development complies with:

- Coffs Harbour City Local Environmental Plan 2000;
- North Coast Regional Environmental Plan 1988;
- relevant development control plans;
- relevant State planning policies.

As well, it should address such matters as:

- whether the development is subject to flooding or bushfire risk;
- the development's visual impact on the landscape, streetscape of the locality;
- the development's social and economic impact;
- the disturbance of acid sulfate soils;
- the development's noise impacts on the locality;
- the development's impact on places or items of heritage value.

Biodiversity Compliant Development

"biodiversity compliant development" means:

- a) development proposed to be carried out on biodiversity certified land within the meaning of Part 7AA of the *Threatened Species Conservation Act 1995*, or

- b) development in respect of which biobanking statement has been issued in respect of the development under Part 7A of the *Threatened Species Conservation Act 1995*, or
- c) development to which the biodiversity certification conferred by Part 7 of Schedule 7 to the *Threatened Species Conservation Act 1995* applies, or
- d) development for which development consent is required under a biodiversity certified EPI (within the meaning of Part 8 of Schedule 7 to the *Threatened Species Conservation Act 1995*).

7. Integrated development

Integrated development is development that in order for it to be carried out requires not only approval from Council but also the approval of another government authority. Council cannot approve your development if you have not indicated which other approvals you require. Where another authority's approval is required, additional administration fees are payable together with the submission of cheques made out for the required amount to the relevant referral agency's (to view the applicable fees and charges please refer to Council's "adopted fees and charges" at www.coffsharbour.nsw.gov.au/fees). Details of integrated development approvals are listed as follows:

Act	Provision	Approval	Authority
<u>Fisheries Management Act 1994</u>	s 144	aquaculture permit	NSW Department of Primary Industries
	s 201	permit to carry out dredging or reclamation work	
	s 205	permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease	
	s 219	permit to: (a) set a net, netting or other material, or (b) construct or alter a dam, floodgate, causeway or weir, or (c) otherwise create an obstruction, across or within a bay, inlet, river or creek, or across or around a flat	
<u>Heritage Act 1977</u>	s 58	approval in respect of the doing or carrying out of an act, matter or thing referred to in s 57 (1)	Heritage Council of NSW
<u>Mine Subsidence Compensation Act 1961</u>	s 15	approval to alter or erect improvements within a mine subsidence district or to subdivide land therein	NSW Department Primary Industries
<u>Mining Act 1992</u>	ss 63, 64	grant of mining lease	NSW Department Primary Industries
<u>National Parks and Wildlife Act 1974</u>	s 90	consent to knowingly destroy, deface or damage or knowingly cause or permit the destruction or defacement of or damage to, a relic or Aboriginal place	Office of Environment & Heritage
<u>Petroleum (Onshore) Act 1991</u>	s 9	grant of production lease	NSW Department Primary Industries
<u>Protection of the Environment Operations Act 1997</u>	ss 43 (a), 47 and 55	Environment protection licence to authorise carrying out of scheduled development work at any premises.	Office of Environment & Heritage
	ss 43 (b), 48 and 55	Environment protection licence to authorise carrying out of scheduled activities at any premises (excluding any activity described as a "waste activity" but including any activity described as a "waste facility").	
	ss 43 (d), 55 and 122	Environment protection licences to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.	
<u>Roads Act 1993</u>	s 138	consent to: (a) erect a structure or carry out a work in, on or over a public road, or	Roads and Traffic Authority

- (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

[Rural Fires Act 1997](#) s 100B

authorisation under section 100B in respect of bush NSW Rural Fire
fire safety of subdivision of land that could lawfully Service
be used for residential or rural residential purposes
or development of land for special fire protection
purposes

[Water Management Act 2000](#) ss 89, 90, 91

Water use approval, water management work NSW Office of
approval or activity approval under Part 3 of Water
Chapter 3

- (1A) Development is integrated development in respect of a licence that may be granted under the *Protection of the Environment Operations Act 1997* to control the carrying out of non-scheduled activities for the purpose of regulating water pollution only if:
- (a) the development application stipulates that an application for such a licence has been or will be made in respect of the development, or
 - (b) the Environment Protection Authority notifies the consent authority in writing before the development application is granted or refused that an application for such a licence has been or may be made in respect of the development.
- (2) Development is not integrated development in respect of the consent required under section 90 of the *National Parks and Wildlife Act 1974* unless:
- (a) a relic referred to in that section is known, immediately before the development application is made, to exist on the land to which the development application applies, or
 - (b) the land to which the development application applies is an Aboriginal place within the meaning of that Act immediately before the development application is made.
- (3) Development is not integrated development in respect of the consent required under section 138 of the *Roads Act 1993* if, in order for the development to be carried out, it requires the development consent of a council and the approval of the same council.
- (4) Development is not integrated development in respect of the approval required under section 57 of the *Heritage Act 1977* if the approval that is required is the approval of a council.

8. Approval under S.68 Local Government Act 1993

Some aspects of a development also require the approval of Council under the Local Government Act 1993 (ie connecting to Council's water or sewer main or stormwater system). These approvals are listed below:

Structure or places of public entertainment

- Installing a manufactured home, moveable dwelling or associated structure on land.

Water supply, sewerage and stormwater drainage work

- Carrying out water supply work.
- Drawing water from a council water supply or a standpipe or selling water so drawn.
- Installing, altering, disconnecting or removing a meter connected to a service pipe.
- Carrying out sewerage work.
- Carrying out stormwater drainage work.
- Connecting a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.

Management of waste

- For fee or reward, transporting waste over or under a public place.
- Placing waste in a public place.
- Placing a waste storage container in a public place.
- Disposing of waste into a sewer of the council.

- Installing, constructing or altering a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
- Operate a system of sewage management (within the meaning of Section 68A).

Public roads

- Swinging or hoisting goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

Other Activities

- Operating a public car park.
- Operating a caravan park or camping ground.
- Operating a manufactured home estate.
- Installing a domestic oil or solid fuel heating appliance, other than a portable appliance.
- Installing or operating amusement devices.
- Use a standing vehicle or any article for the purpose of selling any article in a public space.
- Carrying out an activity prescribed by the regulations under the Local Government Act 1993 or an activity of a class or description so prescribed.

9. Details of the land and development

Lodging a Development application:

Development applications may only be delivered by hand, post or electronically (see address and associated details on front of application form). Submission of Applications by facsimile will not be accepted.

Owners Consent:

1. The Environmental Planning and Assessment Act requires that all owners consent to the lodging of an application.
2. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application.
3. Owners who are companies can indicate consent by signing under seal or as otherwise authorised under Corporations Law.

Alternatively, owners who are companies can indicate consent by meeting the following criteria:

- (a) *ABN or ACN number must be provided; and*
- (b) *Name, position and signature of:*
 - *one company director and company secretary; or*
 - *two company directors; or*
 - *if a sole director company, only one signature is required.*

4. Individual owners must sign and print their names. Where there is more than one owner, all owners must sign.
5. Consent and seal of the owners corporation is required if the proposed work involves or affects common property. The Strata Managing Agent or two (2) members of the Owners Corporation must sign.
6. Where proposed work affects a party wall, consent of both owners is required in writing (eg. Semi-detached or terrace dwelling).
7. Managing agents must have a written authority from the owner, clearly indicating that the authority is current, consenting to the lodging of, or empowering the applicant to lodge the application.
8. A person acting under registered power of attorney must quote book and page number, and provide a full copy of the power of attorney.

Site Plan:

A site plan at scale of 1:200 (or similar) must be submitted which shows the land and adjoining properties, and the features on these sites. The site plan should indicate:

- (a) location, boundary dimensions, site area and north point of the land
- (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) location of watercourses, drainage lines, easements, fences and access points.

Plans of the Development:

Please note: Applications for Development Consent must include three (3) sets of plans. Where an application for a Construction Certificate is also being sought then a total of four (4) sets of plans will be required. Of the plans submitted at least one should be A4 or A3 size.

Plans (or drawings) of the development at a scale of 1:200 (or similar) must be submitted clearly outlining what is proposed and where. The plans should indicate:

- (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 at maturity).
- (h) proposed methods of draining the land.
- (i) waste management, including trade waste provisions.
- (j) details of services – water, sewer, stormwater.
- (k) provisions of access and facilities for people with a disability.
- (l) cross sections of the structure and extent of cut and fill.
- (m) proposed building materials and their finished colours.
- (n) trees to be removed.

A4 Plans for Notification Purposes:

Notification plans are to be submitted with all applications.

- Provide at least one copy of A4 reductions of site plan and elevations (preferably 1 page), to be double-sided (excluding floorplans).
- Plans are to be legible, including dimensions and wording.
- These plans need not include interior detail that may affect your rights to privacy. However if such plans are provided, then the signature on the Development Application Form acknowledges and accepts that all relevant A4 plans submitted will be used for public notification purposes.

BASIX:

Under the provisions of the Environmental Planning and Assessment Regulation 2000 a BASIX certificate issued under the provisions of Clause 164A of the regulation must be submitted with development application for a BASIX affected development as defined under the regulation. In general terms this requirement applies to all new single and multiple occupancy buildings (but not hotels or motels) and alterations and additions to existing single and multiple occupancy dwellings with a value of \$50,000 or more. The provisions also apply to swimming pools and spas associated with a single dwelling with a volume of 40,000 litres or more.

Development on Bushfire Prone Land:

Applications for residential or rural residential subdivision or for special fire protection purpose developments have an integrated development category (under Section 91 of the Environmental Planning and Assessment Act). These applications require referral to the NSW Rural Fire Service head office for issue of a bush fire safety authority. These proposals require a bushfire safety assessment to accompany the application. Additional referral and administration fees apply to these applications.

Applications for new dwellings or alterations and additions to existing dwellings must be accompanied by appropriate bushfire safety assessments to indicate compliance with the requirements of Planning for Bushfire Protection, produced by the NSW Rural Fire Service. Certain commercial and industrial proposals will also require these assessments.

The NSW Rural Fire Service website (www.bushfire.nsw.gov.au) provides submission guidelines and self-assessment checklists that can be utilised to assist with submission requirements.

Bushfire Prone Land maps may be viewed on Council's website (www.coffsharbour.nsw.gov.au).

10. Disclosure of political donations and gifts

A disclosure statement of a reportable political donation or gift must accompany a development application if the reportable donation or gift was made within 2 years of the application being lodged. If the donation or gift is made after the lodgement of the application, **a disclosure statement must be sent to Council within 7 days of the donation or gift being made.**

A person has a financial interest in a development application if:

- a) The person is the applicant or the person on whose behalf the application is made; or
- b) The person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it; or
- c) The person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development the subject of the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange); or
- d) The person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

The person is associated with another person if:

- a) They carry on a business together in connection with the relevant development application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission); or
- b) They are related bodies corporate under the *Corporations Act 2001* of the Commonwealth; or
- c) One is a director of a corporation and the other is any related corporation or a director of any related corporation; or
- d) They have any other relationship prescribed by the regulations.

Any person with a financial interest in the application, is required to disclose all reportable political donations and gifts made within the previous 2 years of making a development application to the Council. A disclosure must also be made of any reportable political donations or gifts made during the period the development application is being considered, prior to it being determined. These include:

- a) All reportable political donations made to any local councillor of the Council;
- b) All gifts made to any local councillor or employee of that Council.

A reportable political donation made to a local councillor includes any donation made at the time the person was a candidate for election to the Council.