

To the General Manager, Coffs Harbour City Council

# APPLICATION FOR COMPLYING DEVELOPMENT CERTIFICATE

## Environmental Planning and Assessment Act 1979

### s125 Environmental Planning and Assessment Regulation 2000

### State Environmental Planning Policies (Various)



Locked Bag 155, Coffs Harbour 2450

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000 Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

ABN 79 126 214 487

Complying development is development that meets a defined set of controls applied to a range of development types. Applicants may choose between the controls provided under Council's Complying Development, Development Control Plan (DCP) OR the various State Environmental Planning Policies. Applicants must select only one set of controls and ensure that the proposal satisfies all relevant provisions. Applicants must nominate which control has been utilised (see "4. Description of development").

For the purpose of using Council's Complying Development DCP, the development can only be complying development if it is located in the Residential 2A Low Density zone, Business or Industrial zone and complies with Council's Complying Development Control Plan; and, complies with the relevant deemed-to-satisfy provisions of the Building Code of Australia; and, does not contravene any conditions from previous Council approvals; and, does not contravene any development standards in Council's City of Coffs Harbour Local Environmental Plan 2013 or Council's Tree Preservation Order.

To complete the form, please place a cross in the boxes  and fill out the white sections.

**Failure to complete the application form correctly or provide all necessary information will result in delays in processing.**

## 1. Details of the applicant

Mr  Ms  Mrs  Other

Given name/s

Surname

Company/organisation

ABN

## 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.

## OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

### 3. Details of the builder

Name

Company/Organisation

ABN

Postal Address

Daytime telephone

Fax

Licence No.

### 4. Description of development

Please describe briefly what you want approved, eg single dwelling house, alterations/additions to a single dwelling house, carport, garage, internal shop fitout and nominate the control relied upon to submit the application:

**Nominate which control has been applied:**

- Coffs Harbour City Local Environmental Plan 2013, Coffs Harbour City Complying Development, Development Control Plan
- NSW SEPP Exempt & Complying Development Part 3 - General Housing Code (Single & Two Storey Dwellings, Additions, Ancillary Developments, Detached Studios Adjoining Lanes, Swimming Pools, Outbuildings in Heritage Conservation Areas)
- NSW SEPP Exempt & Complying Development Part 3A - Rural Housing Code\*\* (Single & Two Storey Dwellings, Additions, Ancillary Developments, Swimming Pools & Outbuildings in Heritage Conservation Areas)
- NSW SEPP Exempt & Complying Development Part 4 - Housing Internal Alterations Code (Internal & External Alterations, Attic Conversions)
- NSW SEPP Exempt & Complying Development Part 4A - General Development Code (Bed & Breakfast Accommodation)
- NSW SEPP Exempt & Complying Development Part 5 - General Commercial & Industrial Code (Internal Alterations, Change of Use, Mechanical Ventilation Systems, Shop Front & Minor External Alterations, Skylights & Roof Windows)
- NSW SEPP Exempt & Complying Development Part 6 - Subdivision Code (Strata Subdivision)
- NSW SEPP Exempt & Complying Development Part 7 - Demolition Code
- NSW Infrastructure SEPP
- NSW Affordable Rental Housing SEPP
- NSW Temporary Structures SEPP

\*\*Note: For new Rural Dwellings minimum lot size required is 40 hectares in zone RU2 (currently 1A) and 1 hectare in R5 (currently 1B).

### 5. 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:

\$

### 6. Asbestos material

Estimated area (if any), in square metres of bonded asbestos material or friable asbestos material that will be disturbed, repaired or removed in carrying out the development

Area in M<sup>2</sup> .....

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 (m<sup>2</sup>)
- Gross site area (m<sup>2</sup>)

**Residential buildings only**

Please complete the following details on residential structures:

- Number of dwellings to be constructed
- Number of pre-existing dwellings on site
- Number of dwellings to be demolished
- Will the new dwelling(s) be attached to other new buildings? Yes  No
- Will the new building(s) be attached to existing buildings? Yes  No
- Does the site contain a dual occupancy? Yes  No   
(NB dual occupancy = two dwellings on the same site)

**Materials – residential buildings**

Please indicate the materials to be used in the complying development of the new building(s):

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

**8. 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](http://www.coffsharbour.nsw.gov.au/fees)

**Notice Under Section 10 of the Privacy and Personal information Protection Act 1998 to Individuals Providing Personal Information on this Complying Development Application Form and in Documents Submitted with the Complying Development Application.**

The personal information that Coffs Harbour City Council ("Council") is collecting on this application form and in any documents submitted with the complying development application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Privacy Act"). The purposes for which the information is being collected are assessment and determination of a complying development application under the provisions of the Environmental Planning and Assessment Act 1979 which may include making the application form and any documents submitted with the complying development application and documents relating to the determination publicly available for inspection or viewing on the Council's website and in other ways that the Council considers appropriate. The intended recipients of the personal information are Councillors of the Council ("Council"), members of staff of Council, administrators of Council, members of Council committees, delegates of Council, contractors engaged by Council (including legal advisers, consultants and external experts), other public sector agencies and any other person who inspects or views the application form or the documents submitted with the complying development application.

The supply of personal information requested on the complying development application form is not voluntary and if it is not provided, the Council may be unable to process the complying development application. The individual to whom the personal information relates, may request the Council to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) is accurate, and
- b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Coffs Harbour City Council of Coff and Castle Streets Coffs Harbour, NSW 2450 is the name and address of the agency that is collecting the personal information and the agency that is to hold the information.

***Complying Development Application and documents may be made publicly available***

This complying development application form (including any personal information and other information supplied on the form) and any document submitted with the complying development application may be made publicly available free of charge on the website maintained by the Council and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the Government Information (Public Access) Act 2009 ("GIPA Act") and Schedule 1 of the Government Information (Public Access) Regulation 2009 ("GIPA Regulation"). In that regard it should be noted that nothing in the Privacy and Personal Information Protection Act 1998 affects the operation of the GIPA Act or operates to lessen any obligations of the Council under the GIPA Act.

**Copyright Declaration by Applicant and/or Owners**

1. I understand that this complying development application form (including any personal information and other information supplied on the form) and any document submitted with the complying development application is open access information under the Government Information (Public Access) Act 2009 and may be made publicly available as open access information free of charge on the website maintained by the Council and in other ways that the Council considers appropriate.
2. I give permission to the Council to copy and issue copies of this complying development application form (including any personal information and other information supplied on the form) and any document submitted to accompany the complying development application and to reproduce and to publish the complying development application form and any document submitted to accompany the complying development application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the complying development application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.

.....  
**Name (PRINT) and Signature of Applicant (or common seal and signatures of office holders if applicant is a corporation).**

.....  
**Date**

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

Position of the person or persons authorised to sign on behalf of the Company/Organisation if applicable

Position within the Company/Organisation

Position within the Company/Organisation

For further information on Owners Consent Requirements please see the following link:- [https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner\(s\)%20Consent%20Requirements%20Fact%20Sheet.pdf](https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner(s)%20Consent%20Requirements%20Fact%20Sheet.pdf)

11. Applicant's Contact Details and Signature/s

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

Postal Address

Suburb or Town

Daytime Telephone  Fax  Mobile

Email address

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: ...../...../.....

# Complying Development Certificate Checklist

Required	Supplied	
	Yes	No
<input type="checkbox"/> <b>PLANS</b> Plans include the site plan, floor plan, elevations and section. Plans must be drawn to scale in ink and on A4 or A3 size paper. (Larger plans will only be accepted on prior agreement of Council). <b>Free hand, single line or illegible drawings will not be accepted.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ <b>Two coloured copies of all plans must be submitted with your application</b></li> </ul> The following information should be included on all plans and documents:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Applicants name, block/house/shop/flat number, street/road name, town or locality</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Lot number, section number, DP number (found on rate notice or land title)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Measurements in metric</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The position of true north</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Additions/alterations (coloured in red)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Building, or parts of building to be demolished to be indicated in outline</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Draftsman/Architect name and date</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>COLOURED PLANS</b> Brick – Red; Roof tiles – Orange; Concrete – Dark Green; Tile – Purple; Fibre Cement Sheets/Cement Render – Light Green; Glass & Glass Bricks – Light Blue; Sandstone – Light Brown; Timber – Yellow; Steel, Galvanised Iron – Dark Blue.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>SITE PLAN (2 copies)</b> <b>A site plan</b> is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments. A site plan should include:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Drawings to scale preferably 1:100.</li> <li>▪ Location of the new and existing buildings in relation to site boundaries.</li> <li>▪ Location/position of all buildings/structures on adjoining land (showing street number and street address).</li> <li>▪ Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways.</li> <li>▪ Show the levels of the lowest floor, and of any yard or unbuilt on area belonging to that floor, and the levels of the adjacent ground.</li> <li>▪ Levels – contour and spot levels.</li> <li>▪ Easements and rights of way.</li> <li>▪ Relative location of adjoining building.</li> <li>▪ Location of any adjoining owner windows facing your development.</li> <li>▪ Existing stormwater drainage location. If stormwater run-off will increase show proposed drainage details.</li> <li>▪ Location of vehicle access and car parking (indicating extent of cut and fill and gradients).</li> <li>▪ Site fencing during complying development.</li> </ul> Measurements including:		
<ul style="list-style-type: none"> <li>▪ Length, width and site area of land, both existing and proposed.</li> <li>▪ Distance from external walls and outermost part of proposed building to all boundaries.</li> </ul>		

**Required**

**Supplied**

Yes No

<input type="checkbox"/>	<b>FLOOR PLAN (2 copies)</b>	<input type="checkbox"/>	<input type="checkbox"/>
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**A floor plan is** a birds-eye view of your existing and/or proposed layout of rooms within the development.

Floor plans should include:

- Drawings to scale preferably 1:100.
- Outline of existing building/development on site (shown dotted).
- Room names, areas and dimensions.
- Window and door locations and sizes.
- Floor levels and steps in floor levels (RL's).
- Location of plumbing fixtures (where possible).
- Wall structure type and thickness.

<input type="checkbox"/>	<b>ELEVATION PLAN (2 copies)</b>	<input type="checkbox"/>	<input type="checkbox"/>
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**Elevation plans are** a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application.

Elevation plans should include:

- Drawings to scale preferably 1:100.
- Outline of existing building/development on site (shown dotted).
- Exterior cladding type and roofing material/colour.
- Window sizes and location.
- Chimneys, flue exhaust vents, duct inlet or outlet.
- Reduced Levels (preferably AHD) for Ridge & Floor.

<input type="checkbox"/>	<b>SECTION PLAN (2 copies)</b>	<input type="checkbox"/>	<input type="checkbox"/>
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**A section(s) is** a diagram showing a cut through the development at the most typical point.

Sections should include:

- Drawings to scale preferably 1:100.
- Section names and where they are shown on plan (i.e. A/A B/B etc).
- Room names.
- Room and window heights.
- Details of chimneys, fire places and stoves.
- Roof pitch and covering.
- Site works, finished and proposed floor & ground levels in RL's (indicate cut, fill and access grades).

<input type="checkbox"/>	<b>SPECIFICATIONS (2 copies)</b>	<input type="checkbox"/>	<input type="checkbox"/>
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A specification is a written statement that should include as a minimum:

- The complying development of the building to specific BCA or Australian Standards and materials to be used.
- Type and colour of external finishes.
- Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars.
- The method of drainage, effluent disposal and provision of water supply.
- Any other details relevant to the complying development of the building.

<input type="checkbox"/>	<b>OTHER ATTACHMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>
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- .....
- .....
- .....

**Required****Supplied**

Yes

No

**HOME BUILDING ACT REQUIREMENTS (2 copies)**

In the case of an application for a Complying Development certificate for residential building work (within the meaning of the *Home Building Act 1989*) **attach** the following:

- (a)** in the case of work by a licensee under the Act:
  - (i) a statement detailing the licensee's name and contractor licence number, and
  - (ii) documentary evidence that the licensee has complied with the applicable requirements of the Act, or
- (b)** in the case of work done by any other person:
  - (i) a statement detailing the person's name and owner-builder permit number, or
  - (ii) a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act.

A certificate purporting to be issued by an approved insured under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

**Confirmation of submission of all required documentation****SIGNATURE OF ARCHITECT/PERSON PREPARING PLANS**

(Confirming submission of all required documentation)

**OFFICE USE**

Initials of customer  
service officer accepting  
application





## Attachment

# Appointment of Principal Certifying Authority & Letter of Authorisation s109 Environmental Planning and Assessment Act 1979 and Regulation 2013

**Note: A builder or other person who will be undertaking building work on the project cannot appoint the Principal Certifying Authority unless they are the owner of the property.** As the person having the benefit of a development consent/complying development certificate for development involving building work, I hereby nominate and authorise Coffs Harbour City Council to act as the principal certifying authority and undertake relevant functions detailed hereunder with regard to the following development:

## 1. Subject Land

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

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

## 2. Application

Application No.

Type of Building /  
Stage & No. of lots  
proposed

## 3. Functions

I/we agree to allow Council officers to undertake the following functions in order to discharge responsibilities in association with this appointment as the Principal Certifying Authority.

- Enter the property for the purposes of inspection and associated responsibilities relevant to Council's appointment as a Principal Certifying Authority.
- Undertake statutory functions to assess compliance with the development consent/complying development certificate.

## 4. 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](http://www.coffsharbour.nsw.gov.au).

## 5. Privacy and Copyright Notice

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- 2. I give permission to the Council to copy and issue copies of this complying development certificate application form (including any personal information and other information supplied on the form) and any document submitted to accompany the complying development certificate application and to reproduce and to publish the complying development certificate application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the complying development certificate application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.

.....  
**Name (PRINT) and Signature of Applicant (or common seal and signatures of office holders if applicant is a corporation).**

Date .....

**6. 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

**7. 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: ...../...../.....