

Express Approvals

PO Box 2119 Hornsby Westfield NSW 1635
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Application for a complying development certificate

Date received: ____ / ____ / ____

CDC no: _____

You can use this form to apply for approval to carry out a proposal that is classed as complying development. The planning instrument made under the *Environmental Planning and Assessment Act 1979* applying to your property will identify whether your proposal is complying development. To complete this form, please place a cross in the boxes and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information. You need to apply to a certifying authority (either your council or a private certifier).

Are you making this application under the (Please tick the appropriate field):

General Housing Code

OR

Local Council LEP/DCP

1. Details of the applicant

Mr Ms Mrs Dr Other

First name

Family name

Flat/Street no

Street Name

Suburb or Town

State

Postcode

Daytime telephone

Fax

Mobile

2. Identify the land you propose to develop

Flat/Street no

Street Name

Suburb or Town

Postcode

Lot no.

Section

DP/MPS no.

Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

3. Estimated cost of the development

\$ including GST

4. Describe the work you propose to carry out

This might include the type of building you propose to build or demolish and its location.

5. Residential building work

1. Are you going to build a house or other dwelling or alter or add to a dwelling?

No

Yes ⇒ Go on to question 2

2. Are you an owner-builder?

Yes ⇒ What is your owner-builder permit no.?

No ⇒ Will the work be carried out by someone who is licensed to do so?

Yes ⇒ What is the name of the builder?

What is the telephone no. of the builder?

What is the contractor license no. of the builder?

Have you attached to this application evidence that the licensed person is insured to carry out this type of work?

No

Yes

No ⇒ Have you attached to this application a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$3000?

No

Yes

6. Plans and specifications of the land and development

You need to provide the plans and specifications of your proposal to help the certifying authority determine whether it complies with set standards and requirements. Please confirm that you have attached this material by placing a cross in the appropriate boxes:

A site plan of the land, drawn to scale (3 copies) that indicates:

- The location of the land, the measurements of the boundaries of the land, the size of the land and which direction is north
- Existing vegetation and trees on the land
- The location and uses of buildings that are already on the land
- The existing levels of the land in relation to buildings and roads
- The location and uses of buildings on sites that adjoin the land.

6. Continued

Plans or drawings of the proposal, drawn to scale (4 copies) that indicate, where relevant:

- the location of any buildings or structures on the land, any proposed extensions or additions, the boundaries of the land, and any development on adjoining land
- the floor plans of each proposed building
- each elevation of the proposed building(s)
- how high the proposed development will be in relation to the land
- the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground
- any changes that will be made to the level of the land by excavation, filling or otherwise
- the arrangements you have made for parking, where vehicles will enter and leave the site, and how vehicles will move about the site
- the fire safety and fire resistance measures (if any) and their height, design and construction
- how the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)
- how you intend to drain the land.

Where you propose to alter, add to or rebuild a building that is already on the land, please mark the plans (by colour or otherwise) to show the alteration, addition or rebuilding you propose to do.

The specifications for the development (4 copies) that:

- Describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply
- State whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

Where you propose to modify plans and specifications that have already been approved, you need to mark the approved plans and specifications (by colour or otherwise) to show the modification.

7. Other attachments

You need to provide other material that is relevant to the type of work you propose to do. Please indicate the material you have attached by placing a cross in the appropriate boxes

1. If you are going to **carry out building work:**

- a copy of any compliance certificates on which you rely where you propose to meet the performance requirements of the Building Code of Australia
(BCA) by using an alternative solution to the deemed-to-satisfy provisions of the BCA:
- a list of the performance requirements you will meet by using the alternative solution
 - the details of the assessment methods you will use to meet those performance requirements
 - a copy of any compliance certificates on which you rely.
- evidence of any accredited component, process or design on which you seek to rely
Components, processes or designs that relate to the erection or demolition of a building are accredited under the Environmental Planning and Assessment Regulation 2000.
- details of the fire safety measures, unless you are building a single dwelling or a non-habitable building or structure (such as private garage, carport, shed, fence, antenna, wall or swimming pool). These details are to include:
- a list of any fire safety measures you propose to include in the building or on the land
 - if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land.

The lists must describe the extent, capability and the basis of design of each measure.

7. Continued

- a plan of the existing building, drawn to scale, where the application involves building work to alter, enlarge or extend that building.
This plan will assist the certifying authority to assess whether the work will reduce the fire protection capacity of the building.
- the attached schedule, completed for the development
The information in the schedule will be used by the Australian Bureau of Statistics to report each quarter on the building activity that occurs in the economy. Building statistics allow governments and businesses to accurately identify main areas of population growth and demand for products and services.
- a long service levy to construct a building, unless:

- a long service levy has already been paid for the building
- the cost of construction is less than \$25,000
- the building will be constructed for a public authority and those who will do the work are employed by that public authority
- the building will be constructed by or for a church or non-profit organisation and will be built wholly or partly by volunteers, or
- the building will be constructed by an owner-builder.

2. If you are going to **carry out work to do a subdivision** (such as building a road or a stormwater drainage system):

- details of the existing and proposed subdivision pattern (including the number of lots and the location of roads)
- details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (eg water, road, electricity, sewerage)
- existing ground levels and the proposed ground levels when the subdivision is completed
- copies of any compliance certificates on which you rely
- detailed engineering plans (4 copies). The detailed plans might include the following:
 - earthworks
 - roadworks
 - road pavement
 - road furnishings
 - stormwater drainage
 - water supply works
 - sewerage works
 - landscaping works
 - erosion control works

If you are modifying plans that have already been approved, please mark the plans (by colour or otherwise) to show the modification.

3. If you are going to **change the use of a building** or the classification of a building under the Building Code of Australia (unless the building will now be used as a single dwelling or a non-habitable building or structure (such as a private garage, carport, shed, fence, antenna, wall or swimming pool)):

- a list of any fire safety measures you propose to include in the building or on the land
- if you propose to alter, add to or rebuild a building that is already on the land, a list of the fire safety measures that are currently used in the building or on the land
- details as to how the building will comply with the Category One fire safety provisions of the Building Code of Australia

The lists of fire safety measures must describe the extent, capability and the basis of design of each measure.

8. Signatures

The owner(s) of the land being developed must sign the application.

If you are not the owner of the land, you must ask all the owners of the land to sign the application.

If the land is Crown land, an officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Date

Signature

Name

Date

The applicant, or the applicant's agent, must sign the application.

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?

7. Privacy Policy

The information you provide in this application will enable your application to be assessed by the certifying authority under the *Environmental Planning and Assessment Act 1979*. If the information is not provided, your application may not be accepted. The application can potentially be viewed by members of the public. Please contact Mr. Gurdeep Singh if the information you have provided in your application is incorrect or changes.

Schedule to application for a complying development certificate

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 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?
(NB dual occupancy = two dwellings on the same site) Yes No

Materials - residential buildings

Please indicate the materials to be used in the construction 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 or slate <input type="checkbox"/>	20	Timber <input type="checkbox"/>	40
Brick (veneer) <input type="checkbox"/>	12	Concrete or 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						