

Office Use Only	
Number	

APPLICANT (OWNER/S) See Note 4			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:
Is the subject land Crown Land NO <input type="checkbox"/> YES <input type="checkbox"/> → Please attach Authority			
OFFICE USE ONLY		NAR	

BUILDER			
<input type="checkbox"/> Licensed Builder (please complete details below) ↓		<input type="checkbox"/> Owner Builder → Permit Number (please attach):	
Name:		Phone (work):	
Postal Address:		Mobile/Home:	
Town:	State:	Postcode:	Fax:
Builder's License Number:			
OFFICE USE ONLY		NAR Numbers	

LAND TO BE DEVELOPED (Please attach additional sheet if inadequate space provided)					
No:		Street:		Town	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
OFFICE USE ONLY		P/N			

PLANNING INSTRUMENT
Nomination of Planning Instrument under which application for Complying Development is made.
<input type="checkbox"/> State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 <input type="checkbox"/> State Environmental Planning Policy (Infrastructure) 2007 <input type="checkbox"/> Other: (please state)

PROPOSED DEVELOPMENT		
Description of development:		
<input type="checkbox"/> Erect, alter or add to a building or structure <input type="checkbox"/> Change the use of land or building (or classification under the BCA) <input type="checkbox"/> Carry out a work	<input type="checkbox"/> Subdivide land or building <input type="checkbox"/> Demolition <input type="checkbox"/> Signage/Advertising	<input type="checkbox"/> Other (specify):
TYPE OF DEVELOPMENT (tick all that apply)		
<input type="checkbox"/> Single dwelling <input type="checkbox"/> Residential alterations/additions <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Second Occupancy <input type="checkbox"/> Seniors Living <input type="checkbox"/> Other residential <input type="checkbox"/> Mixed	<input type="checkbox"/> Storage Shed <input type="checkbox"/> Garage <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial/Business <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Food Premises	<input type="checkbox"/> Tourist <input type="checkbox"/> Subdivision <input type="checkbox"/> Infrastructure <input type="checkbox"/> Community/Education Facilities <input type="checkbox"/> Education Facility <input type="checkbox"/> Event <input type="checkbox"/> Other

COST (including materials and labour)

This is the estimated total cost of any construction, internal fit-out and demolition, including GST and labour. Council checks your estimate against current building cost indices. Developments with no construction work such as subdivisions or change of uses have a separate standard fee and no estimated cost is required.

COST (including materials and labour) : \$

PRIOR SECTION 68 APPROVAL

Section 68 Approval No

Date of Consent

PARTICULARS OF THE PROPOSAL (for Building Work only)

Area of Land (m ²)		Number of Storeys (include underground)	
Floor area of Existing Building (m ²)		Current use of Building/Land	
Floor area of New Building/Addition (m ²)			

BUILDING CODE OF AUSTRALIA CLASSIFICATION (see Note 5)

Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1a	1b	2	3	4	5	6	7a	7b	8	9a	9b	9c	10a	10b

WORKS IN COUNCIL ROAD RESERVE

Do you require a Section 138 Roads Act Approval?

YES NO

If you propose to carry out any works in Council road reserve you will require a Section 138 Roads Act approval. Such works include: constructing a driveway or other access to your property – digging up or disturbing the road or footpath surface (for example for the extension of services such as water mains, wastewater mains, gas etc) – under-boring roads or footpaths – trenching roads, verges or footpaths – works that may affect pedestrian traffic (including storage of materials and equipment on the verge) – works that may affect vehicular traffic.

You will be required to submit an *Application/Permit for Works within a Road Reserve (Section 138 Roads Act)* (form available from Council offices or Council's website). This approval must be obtained before the Complying Development Certificate will be issued.

RESIDENTIAL BUILDINGS ONLY

No. of new dwellings to be constructed	No. of pre-existing dwellings on site	No. of dwellings to be demolished
Will the new dwelling/s be attached to any other new buildings?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the new dwelling/s be attached to existing buildings?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site contain a Dual Occupancy?		<input type="checkbox"/> Yes <input type="checkbox"/> No

MATERIALS TO BE USED (for Building Work only)

Please a tick in the box which best describes the materials the new work will be constructed of.

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

REQUIRED ATTACHMENTS		
Has the information requested in Note 1 been provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please list information that is yet to be provided		

DECLARATION AND SIGNATURE OF OWNER		
I/we the undersigned hereby apply for approval of the development proposal as described and as per the plans and specifications and documents accompanying the application. I/we undertake to develop in accordance with any development consent or Section 68 Local Government Act approval granted by Council and conform with the provisions of the relevant Act(s), Regulations, codes and the Local Environmental Plan. I/we further undertake to pay any fee or charge assessed by Council in connection with the development and indemnify Snowy Monaro Regional Council against all claims arising from negligence (or otherwise) resulting from work carried out in connection with the development within the road reserve. I/we acknowledge that any building waste from the development be disposed of at a licensed landfill site.		
Any person signing on behalf of applicant – please state in what capacity:		
Signature	Name	Date
Signature	Name	Date
No site works may commence without Development Consent. Construction materials purchased/work done prior to Consent is at the owner/applicant's risk. All owners must sign this application form or provide written authority for the lodgement of the application.		

POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT [Sec 147(4) EP&A Act]		
Have you or any person with a financial interest in this development application made a political donation or gift within the last 2 years?		
<input type="checkbox"/> No <input type="checkbox"/> Yes – please complete and attach a Political Donations and Gifts Disclosure Statement (available from Council's website).		
Applicants Signature	Name	Date

APPOINTMENT OF COUNCIL AS THE PRINCIPAL CERTIFYING AUTHORITY (PCA)		
Council or a private certifier can act as your PCA and issue the Complying Development Certificate and Occupation Certificate and oversee the construction or subdivision process.		
It is not compulsory that a PCA is appointed at the Complying Development Certificate application stage. You may choose to appoint Council at a later stage by completing the <i>Notice of Commencement & Appointment of PCA</i> form. If Council will not be the PCA, Council must be notified of who has been appointed at least 2 days prior to building work commencing (please use <i>Notice of Commencement & Appointment of PCA</i> form).		
I wish to appoint Council as the PCA <input type="checkbox"/> Yes (please sign/complete below) <input type="checkbox"/> No		
I/we wish to appoint Snowy Monaro Regional Council as Principal Certifying Authority for the purposes of the <i>Environmental Planning and Assessment Act</i> in relation to the Building/Subdivision work referred to in this application. I/we have read and understand the <i>Appointment of PCA Requirements</i> below.		
Signature	Name	Date

Appointment of PCA Requirements

Appointment of Snowy Monaro Regional Council to act as Principal Certifying Authority (PCA)

What is a PCA?

A PCA is a local council, or a private person or company accredited by the Building Professionals Board, who inspects building and subdivision work during construction. You will be involved with your PCA throughout the construction process.

For further information please see [When you need a certifier](#) (Building Professionals Board)

Council is a certifying authority and employs an accredited certifier (the Certifier) who is authorised to carry out the certification work which is the subject of this Agreement on behalf of the Council.

In requesting the appointment of Council as the PCA for the development, you will be required to sign a Contract that meets the requirements of section 79A of the *Building Professionals Act 2005* and clause 19A of the *Building Professionals Regulation 2007*.

The Applicant must, sign and submit the contract to Council. A copy of the Contract for Certificate Work can be found on Council's website. Council will only start the certification work upon receipt of the completed and signed contract and payment of the relevant fees and charges.

NOTES FOR COMPLETING COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

Note 1 – Information to be provided

The following information must accompany applications for Complying Development Certificates for Building work:

Building Work

In the case of an application for a Complying Development Certificate for building work including work in relation to a dwelling home or a building or structure that is ancillary to a dwelling home:

- copies of Compliance Certificates relied upon
- two (2) copies of detailed plans and specifications
- a detailed description of the development.
- appropriate building work plans and specification.
- Basix Certificate if required.

Plans must be drawn to a suitable scale and consist of a general plan and a block plan.

Work plans and specifications are to include the following:

- detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
 - a plan of each floor section, and
 - a plan of each elevation of the building, and
 - 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, and
 - the height, design, construction and provision for fire safety and fire resistance (if any),
 - gross site area of the land on which the building is to be erected.
- specifications for the development:
 - that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
 - that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) given particulars of the materials to be used,
- a statement as to how the performance requirements of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet performance requirements, is to be used),
- a description of any accredited building product or system sought to be relied on for the purposes of section 79C (4) of the Act,
- copies of any compliance certificate to be relied on,
- if the development involves building work to alter, expand or rebuild and existing building, a scaled plan of the existing building,
- any BASIX certificate commitments for the development are to be included in the plans and specifications.

For Additions & Alterations or Modifications

Where the proposed building work involves:

- any alteration or addition to, or
- rebuilding of, or
- modification to

an existing building, the general plan is to be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed work.

For Alternative Solutions (BCA)

Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:

- details of the performance requirements that the alternative solution is intended to meet
- details of the assessment methods used to establish compliance with those performance requirements
- compliance certificate for proposed alternate solution.

Evidence of any accredited component, process or design sought to be relied upon.

Fire Safety (Class 2 – 9 Buildings)

If the development involves building work (other than work in relation to a dwelling home) or a building or structure that is ancillary to a dwelling home, or work that relates only to a fire link conversion:

- a list of any fire safety means that are proposed to be implemented in the building or on the land on which the building is situated
- if the application relates to a proposal to carry out any alteration or

rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated. The list must describe the extent, capability and basis of design of each of the measures concerned.

BASIX Certificate

An application for a complying development certificate must also be accompanied by a BASIX Certificate/s for the development if required and must have been issued no earlier than 3 months before the date on which the application is made.

If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.

Bushfire

Where the land is bush fire prone land and a Bush Fire Attack Level (BAL) Certificate is required, the Certificate must be submitted with your Complying Development Certificate Application. The BAL Certificate can be obtained from Council or a suitably qualified consultant.

When submitting your Complying Development Certificate Application, you will be required to nominate how the development will comply with the requirements of the Building Code of Australia in regards to *AS3959 - 2009 Construction of buildings in bushfire prone areas*. The Australian Standard lists the construction standards/options for the different bushfire attack levels (BAL), being BAL 12.5, BAL 19, BAL 29 and BAL 40. You should include these details on the plans.

Note 2 – Home Building Act Requirements

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 that 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 that 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 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* in Section 29 of that Act.

An application for a Complying Development Certificate that relates only to a fire link conversion needs only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.

* A certificate issued by an approved insurer 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 Act.

Note 3 – Long Service Levy

Under current legislation a Complying Development Certificate cannot be issued until any Long Service Levy payable under Section 34 of the *Building and Construction Industry Long Service Payments Act, 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid.

Note 4 – Applicant Information

In accordance with Clause 139 of the *Environmental Planning and Assessment Regulation 2000*, the application for a Complying Development Certificate may only be made by a person who is eligible to appoint a Principal Certifying Authority (PCA) as the relevant authority.

Section 109E of the *Environmental Planning and Assessment Act 1979* states that:

- the person who has benefit of a Development Consent (either the Applicant or the Owner of the subject land) is to appoint a PCA; HOWEVER
- A contractor or other person who will carry out the building or subdivision work who is NOT the owner of the subject land, is not permitted to be the Applicant of the associated Complying Development Certificate.

Note 5 – BCA Classifications

Class 1 – one or more buildings which in association constitute –

- Class 1a** – a single dwelling being –
 - a detached house; or
 - one of a group of two or more attached dwellings, each being a building, separated by a *fire-resisting* wall, including a row house, terrace house, town house or villa unit; or
- Class 1b** – a boarding housing, guest house, hostel or the like –
 - with a total area of all floors not exceeding 300m² measured over the enclosing walls of the Class 1b; and
 - in which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another Class of building other than a *private garage*.

Class 2 – a building containing 2 or more *sole-occupancy units* each being a separate dwelling.

Class 3 – a residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including –

- a boarding-house, guest house, hostel, lodging-house or backpackers accommodation; or
- a residential part of a hotel or motel; or
- a residential part of a *school*, or
- accommodation for the aged, children or people with disabilities; or
- a residential part of a *health-care building* which accommodates members of staff; or
- a residential part of a *detention centre*

Class 4 – a dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.

Class 5 – an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.

Class 6 – a shop or other building for the sale of goods by retail or the supply of services direct to the public, including –

- an eating room, café, restaurant, milk or soft-drink bar; or
- a dining room, bar area that is not an *assembly building*, shop or kiosk part of a hotel or motel; or
- a hairdresser's or barbers shop, public laundry or undertaker's establishment; or
- market or sale room, showroom, or *service station*.

Class 7 – a building which –

- Class 7a** – a *carpark*; or
- Class 7b** – for storage, or display of goods or produce for sale by wholesale.

Class 8 – a laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain.

Class 9 – a building of a public nature –

- Class 9a** – a *health-care building*, including those parts of the building set aside as a laboratory; or
- Class 9b** – an *assembly building*, including a trade workshop, laboratory or the like in a primary or secondary *school* but excluding any other parts of the building that are of another Class; or
- Class 9c** – an *aged care building*.

Class 10 – a non-habitable building or structure

- Class 10a** – a non-habitable building being a *private garage*, *carport*, *shed*, or the like; or
- Class 10b** – a structure being a fence, mast, antenna, retaining or free-standing wall, *swimming pool* or the like.
- Class 10c** – a *private bushfire shelter*

Class 1 or 10 Buildings (Dwellings and Outbuildings)

- after excavation for, and prior to the placement of, any footings, and
- prior to pouring any in-situ reinforced concrete building element, and
- prior to covering of the framework for any floor, wall, roof or other building element, and
- prior to covering waterproofing in any wet areas, and
- prior to covering any stormwater drainage connections, and
- after the building work has been completed and prior to any occupation certificate being issued in relation to the building.

Class 2, 3 or 4 Building

- prior to covering of waterproofing in any wet areas, for a minimum of 10% of rooms with wet areas within a building, and
- prior to covering any stormwater drainage connections, and
- after the building work has been completed and prior to any occupation certificate being issued in relation to the building.

Class 5, 6, 7, 8 or 9 Building

- prior to covering any stormwater drainage connections, and
- after the building work has been completed and prior to any occupation certificate being issued in relation to the building.

Other Inspections

- Inspections of building work must be made on the following occasions in addition to those required by the other provisions of this clause for the building work:
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the *Swimming Pools Act 1992*) has been erected and before the pool is filled with water,
 - in the case of a class 2, 3, 4, 5, 6, 7, 8 or 9 building, after excavation for, and before the placement of, any footings.
- Any other inspection as listed on the approved Complying Development Certificate.

Note 6 – Critical Stage Inspections

(In accordance with cl 162A of EPA Regs)