

Serviced Apartment Application and Checklist

made under the *Environmental Planning and Assessment Act 1979* Section 78A

Office Use Only	
DA Number	

Use this to apply for a development approval for a change of use holiday let

PLEASE COMPLETE ALL SECTIONS

APPLICANT			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:

OWNER			
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			
<i>OFFICE USE ONLY</i>	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:
<i>OFFICE USE ONLY</i>	Parcel Numbers				

PROPOSED DEVELOPMENT
Description of development:
<input type="checkbox"/> Change the use of land or building (or classification under the BCA)

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) : \$

CHECKLIST/ Required Attachment

- Consent of all owners
- Floor Plan (*to scale indicating bedroom sizes*)
- Approval from the Body Corporate on letter head (*Strata Unit only*)
- Certification of Hardwired smoke detector (*highlighted on plans*)
- Off-street Parking Plan (*showing all car spaces*)
- Servicing & Cleaning procedures
- Evacuation plans
- Fire Safety Certificate

Statement of Environmental Effects

A Statement of Environmental Effects must be submitted with all Development Applications in accordance with Schedule 1 of the *Environmental Planning & Assessment Regulations 2000*.

This Statement of Environmental Effects is not exhaustive and should be expanded where appropriate. *If more space is required, attach additional sheets.* In accordance with Section 148B of the *Environmental Planning and Assessment Act*, it is an offence to provide information that is false or misleading.

Existing structures

Existing access arrangements

Existing Pool/Spa details (i.e. internal or external)

Describe the type/number of vehicles expected to be parked on-site

Describe the types of development within the surrounding area

Describe proposed measures to minimise privacy, noise and security impacts (ie fencing/privacy screens, landscaping, etc)

Describe how garbage is currently managed
Describe how the property will be serviced and cleaning procedures
Describe the Evacuation Plans (including evacuation maps and meeting points)
Describe how effluent is currently managed (provide On-site Sewage management details if relevant)

INTEGRATED DEVELOPMENT (Approvals from State Agencies)	
Is this application for Integrated Development ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Please tick which other approvals are required. If yes, Council requires an additional set of plans, a Statement of Environmental Effects (SEE) and a fee for each relevant government agency. Please check with Council for current applicable fee.	
Heritage Act 1977 <input type="checkbox"/> s58	Rural Fires Act 1997 <input type="checkbox"/> s100B
Integrated Development is defined by the Environmental Planning and Assessment Act 1979 as development which needs a Development Consent and one or more additional approvals under the Acts mentioned above in order to be legally carried out. Further explanatory notes are available from Council on request.	

IS/DOES THE PROPOSED DEVELOPMENT:	YES	NO
Designated Development [▲] ?	<input type="checkbox"/>	<input type="checkbox"/>
Likely to significantly affect a threatened species, population or ecological community, or its habitat?	<input type="checkbox"/>	<input type="checkbox"/>
Involve the use of or work on a Crown Road Reserve or other land owned by the Crown?	<input type="checkbox"/>	<input type="checkbox"/>
Development by the Crown? (Part 5A of the Act applies to development by the Crown)	<input type="checkbox"/>	<input type="checkbox"/>
Involve land which has easements or restrictions on the Title? (If yes, please specify the nature of these easements or restrictions in your Statement of Environmental Effects)	<input type="checkbox"/>	<input type="checkbox"/>
Likely to affect a threatened species, population or ecological community protected under the <i>Commonwealth Environment Protection and Biodiversity Conservation Act 1999</i> ?	<input type="checkbox"/>	<input type="checkbox"/>

Biodiversity compliant development❖? If yes, please specify the reason in your Statement of Environmental Effects	<input type="checkbox"/>	<input type="checkbox"/>
Is the land the subject of this application critical habitat?	<input type="checkbox"/>	<input type="checkbox"/>

POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT [Sec 10.4 (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

CONSENT OF ALL OWNERS		
All owners must sign this application form or provide written authority for the lodgement of the application.		
Note: Company Ownership		
In the case of a company ownership, in accordance in s127 of the <i>Corporations Act 2001</i> , please state in the signature/name area the authority of each signatory (Director/Secretary etc) (eg as <i>Director of ABC Holdings Pty Ltd</i>) OR attach further documentation as required.		
<input type="checkbox"/> Owners consent attached OR ↓		
As the owner/s of the above property described in this application I/we consent to its lodgement. I/we hereby permit any duly authorised officer of Snowy Monaro Regional Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulations, or Planning Instruments. We advise that as landowners we are not aware of any known hazards that may be of harm to officers visiting the site.		
Signature	Name	Date
Signature	Name	Date

DECLARATION AND SIGNATURE OF APPLICANT		
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 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 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.		
Signature	Name	Date
Signature	Name	Date

SITE WORKS MUST NOT COMMENCE WITHOUT COUNCIL APPROVAL
Construction materials purchased/work done/arrangements made prior to consent are at the owner/applicants’ risk.

^ [Designated Developments](#) are listed in Schedule 3 of the *Environmental Planning and Assessment Regulations 2000*. (Special procedures apply to the notification and assessment of Designated Development under the Act)

❖ Development that requires [Concurrence](#) is listed in 79B of the Environmental Planning and Assessment Act 1979.

❖ **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 a 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*).