

APPLICATION FOR COMPLYING DEVELOPMENT CERTIFICATE

Division 4.5 of the Environmental Planning and Assessment Act, 1979

Office Use Only:	Date received:	CDC No:
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APPLICANT DETAILS		
Title	Given Name(s)	Surname / Last Name
Mr / Mrs/ Other: _____		
Company Name: _____		
Contact Address: Unit: ___ House Number: _____ Street or PO Box: _____		
Suburb: _____		State: _____ Postcode: _____
Daytime Phone: _____	Fax: _____	Mob: _____
Email: _____		
Contact details to arrange site inspection (complete when different from above).		
Contact person: _____		Daytime Phone: _____

PAYMENT DETAILS	
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
Complete section below if credit cardholder is not the applicant. The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the fund.	
_____	_____
Cardholder's Printed Name	Date

Cardholder's Signature	

OWNER'S CONSENT	
As owner/s of the land to which this application relates, I/we consent to the lodgment of this application. I/we consent to relevant Council officers and any consultants or legal representatives engaged by Council to enter the premises to carry out inspections in relation to the development. Refer to Lodgment Information for detail of what form of owners consent is required.	
Full name or company name: _____	
Position of signatory if a company name: _____ ACN No. _____	
Postal address: _____	
Postcode: _____ Signature (s) _____	

PRIVACY AND PERSONAL INFORMATION ACT	
Your personal information is being collected to process this application. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.	
DECLARATION	
The details provided by me are correct and I have read and understand all information provided in this application.	
_____	_____
Applicant's Signature	Date

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APPLICANT DETAILS		
(Please copy over from Page 1 of the form)		
Title	Given Name(s)	Surname / Last Name
Mr / Mrs/ Dr/ Other: _____		
Company Name: _____		
Contact Address: Unit: _____ House Number: _____ Street or PO Box: _____		
Suburb: _____ State: _____ Postcode: _____		

SITE DETAILS		
Unit / Shop No.: _____	Street No.: _____	Street: _____
Lot No.: _____	Section No. (if applicable): _____	DP No.: _____
Strata Plan No. (If applicable): _____		
Notes:		
When the application involves multiple allotments, list all allotments. If you are unsure of property details, they may be obtained from rate notices or from maps at Council's office.		

IDENTIFY RELEVANT ENVIRONMENTAL PLANNING INSTRUMENT	
Nominate which environmental planning instrument you are making this application under:	
<input type="checkbox"/>	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
<input type="checkbox"/>	Other (specify): _____

DESCRIPTION OF DEVELOPMENT	
Nominate the type of activity you are applying for, identify the relevant code and provide a description of the development:	

What is the total estimated cost of the development (including GST) _____	

CHECKLIST

This checklist must be completed by applicant and checked by Council. Applications will not be accepted unless all information is received. The relevant Development Control Plan may be referred to for further detail on required information. **Four copies of each plan / document should be submitted.** Any electronic copies of the plans submitted should be PDF in Adobe format. Only half the scanning fee will apply if electronic copies of all plans are lodged.
Note: Schedule 1 Part 2 of EPA Regulation may require further details.

INFORMATION GUIDE		(Tick relevant box)		
		Applicant		Checked
		N/A	Supplied	
A	Survey Plan			
	• Show boundary dimensions and area of lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show location of all existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• For carports, decks, patios or pools, show spot heights around the perimeter of the structure prepared by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• For carport applications, show kerb location and spot heights at road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Where works at ground level are proposed, show the location of any public sewer main, easements or rights of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Site Plan			
	• Show the location, boundary dimensions, site area and north point of the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show setbacks to boundaries from proposed structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Where additional hard surface areas are proposed, show the location of all existing and proposed hard surface areas to enable landscaped area to be calculated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Where structures are proposed that do not contribute to hard surface area, show their location in relation to other relevant structures or items on the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show the location and use of any adjoining buildings within 10m of the development proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show existing vegetation and trees on the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show any landscaping proposed in relation to new works including plant types and their height at maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Floor Plans			
	• For decks and patios show floor layout in relation to any adjoining floor space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show roof plan where works are located on or to existing roofing or where new roofing is proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Two sets coloured in accordance with AS1100.301 depicting new floor or roof areas / alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Elevations (for visible external works)			
	• Show elevations depicting all architectural features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show natural and finished ground levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Nominate proposed exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Two sets coloured in accordance with AS1100.301 depicting proposed alterations/additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Long Service Levy			
	• Evidence of payment of the Long Service Levy. Where works cost \$25,000 or more, pay a long service levy (0.35% of the total cost) at the time of lodgment to the Long Service Levy Payments Corporation or Mosman Council as required by s.34 of the <i>Building and Construction Industry Long Service Payments Act 1986</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Boundary Adjustment Plans and Information			
	• Show existing and proposed boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show relationship to road and adjoining lot layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show dimensions and areas of proposed lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show vehicular access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Show the location of existing structures to be retained and setbacks to proposed boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Provide a certificate of compliance from Sydney Water or written advice that they have no in principle objection to the adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION NEEDED		(Tick relevant box)		
		Applicant		Checked
		N/A	Supplied	
G	Strata Plan (where strata lots are to be created or modified)			
	• Show proposed lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Air Conditioning Units and Central Heating / Space Heating Systems			
	• Provide a certification from an acoustic engineer or manufacturer that the LA(eq) (15 min) noise emissions from any air conditioner when measured from the nearest habitable room of any adjacent premises (windows open) shall not be audible – i.e less than 10dB(A) below the existing background noise level of the immediate area at any time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Building alterations (internal, structural)			
	• Provide a report/plans from a qualified structural engineer to confirm the structural stability of the building and the proposed works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	BCA Compliance			
	• Provide a written statement that the proposal complies with deemed to satisfy provisions of the BCA relevant to the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Specifications			
	• Where building works are proposed, detail the construction and materials to be used. If second hand materials are to be used, give particulars of the materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LODGMET INFORMATION

Method of Lodgment

Applications be submitted in person or by post. Applications that are lodged by post should be addressed to The General Manager at PO Box 211, SPIT JUNCTION NSW 2088.

Fees

Fees will be determined by Council and payment may be made by cash, cheque or credit card. Credit card transactions incur a service fee of 1% for American Express, Mastercard and Visa cards. If you wish to know the fee prior to lodgment, contact Council's Compliance Team on 9978 4094. The Long Service Levy is required to be paid on lodgment of the application (Section 4.28(10A) of the Environmental Planning and Assessment Act, 1979). See also Part E of the Checklist re payment of the Long Service Levy. For privacy and security reasons payment is prohibited by credit card via email transmission.

Owner's Consent - Forms of acceptable owner's consent:

Individual ownership:

Sign this form or provide a separate letter. When the owner is not the applicant, the letter should name and give consent to the applicant to lodge the CDC application.

Joint owners:

All owners should sign this form or where one person is signing on behalf of a joint owner (for example a husband or wife), that person should state by letter that they have the authority of the other joint owner(s). When the owners are not the applicant, the letter should name and give consent to the applicant to lodge the CDC application.

Company ownership:

A company director or secretary must either sign and stamp this form with the company seal, or sign on the company's letterhead. If the company does not have a company seal or letterhead, the director or secretary is to sign a letter stating so and is to provide the company's ACN. When the owning company is not the applicant, the letter should name and give consent to the applicant to lodge the CDC application.

Owners' Corporation:

For strata lots, consent from the Owners' Corporation is to be provided. The Owners' Corporation must either sign and stamp this form with the corporation seal or sign and stamp on the corporation's letterhead. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign a letter stating so. When the owners' corporation is not the applicant, the letter should name and give consent to the applicant to lodge the CDC application.

Legal representative for the true owner(s) :

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached with this application form.

Crown Land:

When the application relates to leased Crown land above mean high water mark, this form must be signed by an authorised officer from the Department of Lands (formerly DLAWC). When the application relates to Crown Land below mean high water mark, an authorised officer of the Waterways Authority must either sign this form or provide written consent on letterhead.

Further Information

If you require further information on completing this form, please contact Council's Compliance Team on 9978 4094. Please note any information submitted as part of this application will be publicly available, including through Council's website, in accordance with Council's Access to Information Policy.

OFFICE USE ONLY		CST AUTHORITY		Initials: _____
				Date: _____
CDC No: _____		Property Address: _____		
	Amount	Receipt No.	Date	
Complying Development Application fee	\$ _____	_____	_____	
Scanning fee	\$ _____	_____	_____	
Long Service Levy	\$ _____	_____	_____	
Inspection Fee	\$ _____	_____	_____	
Other	\$ _____	_____	_____	
Total	\$ _____	_____	_____	
CSO Details				
Initials: _____			Date: _____	