



## Application for Complying Development

Sections 85 & 85A of the Environmental Planning and Assessment Act 1979

### Receipt of Application

Date: .....  
Delivery by:  Hand  Post  Electronic Transmission  
(Must not be by facsimile)  
Signed by Urban Approvals: .....

### Application Assessment Criteria

(Applicant must choose what the application is being assessed under. Please tick the appropriate box)

- Relevant council's complying development scheme; or
- Department of Planning's NSW Housing Code (State Environmental Planning Policy – (Exempt and Complying Development Codes) 2008); or
- State Environmental Planning Policy – (Infrastructure) 2007.

### Application & Site Details

#### 1. Applicant:

Family/Company Name: .....  
Given Names/ACN: .....  
Postal Address: .....  
.....  
Phone: .....  
Facsimile: .....  
Contact Person: .....

#### 2. Owner(s) of Property:

Family/Company Name: .....  
Given Names/ACN: .....  
Postal Address: .....  
.....  
Phone: .....

#### 3. Location and Title Description of the Property/Land to be developed

Street No & Street: .....  
Suburb: .....  
Lot(s): .....  
Section: .....  
Deposited Plan(s): .....  
Strata Plan: .....  
Other: .....

## Development Details

### 4. Proposed Complying Development

- use of land/building       erection of a building       subdivision of land/building  
 carrying out of work       demolition       other

Detailed Description: .....

.....

.....

.....

Proposed Use: .....

.....

.....

### 5. For what purpose is the property presently used?

Detailed Description: .....

.....

.....

Date Commenced: .....

### 6. For what purpose was the property previously used?

Detailed Description: .....

.....

.....

.....

Date Commenced: .....

### 7. Has there ever been any testing or assessment of the site for land contamination?

Please Describe: .....

.....

.....

.....

### 8. Estimated Cost of the Development

\$ .....

**9. Builder/Owner Builder**

Name: .....

Contact Phone No.: .....

Contractor Licence No.: .....

OR

Owner Builder Permit No.: .....

**10. Long Service Levy**

.....

**11. List of documents accompanying this Application:**

- .....
- .....
- .....

**13. Schedule**

*(The attached schedule is to be completed for the purpose of providing information to the Australian Bureau of Statistics.)*

**Payment of Fees**

**14. Fees and Charges:**

*The Owner/Applicant agrees to pay Urban Approvals the fees and charges set out in the Fee Schedule, as updated and/or amended from time to time.*

**Execution**

**15. Owner's Consent:**

*(Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company, must be signed by a director of the company)*

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised officers of Urban Approvals to enter the land to carry out inspections.

Signature of Owner/s: ..... Date: .....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence (eg power of attorney, executor, trustee, director).

Signature on behalf of Owner/s: ..... Date: .....

**16. Applicant's Declaration**

**DECLARATION**

I confirm that the development proposal contained in the complying development application being lodged with Urban Approvals complies with the definition of "complying development" as permitted by the relevant Council's LEP, DCP and accompanying legislation.

Signature of Applicant:.....

## Notes for Complying Development Certificate Applications

*In accordance with Schedule 1 Part 2 of the Environmental Planning and Assessment Regulation 2000 ("Regulations"), the following documents must accompany ALL applications for a complying development certificate.*

**(1) An application for a complying development certificate must be accompanied by the following documents:**

- (a) a site plan of the land,
- (b) a sketch of the development,
- (c) if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house or work that relates only to fire link conversion):
  - (i) a list of the Category 1 fire safety provisions that currently apply to the existing building,
  - (ii) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use,
- (d) if the development involves building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
  - (i) a detailed description of the development, and
  - (ii) appropriate building work plans and specifications,
- (e) if the development involves building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
  - (i) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
  - (ii) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work,
- (f) if the development involves subdivision work, appropriate subdivision work plans and specifications,
- (g) in the case of development to which clause 4A of Schedule 1 to the Regulations applies, such other documents as any BASIX certificate for the development requires to accompany the application.

**(2) The site plan referred to in subclause (1) (a) must indicate the following matters:**

- (a) the location, boundary dimensions, site area and north point of the land,
- (b) existing vegetation and trees on the land,
- (c) the location and uses of existing buildings on the land,
- (d) existing levels of the land in relation to buildings and roads,
- (e) the location and uses of buildings on sites adjoining the land.

**(3) The sketch referred to in subclause (1) (b) must indicate the following matters:**

- (a) the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development,
- (b) floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building,
- (c) elevations and sections showing proposed external finishes and heights of any proposed buildings,

- (d) proposed finished levels of the land in relation to existing and proposed buildings and roads,
- (e) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate),
- (f) proposed landscaping and treatment of the land (indicating plant types and their height and maturity),
- (g) proposed methods of draining the land,
- (h) in the case of development to which clause 4A of Schedule 1 to the Regulations applies, such other matters as any BASIX certificate for the development requires to be included on the sketch.

**(4) A detailed description of the development referred to in subclause (1) (d) (i) must indicate the following matters:**

- (a) for each proposed new building:
  - (i) the number of storeys (including underground storeys) in the building,
  - (ii) the gross floor area of the building (in square metres),
  - (iii) the gross site area of the land on which the building is to be erected (in square metres),
- (b) for each proposed new residential building:
  - (i) the number of existing dwellings on the land on which the new building is to be erected,
  - (ii) the number of those existing dwellings that are to be demolished in connection with the erection of the new building,
  - (iii) the number of dwellings to be included in the new building,
  - (iv) whether the new building is to be attached to any existing building,
  - (v) whether the new building is to be attached to any other new building,
  - (vi) whether the land contains a dual occupancy,
  - (vii) the materials to be used in the construction of the new building (using the abbreviations set out in clause 7 of Schedule 1 to the Regulations).

**(5) Appropriate building work plans and specifications referred to in subclause (1) (d) (ii) include the following:**

- (a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
  - (i) a plan of each floor section, and
  - (ii) a plan of each elevation of the building, and
  - (iii) 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
  - (iv) the height, design, construction and provision for fire safety and fire resistance (if any),
- (b) specifications for the development:
  - (i) that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
  - (ii) that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used,

- (c) 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 the performance requirements, is to be used),
- (d) a description of any accredited components, processes or design sought to be relied on,
- (e) copies of any compliance certificate to be relied on,
- (f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building,
- (g) in the case of development to which clause 4A of Schedule 1 to the Regulations applies, such other matters as any BASIX certificate for the development requires to be included in the plans and specifications.

**(5A) An application for a complying development certificate that relates only to fire link conversion need only be accompanied by a document that describes the design and construction, and mode of operation, of the new fire alarm communication link.**

**(6) Appropriate subdivision work plans and specifications referred to in subclause (1) (f) include the following:**

- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),
- (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
- (c) detailed engineering plans as to the following matters:
  - (i) earthworks,
  - (ii) roadworks,
  - (iii) road pavement,
  - (iv) road furnishings,
  - (v) stormwater drainage,
  - (vi) water supply works,
  - (vii) sewerage works,
  - (viii) landscaping works,
  - (ix) erosion control works,
- (d) copies of any compliance certificates to be relied on.

#### **4A BASIX certificate required for certain development**

**(1) This clause applies:**

- (a) on and from 1 July 2004, to all land within the initial BASIX area, and
- (b) on and from 1 July 2005, to all land within New South Wales.

**(2) In addition to the documents required by clause 4, an application for a complying development certificate for any development:**

- (a) that involves the erection (but not the alteration, enlargement, extension or relocation) of a BASIX affected building, or
- (b) that involves a change of building use by which a building becomes a BASIX affected building, must also be accompanied by a BASIX certificate, issued no earlier than 3 months before the date on which the application is made, for each dwelling comprised in the development.