



APPLICATION – DEVELOPMENT and/or CONSTRUCTION CERTIFICATE

Environmental Planning and Assessment Act, 1979 & Activity Under S68. NSW Local Government Act 1993

FILE NO

PROPERTY NO

DATE RECEIVED:

TYPE OF APPROVAL SOUGHT – Please indicate by 'X'

DEVELOPMENT	CONSTRUCTION CERTIFICATE	OCCUPATION CERTIFICATE	SEC 68 LGA ACT	SUBDIVISION	SIGN	OTHER
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1. APPLICANT

OFFICE USE ONLY

Applicant's Name

Postal Address

Post Code

Phone

Email

Fax

Mobile

Company Contact Person

2. LOCATION OF LAND TO BE DEVELOPED (available from your rate notice, property deeds, or from Council)

Unit No	House No	Street		
Suburb		Site Area m ²		
Lot(s)	Section	Deposited Plan(DP)		
Other	Strata Plan	Zoning		
Is your property in Mines Subsidence Area?			YES	NO

3. DESCRIPTION OF PROPOSED DEVELOPMENT

Is a Construction Certificate Application to be lodged with the Development Application?	YES	NO
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OR

Has Development Consent previously been granted?	YES	NO
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If YES, enter Development Consent No

Date of Determination

Building Code of Australia Building Classification:
(If Development Consent previously granted)

DEVELOPMENT APPLICATION: Please indicate by 'X'

DESCRIPTION:

Use of land/building

Erection of a building

Subdivision of land/building

Carrying out of work

Demolition

Other

COST OF DEVELOPMENT / VALUE OF WORK:

CONSTRUCTION CERTIFICATE: Please indicate by 'X'

\$

Building work

Subdivision work

Please give estimate

4. TYPE OF DEVELOPMENT CONSENT – Please indicate by 'X'

Operational Consent	Deferred Commencement	Staged Development
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5. ENVIRONMENTAL IMPACT

Is this application for Designated Development?	YES	NO
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If YES, refer to Item 5 of DA Guide for notes relating to requirements for Environmental Impact Statement

Designated Development must be accompanied by an Environmental Impact Statement (EIS). The content of the EIS is to be determined in conjunction with Maitland City Council and the Department of Infrastructure, Planning & Natural Resources.

Is an Environmental Impact Statement (EIS) attached?	YES	NO
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If development is **not Designated** is a Statement of Environmental Effects (SEE) attached?

Note: A SEE is required for ALL Development Applications but is not required for a Construction Certificate (Refer to Sec 11f of DA guide)

	YES	NO
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6. APPROVALS UNDER S68 LOCAL GOVERNMENT ACT 1993

Does this application seek approval for one or more of the approvals listed on the attached sheet?	YES	NO
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If YES, refer to attached sheet

7. INTEGRATED DEVELOPMENT *(Applications referred to an approval body other than Council)*

Is this application for Integrated Development?	YES		NO
If YES, an EXTRA full set of plans, documents and SEE are required for each Integrated Referral			
List other external approvals required to be obtained:			
• Fisheries Management Act 1994	<input type="checkbox"/> s 144	<input type="checkbox"/> s 201	<input type="checkbox"/> s 205 <input type="checkbox"/> s 219
• Heritage Act 1977	<input type="checkbox"/> s 58		
• Mine Subsidence Compensation Act 1961	<input type="checkbox"/> s 15		
• National Parks and Wildlife Act 1974	<input type="checkbox"/> s 90		
• Protection of the Environment Operations Act 1997	<input type="checkbox"/> ss 43(a), 47, 55	<input type="checkbox"/> ss 43(b), 48, 55	<input type="checkbox"/> ss 43(d), 55, 122
• Roads Act 1993	<input type="checkbox"/> s 138		
• Rural Fires Act 1997	<input type="checkbox"/> s 100B		
• Water Management Act 2000	<input type="checkbox"/> ss 89, 90, 91		

8. PRINCIPAL CERTIFYING AUTHORITY & COMPLIANCE CERTIFICATES *(inspections)*

A **Principal Certifying Authority (PCA)** must be appointed prior to commencement of work. Where an application is for building work the PCA may be either Council or a Private PCA. For development involving both building and subdivision work, please indicate whether you wish to appoint Council or a Private PCA for the building work. **NB – only Council can be appointed the PCA for subdivision work (excepting strata subdivisions).**

The PCA will issue Compliance Certificates in respect of inspection, processes and products required by the consent to this application and, if required, an Occupation Certificate (or Interim Occupation Certificate)

Building Work: Do you wish to appoint Council as the Principal Certifying Authority?

(If so, please complete and lodge the attached Occupation Certificate Application Form)

YES		(Principal Certifying Authority Agreement)
NO		(You must advise Council of the appointment of PCA a minimum of 2 days before work commences)

Subdivision Work: Do you wish to appoint Council as the Principal Certifying Authority for subdivision work?

YES		NO	
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9. SCHEDULE FOR BUILDING WORK ONLY *(For Australian Bureau of Statistics Information – complete if Construction Certificate is applied for)*

Gross floor area of existing building (m ²)		What are the current uses of all existing or parts of building(s)/land <i>(if vacant, state vacant)</i>	
Gross floor area of proposed addition or new building (m ²)			
Does this site contain a dual occupancy?		What are the proposed uses of all parts of building(s)/land?	
Number of pre-existing dwellings		Number of dwellings to be demolished	
How many dwellings are proposed?		How many storeys will the building consist of?	

MATERIALS TO BE USED Place a tick (✓) in the box which best describes the materials that the new work will be constructed of:

Frame	Code	Walls	Code	Roof	Code	Floor	Code
<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Brick single/double	11	<input type="checkbox"/> Tiles (Concrete/terracotta)	10	<input type="checkbox"/> Concrete	20
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Brick veneer	12	<input type="checkbox"/> Concrete or slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Concrete/masonry	20	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Other	80
<input type="checkbox"/> Aluminium	70	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Unknown	90
<input type="checkbox"/> Other	80	<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Aluminium	70		
<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Timber/weatherboard	40	<input type="checkbox"/> Other	80		
		<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Unknown	90		
		<input type="checkbox"/> Steel	60				
		<input type="checkbox"/> Cladding-aluminium	70				
		<input type="checkbox"/> Other	80				
		<input type="checkbox"/> Unknown	90				

10. BUILDER/OWNER BUILDER DETAILS *Place a tick (✓) in box and complete details*

Owner Builder – Permit No		Licensed Builder – Licence No		Not Known
Builder's Name		Phone No		
Address			Post Code	

Note: If not known, builder's details must be provided to the PCA with the Notice of Commencement.

11. Documents Required to Lodge Your Development Application

Waste Management & Minimisation Plan -2 Copies (DA Guide Item 11i) S.94A Cost Report (DA Guide Pg 5) S.68 Application Form, Septic Tank & Aerated Treatment Systems. Landscape Plans – 6 copies (prepared by a Suitably Qualified Person) (DA Guide Item 11j) Detailed Drainage Plan, Incorporating Site Detention - 3 copies (DA Guide Item 11k) Footings/Slab Design Certified by a Suitably Qualified Person – 6 copies (DA Guide Item 11i) Site Assessment Report New Dwellings Only – 4 copies (DA Guide Item 11h) Notification Plans (Site Plan & Elevations) Size A4 or A3 – 7 copies (DA Guide Item 11g) Statement of Environment Effects – 6 copies (DA Guide Item 11f) BASIX Certification – 2 copies (DA Guide Item 11e) Home Warranty Insurance Certificate or Owner Builder Permit – 2 copies (DA Guide Item 11d) (Required prior to Commencement of Work) Specifications – 3 copies (DA Guide Item 11c) Plans Stamped by Mines Subsidence Board (where necessary) (DA Guide Item 2) Plans Stamped by Hunter Water Corporation (DA Guide Item 11b) Complete Plans – 6 sets (DA guide item 11a)

Structure Type	Application Type																			
Single Storey Dwellings – including additions to existing dwellings, carports, garages, sheds	DA / CC Residential Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Residential Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA / CC Rural Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Rural Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA / CC Heritage Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Heritage Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Two Storey Dwellings, including additions to existing dwellings, carports, garages, sheds	DA / CC Residential Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Residential Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA / CC Rural Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Rural Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA / CC Heritage Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Swimming Pools	DA only Heritage Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Heritage Zone	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Other Residential Development	DA / CC Dual Occupancy	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Dual Occupancy	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA / CC Medium Density Housing	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	DA only Medium Density Housing	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Sewage Mgt Facility (Septic Tanks)	Installation & Operation	•				•						•						•		
Commercial/Industrial Development	DA / CC	•	•	•	•	•						•		•		•				•
	DA only	•	•	•	•	•						•		•		•				•
Change of Use		•																		•
Sign Application	DA / CC	•	•	•	•	•								•						•
	DA only	•	•	•	•	•														•
Subdivision	DA only	•												•						
Place of Public Entertainment	DA only	•																		
Demolition	DA	•																		•

The following studies / documentation may be required depending on the location and scope of the proposal and/or the physical characteristics/constraints of the land:

- | | | | |
|---|--------------------------------|---------------------------|---------------------------|
| • Statement of Heritage Impact | • Flora / Fauna Assessment | • Waste Reduction Plan | • Odour Assessment |
| • Archaeological Investigation | • Traffic Study | • Photographic Inventory | • Shadow Diagrams |
| • Geotechnical Assessment (site classification and / or on-site waste water disposal suitability) | • Visual Analysis | • Hydraulic Investigation | • Section 94A Cost Report |
| | • Hazard Analysis (SEPP No 33) | • Acoustic Assessment | |

Council's Duty Town Planner & Duty Health & Building Surveyor are available to provide guidance on the specific studies that may be required to accompany your application.

12. REQUIRED ATTACHMENTS

Please attach correct number of copies of plans or drawings describing proposed development and location of land (<i>Insufficient copies may lead to rejection of application</i>).		No of copies Please tick (✓)
Copies		
6	Location Plan of land	
6	Plans or Drawings describing Proposed Development	
7	Notification Plans	
3	Specifications	
6	Statement of Environmental Effects	
2	Section 94A Cost Reports (where relevant – see Application Guide Page 5)	

Plans must be stamped by Hunter Water and/or Mine Subsidence

13. AFFECTED NEIGHBOURS

Have you discussed this application with affected neighbours?	YES		NO
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Early consultation can avoid unnecessary conflict and delays. We urge you to discuss the proposal with your neighbours before submitting this application.

14. COUNCIL OFFICER

Have you discussed this application with a Council officer or Council's Development Control Unit?	YES		NO
<i>You can make an appointment with the Development Control Unit by phoning 02 4934 9700. We recommend that you consult with a Council officer before submitting this application.</i>	Officer's Name		

15. COMPLIANCE CERTIFICATE RELIED UPON

If you have any compliance certificates issued by a certifying authority in respect of a product, process or design associated with this development, please list the type (e.g. mechanical ventilation, structural design, etc.):

16. OWNER'S CONSENT *Must be completed by owner(s)*

Owner's Name	Address		
	Post Code	Phone No	
As owner/s of the land to which this application relates, I/we consent to this application. I also give consent for Authorised Council officers to enter the land to carry out inspections.	In the case of a company or trust, minimum two directors' signatures required. In the case of sole director please state 'sole director' when signing. In the case of a strata development, the strata manager must sign. In the case of community title development the community association must give consent.		
Signature(s)			
Date	<i>(All owners must sign)</i> <i>(eg power of attorney, executor, trustee, sole director, company director)</i>		

17. YOUR DECLARATION

I apply for consent to carry out the development described in this application. I declare that all information given is true and correct. I also understand that, if incomplete, the application may be delayed, rejected or more information be requested.	Signature(s)
	Date

Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Freedom of Information Act.

Fees	Development	Construction	Compliance Cert	Long service	Plan First	Other
Amount						
Receipt No						
Receipt Date						

DISCLOSURE STATEMENT OF POLITICAL DONATIONS AND GIFTS LODGEMENT OF DEVELOPMENT APPLICATION

Requirement Under Section 147(4) of the Environmental Planning & Assessment Act 1979

A disclosure statement of a reportable political donation or gift must accompany a planning application or submission if the reportable donation or gift is made within 2 years before the application or submission is made. If the donation or gift is made after the lodgement of the application a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.

I/we have **not** made a reportable political donation or gift within 2 years prior to the date this application/submission was made

Name of the person/company making donation or gift	
Residential address or registered /official office address	
ABN if not an individual	
Address of the Development Proposal	
Date application lodged	
Consent or Approval Authority	Maitland City Council
Person's interest in the application (pls tick appropriate box)	Applicant <input type="checkbox"/> Person with financial interest <input type="checkbox"/> Explain:..... Person making submission in opposition <input type="checkbox"/> Person making submission in support <input type="checkbox"/>
Name of the Person to Benefit From the Donation	
Date of the Donation	
Amount of the Donation*	
Name of the Person to Whom Gift is Made	
Date Gift Made	
Amount or Value of Gift*	

By signing below I/we declare that all information contained within this statement is accurate at the time of signing

Signature(s): _____

Name(s): _____

- * A reportable political donation is a donation of
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
 - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate or made to the major political donor; or
 - Less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

A glossary of terms/definitions is available on Maitland City Council's website www.maitland.nsw.gov.au or the Department of Planning website www.planning.nsw.gov.au

ACTIVITIES PRESCRIBED UNDER S.68 OF LOCAL GOVERNMENT ACT, 1993

Does this application seek approval for one or more of the activities listed in the **Table** below?

YES

NO

If YES, you must tick the relevant activity and provide plans and relevant information to Council.
(Refer to Item 6 of DA Guide)

A person must not carry out or conduct an activity listed under Section 68 without the prior approval of Council.

TABLE:

Structures

- Install a manufactured home, moveable dwelling or associated structure on land
- Install a temporary structure on land

Management or Waste

- For fee or reward, transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place
- Operate a system of Sewage Management
- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

Community Land

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

Public Roads

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

Other Activities

- Operate a public car park
- Operate a caravan park or camping ground
- Operate a manufactured home estate
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- Install or operate amusement devices
- Sell goods or articles from a public roadway or public place, whether or not from a standing vehicle
- Carry out an activity prescribed by the regulations under the Local Government Act 1993, or an activity of a class or description so prescribed

HOW TO LODGE YOUR APPLICATION

Applications should be addressed to:

The General Manager
Maitland City Council
PO Box 220
MAITLAND NSW 2320

Or you can lodge your application

in person at Council's
Administration Building
285-287 High Street MAITLAND
DX 21613 Maitland

How to Contact Us:

Ph 02 4934 9700
Fax 02 4933 3209



Site Waste Management and Minimisation Plan

Outline of Proposal

Site Address _____

Applicant Name _____

Applicant Address _____

Building and other structures currently on the site

Brief description of the proposal

Construction Phase

DESTINATION					
Waste materials on site	Vol (m ³)	Wt (t)	ON SITE	OFF SITE	DISPOSAL
			<i>Specify proposed reuse or on-site recycling methods</i>	<i>Specify contractor and recycling outlet</i>	<i>Specify Contractor and Landfill Site</i>
Excavation Material					
Garden Waste					
Bricks					
Tiles					
Concrete					
Timber – pine, particle board					
Plasterboard					
Metal – copper, aluminium					
Asbestos – cement, roof and wall					
Other – including glass, doors, etc					

Ongoing Operations Phase

<p>Ongoing Operations - Option 1 (applies to the following types of development)</p> <ul style="list-style-type: none"> • Single dwellings • Dual Occupancy and Medium Density Housing – Individual Storage Areas • Construction of outbuildings, such as garages, carports and sheds • Dwelling alterations and additions • Fences and retaining walls • Swimming Pools • Water Tanks • Proposals involving minor construction • Change of use applications involving minimal construction 	<p>Who is going to collect the waste and recycling generated by this development? <i>(tick applicable)</i></p> <hr/> <p><input type="checkbox"/> Council General Waste Collection (Green bin)</p> <p><input type="checkbox"/> Council Recycling Collection (Yellow bin)</p> <p><input type="checkbox"/> Private Contractor Council</p>
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Ongoing Operations - Option 2
(applies to all development excluding those categories nominated under Option 1 above)

Describe how you intend to ensure ongoing management of waste on site

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____
