

# GLOUCESTER SHIRE COUNCIL

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## PLANNING & BUILDING APPLICATION FORM

### General Requirements

1. Applicable processing fees **must** be paid at time of lodgement of this application with Council.
2. Plans and documentation required to support this application must meet all the requirements of the relevant approval checklist. The checklist is required to be completed and submitted with this application.
3. Please note Council will not accept and will return incomplete applications that do not meet all the requirements of the relevant approval checklist. It is the responsibility of the applicant to ensure information as required is provided.

**Privacy Notice:** *The personal information requested in this form is required under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and other legislation to process your application. The information provided may be available for public access and/or disclosure under New South Wales Government Legislation.*

<b>Office Use Only</b>	<b>ASSESSMENT No:</b>	<b>APPLICATION TYPE:</b>	<b>APPLICATION NO:</b> (YEAR / NO.) _____ / _____
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<b>Office Use Only</b>	<b>Application Associated with a Pre-Lodgement Meeting</b> Pre-Lodgement Assessment Ref No: (YEAR / NO.) _____ / _____
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<b>1. PROPERTY DETAILS</b> <input type="checkbox"/> Please tick if additional property details are attached			
<b>Lot No.</b>	<b>Section No.</b>	<b>Deposited Plan No.</b>	<b>Strata Plan No.</b>
<b>Street No.</b>	<b>Street Name</b>		
<b>Township</b>			<b>Postcode</b>

<b>2. OWNER DETAILS</b> <input type="checkbox"/> Please tick if additional owner/s are attached		
Part 2 <b>must</b> be completed by ALL owners. If agreements for the sale of the property have been exchanged, names of both the vendor and the purchaser must be provided.		
<b>Owner(s) Name(s)</b> 1. _____ 2. _____		
<b>Postal Address</b> 1. _____ 2. _____		<b>Postcode</b>
<b>Phone No.</b> 1. _____ 2. _____	<b>Mobile No.</b>	<b>Email Address</b>

**Owners Declaration:** *I/We, being the owners or purchasers of the property or land detailed above, hereby consent to the lodging of this application by our agents and/or representatives indicated in Part 3 of this application and authorize Council to enter the property for the purpose of inspecting work proposed to be carried out by this application.*

<b>Signature(s)</b> 1. _____ 2. _____	<b>Date</b>
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<b>3. APPLICANT DETAILS</b>				<input type="checkbox"/> Please tick if same as owner	
Applicant Name(s)					
Postal Address				Postcode	
Phone No.		Business Phone No.		Mobile No.	
Business Facsimile No		Email Address			
I declare to the best of my knowledge and belief that all the particulars hereon are correct in every detail and the information required has been supplied.					
Signature(s)				Date	

**4. DISCLOSURE OF POLITICAL DONATIONS AND GIFTS** *Local Government and EP&A Acts require the public disclosure of donations and gifts by any person with a financial interest when lodging a planning application (see below or refer to Council's website [www.pmhc.nsw.gov.au/politicaldonations](http://www.pmhc.nsw.gov.au/politicaldonations))*

**Not Applicable Under this Application**

**A Planning Application** comprises:

- A Development Application including Modifications under Section 96; Review of Determination; Subdivision Consent Approval; or Rezoning applications;
- Formal requests to initiate the making of an environmental planning instrument or development control plan
- Formal requests of a particular site to be made State Significant or a declared Part 3A project under the EP&A Act
- An application for approval of a concept plan or project (or a modification) under Part 3A of the EP&A Act
- Any other application or a request under or for the purpose of the EP&A Act that is prescribed by the Regulations as a relevant planning application.

**A reportable political donation or gift is** a donation of \$1,000 or more, or donations totalling \$1,000 or more within the same financial year, to any Councillor of the Gloucester Shire Council or any gifts made to a Councillor or staff member of the Council within the two years prior to the planning application being lodged or while the planning application is determined. A gift includes money or the provision of any other valuable thing or service for no consideration or inadequate consideration. This includes any donation or gift made when a person was a candidate for Council election.

**OWNER/S STATEMENT** This section **must** be completed by ALL owners

**Owner 1:** Have you made a reportable political donation or gift?

No  Yes, my Statement of Disclosure is attached

**Signature:** **Date:**

**Owner 2:** Have you made a reportable political donation or gift?

No  Yes, my Statement of Disclosure is attached

**Signature:** **Date:**

**APPLICANT'S STATEMENT:** Have you made a reportable political donation or gift?

No  Yes, my Statement of Disclosure is attached

**Signature:** **Date:**

Note: It is an offence not to make a disclosure of a political donation or gift in relation to a development application. A person found guilty of this offence can be fined up to \$22,000 and/or sentenced to 12 months in prison.  
The Statement of Disclosure is a public document and will be made publicly available by Council.

5. APPLICATION SUMMARY		TYPE/S OF WORK PROPOSED (Please tick the relevant boxes)	
<input type="checkbox"/> Building Works - New	<input type="checkbox"/> Building Works – Additions/Alterations	<input type="checkbox"/> Shop Fit out	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Use of Temp. Structure on Public Land	<input type="checkbox"/> Change of Use/First Use	
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Earth Works / Site Prep (Building)	<input type="checkbox"/> Water Tank	
<input type="checkbox"/> Subdivision ( <i>See Below</i> )	<input type="checkbox"/> Earth Works (Subdivision – Land)	<input type="checkbox"/> Use of Road Reserve	
<input type="checkbox"/> Other (Please specify):			
<input type="checkbox"/> Section 68 ( <i>Install/Alter Sewage Management Facility/Manufactured Home Installation</i> )			
<b>Present Use Of Land / Building</b> ( <i>Please describe, e.g. vacant land; dwelling; etc.</i> )			
<b>Describe The Proposed Development/Works</b> , e.g. building a new house, etc.			
<b>If Yes to any question below, a Species Impact Statement is required to be submitted with this application.</b>			
Is the land wholly or partly critical habitat? (Y/N):			
Will the development significantly affect threatened species, populations, ecological communities or their habitats? (Y/N):			
<b>Subdivision Details – (<i>Indicate type of subdivision</i>)</b>			
<input type="checkbox"/> Strata	<input type="checkbox"/> Torrens – with new road(s)	<input type="checkbox"/> Torrens – with no new road	
<b>No. of Lots</b>	Existing:	Proposed:	

6. TYPE OF APPLICATION (Please tick the type of applications being lodged)	
<b>(A) Consents/Certificates issued under the Environmental Planning &amp; Assessment Act 1979</b>	
If you are uncertain as to how to complete this section please seek clarification from Council's on-duty Development Assessment Planner and/or Building Surveyor.	
<input type="checkbox"/> <b>Complying Development</b> ( <i>Complete Parts 7 &amp; 9</i> ) <b>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</b> <i>Nominate the SEPP Code under which you are applying for Complying Development</i>	
<input type="checkbox"/> General Housing Code <input type="checkbox"/> Rural Housing Code <input type="checkbox"/> Housing Alterations Code <input type="checkbox"/> General Development Code	<input type="checkbox"/> General Commercial & Industrial Code <input type="checkbox"/> Subdivisions Code <input type="checkbox"/> Demolition Code <input type="checkbox"/> Other SEPP <b>Nominate Other SEPP:</b>
<input type="checkbox"/> <b>Modification to Complying Development</b> (Complying Development No: _____ / _____)	

<b>This section requires that you complete a Disclosure of Political Donations &amp; Gifts under Part 4 above.</b>	
<input type="checkbox"/> <b>Development Consent (Standard Local)</b> ( <i>Complete Part 10 if building work is proposed</i> )	
<input type="checkbox"/> <b>GLOUCESTER LEP 2010 Clause 4.6 Exception to Development Standards</b>	
<input type="checkbox"/> <b>Development Consent - Subdivision</b>	
<input type="checkbox"/> <b>Staged Development Consent</b> ( <i>Please attach staging details</i> )	
<input type="checkbox"/> <b>Modification of Development Consent</b> (DA No: _____ / _____) ( <i>Attach details of modification</i> )	
<input type="checkbox"/> <b>Review of Determination</b> (DA No: _____ / _____)	

- Rezoning Application**
- Designated Development Consent** *(Complete Part 9 if building work is proposed)*
- Integrated Development Consent** *(Please indicate under which Act the licences/permits are required and attach documentation and fees in accordance with checklist) (Complete Part 10 if building work is proposed)*
  - Fisheries Management Act 1994 [ ] s 144 [ ] s 201 [ ] s 205 [ ] s 219
  - Heritage Act 1977 [ ] s 58
  - National Parks & Wildlife Act 1974 [ ] s 90
  - Protection of the Environment Operations Act 1997 [ ] ss 43(a), 47 & 55 [ ] ss 43(b), 48 & 55 [ ] s 43(d), 55 & 122
  - Rural Fires Act 1997 [ ] s 100B
  - Roads Act 1993 [ ] s 138
  - Water Management Act 2000 [ ] s89, 90 & 91

*(Complete Parts 7 & 10)*

- Construction Certificate (building works)** (DA No. \_\_\_\_\_ / \_\_\_\_\_) Date of Issue: \_\_\_\_\_
- Staged Construction Certificate** *(Please attach staging details)*
- Modification of Construction Certificate** (CC No: \_\_\_\_\_ / \_\_\_\_\_)

- Subdivision Certificate**
- Subdivision Construction Certificate**
- Strata Certificate (under relevant Strata Development legislation)**
- Occupation Certificate** *(Upon issue of DA and/or CC/CDC)*

**(B) Approvals Issued Under the Local Government Act 1993 (Section 68)**

- Install or Alter an On-Site Sewage Management System** *(Complete OSMS Application Form)*
- Carry Out Sewerage Works** *(Complete Midcoast Water Local Development Application Form)*
- Carry Out Stormwater Works** *(Complete Midcoast Water Local Development Application Form)*
- Authority to Discharge into Council Sewerage System – Trade Waste** *(Complete Midcoast Water Application to Discharge Liquid Trade Waste to Midcoast Water's Sewer Application Form)*

**(C) Owner's Appointment of Principal Certifying Authority (PCA)**

Once you have the necessary approvals the property owner **MUST** appoint a PCA prior to work starting

- I/We appoint Council as the PCA (for inspections/compliance certificates including the issue of the occupation/subdivision certificates).
- I/We nominate a Private Certifier other than Council (please indicate details below)

**Owner Signature(s)**

1.

**Date**

2.

**Private Certifier Name****Postcode****Address****Business Phone No.****Business Fax No.****Accreditation No.****7. BUILDERS DETAILS**

Please complete **ONLY** if you require a building construction certificate or complying development certificate.

**Builder/Company Name****Postal Address****Postcode****Business Phone****Mobile****Licence No.****Email Address****8. PLUMBERS DETAILS**

Please complete **ONLY** if you require a building construction certificate, complying development certificate or Section 68 approval.

**Plumber/Company Name****Postal Address****Postcode****Business Phone****Mobile****Licence No.****Email Address**

**9. DEVELOPMENT APPLICATION CHECKLIST** (Part 9 must be completed for all Development Applications, and Complying Development Certificate Applications)

<b>Required Information:</b> <i>Please note for external referrals additional copies of information may be required.</i>		<b>Number of Copies required</b>	<b>Applicant</b>		<b>Office Use Only</b>	<b>Comments</b>
			<b>Yes</b>	<b>No</b>		
1	Gloucester Council Application Form	1				
2	Notification Plans (A4 Size)	1				
3	Statement of Environmental Effects	2				
4	Site Plan	3				
5	Floor, Elevation and Section Plans <i>(Building works only)</i>	3				
6	Subdivision Plan <i>(Subdivision only)</i>	3				
7	BASIX Certificate <i>(When required)</i>	3				
8	Construction Waste Management Plan	2				
9	Midcoast Water Notification of Determination of Application OR Midcoast Water Endorsed and Stamped Plan <i>(Serviced area only)</i>	1				
10	Cost Report Analysis	1				
11	Development Application Fees	ALL				
12	Owners Consent	ALL				
<b>Further information that may be required:</b>						
12	Survey Plan	3				
13	Bushfire Report	2				
14	Landscape Plan	3				
15	Shadow Diagrams	3				
16	Driveway Concept Plan	3				
17	Stormwater Management Plan	3				
18	On-Site Detention Plan	3				
19	Heritage Report	3				
20	Traffic & Parking Report	3				
21	7 Part Test (See Part 5)	2				
22	Geotechnical Report	3				
23	Disabled Access Report	2				
24	SEPP 65 Report	3				
25	Flood Report	3				
26	Specifications	2				

**10. AUSTRALIAN BUREAU OF STATISTICS** (Part 10 must be completed for all Development Applications, Construction Certificate Applications and Complying Development Certificate Applications)

No. Buildings Proposed		No. of Pre-existing Dwellings	
No. Buildings to be demolished		No. of Storeys (including underground floors)	
Dual Occupancy Y/N		No. of Proposed Lots	
No. of Units		Gross Floor Area of new building work (m <sup>2</sup> )	
No. of Bedrooms per Dwelling		Total Land Area (m <sup>2</sup> )	
Estimated area of bonded or friable asbestos material to be disturbed, repaired or removed (m <sup>2</sup> )			

**Materials to be Used** (This section must be completed for all Construction Certificate and Complying Development Certificate Applications as applicable. Please indicate the materials to be used in the construction of the new building/s)

FLOOR	CODE	WALLS	CODE
Concrete or Slate	<input type="checkbox"/> 20	Brick (Double)	<input type="checkbox"/> 11
Timber	<input type="checkbox"/> 40	Brick (Veneer)	<input type="checkbox"/> 12
Other	<input type="checkbox"/> 80	Concrete or Stone	<input type="checkbox"/> 20
		Fibre cement	<input type="checkbox"/> 30
		Timber	<input type="checkbox"/> 40
		Curtain glass	<input type="checkbox"/> 50
		Steel	<input type="checkbox"/> 60
		Aluminium	<input type="checkbox"/> 70
		Other	<input type="checkbox"/> 80
ROOF	CODE		
Tiles	<input type="checkbox"/> 10		
Concrete or Slate	<input type="checkbox"/> 20		
Fibre cement	<input type="checkbox"/> 30		
Steel	<input type="checkbox"/> 60		
Aluminium	<input type="checkbox"/> 70		
Other	<input type="checkbox"/> 80		
CLASSES OF BUILDING WORKS UNDER THE <i>Building Code of Australia</i>		FRAME	CODE
		Timber	<input type="checkbox"/> 40
		Steel	<input type="checkbox"/> 60
		Aluminium	<input type="checkbox"/> 70
		Other	<input type="checkbox"/> 80

**11. ESTIMATED COST (VALUE OF WORKS)**

Refer to "Guides" for Development Cost Estimates, Schedule & Calculation (if there are not enough lines for each element, please attach details and tick the box below).

Rate per m<sup>2</sup> or per unit cost, as per Estimated Cost Schedule

Building Element eg. Rural Shed, dwelling, deck, pool, retaining walls, etc	Area in m <sup>2</sup> or Unit /s	\$ Rate per m <sup>2</sup> or Unit Cost	\$ Estimated Cost (Nearest \$10).
	m <sup>2</sup>	\$	\$
	m <sup>2</sup>	\$	\$
	m <sup>2</sup>	\$	\$
	m <sup>2</sup>	\$	\$
	m <sup>2</sup>	\$	\$

<input type="checkbox"/> Please tick to attach additional details	<b>TOTAL ESTIMATED COST</b>	\$
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**12. FORWARDING INSTRUCTIONS** (Please provide instructions for forwarding the Determination by ticking one box)

Post to Applicant

Pick Up By Applicant

Pick Up By Owner

Pick Up By Builder

(with the permission of the applicant)

(with the permission of the applicant)

**Contact details from Parts 2, 3, 5 & 6 of this Application will be used unless otherwise stated**

<b>13. OFFICE USE ONLY – FEES</b>		
		<b>Amount (\$)</b>
<b>000</b>	Septic Application	
<b>001</b>	Advertising	
<b>015</b>	Long Service Levy	
<b>025</b>	Development Application	
<b>025</b>	Referral Fee (Integrated Development)	
<b>102, 002</b>	Construction Certificate	
<b>102, 104</b>	Complying Development	
<b>103</b>	Principle Certifier	
<b>105</b>	Subdivision Certificate	
<b>106</b>	Infrastructure Bond	
<b>218</b>	Archiving Fee	
<b>219</b>	Notification	
<b>220</b>	BAL Certificate	
	Planning Proposal	

**TOTAL FEES \$**

**RECEIPT NUMBER**

**RECEIVED BY**

**DATE**