

Application for Complying Development Advice Service

You can use this form to request Georges River Council to provide written advice that a Complying Development Certificate can be issued by Council.

Advisory Notes

- An incomplete/illegible submission may result in rejection of your application or delays. Please refer to the **Application Checklist** attached to ensure all required documents are provided prior to submission.
- All information (on a USB) must be provided to enable assessment of your proposal.
- Application fee must accompany application – Refer to Schedule of Fees and Charges.
- Pre-Complying Development Consultation Service is for anyone who intends to lodge a Complying Development Certificate with Council and would like advice and assistance in the early stages of the planning and design of their proposal.

Part 1 - Applicant Details

CSO Checked

| | | |
|--|------------|-----------|
| Company/Organisation: | | ABN: |
| <p>If Applicant is a Company: Application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director. An ASIC search must be attached to the application form.</p> | | |
| Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> | | |
| Name: | | |
| Street address: | Suburb | Postcode: |
| Postal Address: | | |
| Phone: | Mobile No: | |
| E-mail address: | | |
| Signature: | Date: | |
| Position: | | |
| Signature: | Date: | |
| Position: | | |

Part 2 - Development Site Address

Please list all properties subject to this application

| | | |
|------------------------------|----------|-------------------------------|
| Street Address: | | |
| Suburb: | | Postcode: |
| Lot: | Section: | DP/SP: |
| Site Area (m ²): | | Floor Area (m ²): |

| Part 3 – Environmental Planning Instrument | |
|--|--|
| The proposed development is a complying development under: | |
| <input type="checkbox"/> | State Environmental Planning Policy (Exempt and Complying Development Codes) (CODES SEPP) |
| <input type="checkbox"/> | State Environmental Planning Policy (Affordable Rental Housing) 2009 (AHSEPP) |
| <input type="checkbox"/> | State Environmental Planning Policy (Infrastructure) 2007 |
| <input type="checkbox"/> | Other environmental planning instrument (EPI) Name of EPI: Development Control plan (if applicable): |
| <p>Environmental planning instruments. Are State Environmental Planning Policies and Local Environmental Plans. Complying development is commonly, but not always, authorised under either the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, or a Local Environmental Plan of the Council for the area where the development is to be carried out.</p> <p>Development control plan. An EPI may refer to another instrument called a “Development Control Plan” (DCP) which contains more detailed provisions which support the EPI. A DCP may specify certain development as being complying development under the EPI.</p> | |

| Part 4 - Description of Complying Development | | | | |
|---|--------------------------|------------------------|--------------------------|--|
| Provide a brief description of the development. For example, if a dwelling is proposed, include information such as the type of building, the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc). | | | | |
| | | | | |
| Development type | <input type="checkbox"/> | Erection of a building | <input type="checkbox"/> | Use of land/building |
| | <input type="checkbox"/> | Demolition | <input type="checkbox"/> | Other |
| Does the proposed development involve the disturbance or removal of bonded or friable Asbestos material? | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes give estimated area (sqm) | | | | |

| Part 5 - Estimated Cost of Development | |
|--|----|
| What is the estimated cost of your development, including GST? | \$ |
| The estimated cost should be either a contract price or an estimate based on the current market value of the labour and materials needed to complete the development. Application fees for a formal Complying Development Certificate are based on development cost. Please provide genuine and accurate estimate so that Council can provide you with an accurate fee proposal. | |

| Part 6 - Detailed Description of Development | | |
|---|------------------------------|-----------------------------|
| 6.1 All New Buildings | | |
| Number of storeys (including underground floors) | | |
| Gross floor area of building (sqm) | | |
| Gross site area (sqm) | | |
| 6.2 New Residential Buildings | | |
| Number of existing dwellings on the site | | |
| Number of existing dwellings to be demolished | | |
| Number of new dwellings in the new building | | |
| Will the new building be attached to an existing building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the new building be attached to another new building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the site contain a dual occupancy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



Part 7 – Documentation Accompanying the Application

Indicate all documentation submitted with the application

| | |
|--|--|
| <input type="checkbox"/> Architectural or other relevant plans, if alterations and additions all new work shall be coloured. | |
| <input type="checkbox"/> Engineering plans | <input type="checkbox"/> Stormwater management plan |
| <input type="checkbox"/> Detailed specifications | <input type="checkbox"/> Basix Certificate |
| <input type="checkbox"/> Fire safety measures | <input type="checkbox"/> Complying development checklist |
| <input type="checkbox"/> Other, including reports/compliance certificates (please list below) | |
| | |

Part 8 – Registered Owner Details

| | | |
|--|-----------------|-------|
| Organisation/Company Name (if applicable): | | ABN: |
| Title: | Title: | |
| Name | Name | |
| Address: | Address: | |
| Suburb: | Suburb: | |
| Contact Number: | Contact number: | |
| I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal business hours for the purpose of conducting inspections and taking photos relative to this application. I/we understand that all communication regarding this application will be through the nominated applicant. | | |
| If owner is a Company: Application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director. An ASIC search must be attached to the application form. | | |
| Signature: | | |
| Position: | | Date: |
| Signature | | |
| Position: | | Date: |

Part 9 - Background

| | |
|---|---|
| Have you previously had a Complying Development Advice Services with Council? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes reference No. |
|---|---|



Part 10 - Privacy Notice

Georges River Council is required under the *Privacy and Personal Information Protection Act 1998* to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and in accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. You may apply to access or amend your information by contacting Council on 9330 6400 or at mail@georgesriver.nsw.gov.au

I have read and understand the Privacy Statement

Applicant's Signature:Date:

Notes

- Generally, additional fees are payable should further meetings be required.
- No refund of fees will be made unless the meeting is cancelled at the applicant's request prior to assessment being carried out.

Disclaimer

The advice given by this service is in good faith and in no way does Council accept any responsibility for loss or harm resulting in reliance upon the advice. The advice is only for use by the person lodging the application with Council and not for use by any third parties. The advice provided does not take into account information such as, but not limited to, any draft environmental planning instruments, plans, policies or codes that comes into effect after the advice date.

The advice provided relates only to the proposed application as submitted. Council accepts that the information given to it in support of the proposed development is accurate and if it is not the advice given cannot be relied on at all.

- I understand that the level and accuracy of the advice provided will depend on the quality and detail of the information provided.

I have read and understood the provisions set out above.

Applicant's Signature: Date:

Do you consider the meeting minutes to be commercial in confidence? YES NO

Fees and Charges

| Advice sought | Fee | CSO Checked |
|--------------------------------------|-----|--------------------------|
| Complying Development Advice Service | | <input type="checkbox"/> |

Office Use Only

| | |
|-------------------|-----------------|
| PRE____ / ____ | Amount Paid: \$ |
| Date: | Receipt No: |
| CSO (Print name): | |



Instructions for Applicants

Lodging an application requires a completed application form, supporting documentation and payment of the relevant fee.

Fees and charges payable are shown in the Schedule of Fees and Charges available on our website. Payments can be by cash, cheque, EFTPOS and some credit cards (subject to a fee). Do not post cash. It is best to confirm fees before writing cheques. Dishonoured cheques will result in an application being cancelled and further charges to be added.

Print form

Printed form can be submitted in person at Georges River Civic Centre or Kogarah Service Centres or it can be posted via the postal address Georges River Council, PO Box 205, Hurstville BC NSW 1481

Lodge by E-mail: mail@georgesriver.nsw.gov.au

Lodge in person: Georges River Council:

- Georges River Civic Centre
Corner MacMahon & Dora Streets, Hurstville
Open: 8.30am – 5.00pm, Monday to Friday
- Kogarah Service Centre
Kogarah Town Square
Belgrave Street, Kogarah
Open: 8.30am to 12.00 noon

www.georgesriver.nsw.gov.au/ContactUs

Cashiering: For application lodgement purposes Georges River Civic Centre hours are from 8:30am - 4:30pm & Kogarah Service Centre hours are from 8.30am – 12.00 noon.

Lodge by mail: Georges River Council, PO Box 205, Hurstville BC NSW 1481

Cheques are to be made payable to: Georges River Council

Credit card: Please call Georges River Council with credit card details

Electronic Lodgement Requirements

- All applications and supporting information must be submitted digitally as PDF files on a USB. Security settings, including passwords and editing restrictions must not be applied to electronic plans and documents.
- Each document or plan must be titled in the following format:

Title of Plan or Document – Address of property.pdf

No punctuation (with the exception of the dash and “.pdf”) will be accepted. Failure to name the files in accordance with these requirements will result in the rejection of the application.

- Each plan must be at a minimum A4 size and rotated to landscape orientation.

For more information in relation to the electronic lodgement of development applications please see:

<https://www.georgesriver.nsw.gov.au/StGeorge/media/Documents/Development/Fact-Sheet-DA-Electronic-Lodgement.pdf>

- I declare that the electronic data provided is a true copy of all plans and associated documents submitted. I declare that each document is a PDF no bigger than 5MB; named descriptively; and there are no security settings applied. I declare that the electronic data is not corrupted and does not contain any viruses.

Applicant's signature:Date:



Hard Copy Lodgement Requirements

Applicants should ensure that one (1) copy of coloured copies of documents are provided with this application.

The application form and letter of owners consent will be accepted in hard copy if a pdf version is unavailable.

Additional Information

| | |
|---|--|
| Is the property affected by any easements? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans |
| Is the property affected by any covenants? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans |
| Is development proposed on bushfire prone land? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the proposal involve works affecting storm water drainage? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans |
| Does the development involve a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure or work that relates only to fire link conversion)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the development involve building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the development involve the erection of a wall to a boundary that has a wall less than 0.9m from the boundary? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the development involve the demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the development involve the erection of a temporary structure? | Yes <input type="checkbox"/> No |
| Does the development involve the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant? | Yes <input type="checkbox"/> No |
| Does the development involve building work in respect of which an alternative solution under the Building Code of Australia (BCA) in respect of a fire safety requirement is proposed? | Yes <input type="checkbox"/> No |
| Does the proposed development comprise internal alternations to, or changes of use of, an existing building that is subject to an alternative solution relating to a fire safety requirement under the BCA? | Yes <input type="checkbox"/> No |
| Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX Certificate has been obtained? | Yes <input type="checkbox"/> No |



Attachment 1

Complying Development Advice Service Application Checklist

| Georges River Council Complying Development Advice Services Lodgement Requirements Matrix | | Alts & Adds / Residential | Carports & Garages | Swimming Pools | Single (new) Dwellings / Secondary Dwelling | Dual Occupancy | Front Fence | Boarding House | SEPP Affordable Housing | Mixed Use Development | Landscaping | Alts & Adds Commercial | Change of Use / Commercial Fit Out | Commercial / Retail / Industrial | Signage | Subdivision | Demolition | Applicant check | Council Officer Check |
|---|---|---------------------------|--------------------|----------------|---|----------------|-------------|----------------|-------------------------|-----------------------|-------------|------------------------|------------------------------------|----------------------------------|---------|-------------|------------|-----------------|-----------------------|
| | | ✓ = required | ● = optional | | | | | | | | | | | | | | | | |
| Plans | Site plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | Floor plans proposed | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | | |
| | Floor plans existing | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | | |
| | Elevations & sections | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | | |
| | Subdivision plan | | | | | | | | | | | | | | | ✓ | | | |
| | Disabled access | | | | | | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | | |
| | Mechanical ventilation plan | | | | | | | ● | ● | ● | | ● | ● | ● | | | | | |
| | Stormwater plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | |
| | Structural engineering plan | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | | | | | |
| | Survey and/or level certification | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | BASIX Certificate | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | | | | | |
| Supporting Materials and Documentation | Compliance table and statement to EPI | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | Bushfire report (only for bush fire prone land) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | Waste management plan | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | |
| | Fire safety schedule | | | | | | | ● | ● | ● | ● | ● | ● | ● | | | | | |
| | Building specification | ● | ● | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | | | |
| | Engineering certification existing structures | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | |
| | Geotechnical report | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | |
| | Certification existing drainage system | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | | |



| Office Use Only | | |
|--|---|--|
| Comments by Lodgement Officer I.e. Outstanding information or reasons for information not submitted | <input type="checkbox"/> Mail application | <input type="checkbox"/> Counter application |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

Applicants Signature: _____ Date: _____

Council Officer (Print name): _____

| Further Information or Frequently Asked Questions |
|---|
| <p>I have lodged Complying Development Advice Service Application form, what should I expect in return?</p> <p>You will receive a confirmation email within one week of lodging your application providing you the name of the responsible officer in Council looking after your application and the next steps. If you have not received an email please call Council on (02) 9330 6400 and request to speak with the Development Advisory Services Team.</p> |

| Note |
|---|
| <p>Section 7.11 or 7.12 Development Contributions may apply to your CDC. Section 7.21 of the Environmental Planning and Assessment Act 1979 requires an accredited Certifier to impose a condition on complying development certificate requiring a condition Section 7.11 or 7.12 to be paid in accordance with the Contributions Plans. The Complying Development Consultation Service will advise you if a contribution is applicable.</p> |