



COMPLYING DEVELOPMENT CERTIFICATE APPLICATION and APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (optional)

Part 4A, Environmental Planning and Assessment Act 1979

CDC Ref No

This form	Use this form to apply for a complying development certificate for a proposed development, and if desired, for the appointment of a Principal Certifying Authority (PCA). A PCA will be required to issue an Occupation Certificate prior to occupation of the development.
Part 1: Applicant and site details	
1. Your name, address and contact details All correspondence will be sent to this address. If a company	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Family name (or company) Given names (or ACN) Postal address.....Post Code..... Phone.....Alternative phone Fax(...)..... E-mail Contact person Reference no.....
2. Location and title description of the property <i>We need this to correctly identify the land</i>	Unit NoHouse NoStreet..... Locality..... Lot(s).....Section..... Deposited Plan(s) Strata plan Other..... <i>Get these details from rate notices, property deeds, or from Council property maps.</i>
3. Who owns the land? <i>Give the name of every owner</i>	Name(s)..... Address..... Post Code..... Phone (...)
4. Is the site sewered or is an on-site disposal system proposed?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. A separate approval is required under section 68 of the Local Government Act, prior to the lodgement of the application.

Part 2: Development details

5. Describe the proposed development

What is the proposed development?

.....

6. Type of development?

- | | |
|---|--|
| 1. <input type="checkbox"/> General Housing | A. <input type="checkbox"/> Building Works |
| 2. <input type="checkbox"/> Rural Housing | B. <input type="checkbox"/> Change of Use |
| 3. <input type="checkbox"/> Housing Alterations | |
| 4. <input type="checkbox"/> Commercial and Industrial | |
| 5. <input type="checkbox"/> Strata Subdivision | |
| 6. <input type="checkbox"/> Bed and Breakfast | |
| 7. <input type="checkbox"/> Demolition | |
| 8. <input type="checkbox"/> Conversion of fire alarms | |
| 9. <input type="checkbox"/> Temporary Structures | |
| 10. <input type="checkbox"/> Secondary Dwelling | |
| 11. <input type="checkbox"/> Tree removal or lopping | |
| 12. <input type="checkbox"/> Other | |

7. Estimated cost of the development?

Estimated Cost \$

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.

8. Have you discussed the plans with a Council officer?

- Yes. Whom did you speak to?
- No

Part 3: Environmental planning instrument

9. Provide the name of the environmental planning instrument under which the development is complying development.

Note: The criteria for complying development may vary between environmental planning instruments. You must nominate which instrument this Application is to be assessed under.

- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#), or
- [Newcastle Local Environmental Plan 2003](#) (e.g. similar development to the SEPP and tree lopping and removal)
- [Newcastle City Centre Local Environmental Plan 2008](#) (e.g. strata subdivisions and tree lopping and removal)
- [SEPP No 4 – Development without Consent and Miscellaneous Exempt and Complying Development](#) (e.g. the conversion of fire alarms)
- [SEPP \(Infrastructure\) 2007](#) (e.g. works for government bodies, relating to the provision of infrastructure)
- [SEPP \(Temporary Structures\) 2007](#) (e.g. structures used on community land or for community events)
- [SEPP \(Affordable Rental Housing\) 2009](#) (e.g. secondary dwellings, group homes)
- Other environmental planning instrument (EPI)

..... Name of EPI

Part 4 : Asbestos

10. Provide the estimated area (if any), in square metres or indicate that this section is not relevant.

..... Square metres of bonded or friable asbestos material that will be disturbed, repaired or removed in carrying out the development

Not relevant, no bonded or friable asbestos material.

Part 5 : Information for applicant

11. Development under the General Housing and Rural Housing Codes of [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) cannot be carried out in a high hazard flood control lot.

If the required documentation, specified in the checklist, has not been provided, additional fees will be charged and additional information sought. The required information includes:

- A flood information certificate, and
- Evidence of compliance with development standards (see the checklist for more information)

It is recommended that a flood information certificate be sought before submission of the application.

12. Development under the General Housing and Rural Housing Codes of [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) cannot be carried out in a Flame Zone or land with a Bushfire Attack Level (BAL) of 40

If the required documentation, specified in the checklist, has not been provided additional fees will be charged and/or additional information sought. The required information includes:

- A report from a suitably qualified person endorsing the BAL, and
- Endorsement that the plan complies with the level of construction required for nominated BAL and AS3959-2009 "Construction of buildings in bushfire-prone areas" (see the checklist for more information)

It is recommended that either a self assessment be completed or report endorsing the BAL be sought before submission of the application.

Part 6: Statistical return for the Australian Bureau of Statistics

13. What is the area of the land?

Area square metres

14. No of storeys in the proposed building?

..... storeys

15. Gross floor area of existing building?

Existing floor area square metres

16. What is the existing building/s and/or site used for at present?

Main use

Other uses

.....

If vacant, write 'Vacant'

Part 8: Owner's consent for lodgement of the Complying Development Application

19. Owner's consent

Must be completed by the owner of the land. If more than one owner, every owner must sign.

If the owner is a company or owners' association, must be signed by a director or secretary (or authorised delegate).

As owner of the land to which this application relates, I/we consent to this application and consent for authorised Council officers to enter the land to carry out inspections.

Signature	Capacity	Date
1.....		
2.....		
3.....		
4.....		

**If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (eg, power of attorney, executor, trustee, company director).*

A certifying authority must not issue a complying development certificate for development unless the certifying authority, or an accredited certifier or council on behalf of the certifying authority, has carried out an inspection of the site of the development.

By signing this Application, the Applicant, and if the Applicant is not the owner of the property, the owner also, authorise the certifying authority, or an accredited certifier or council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant and the owner undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

Part 9: Applicant's declaration

20. Applicant's declaration

I apply for a complying development certificate for the development described in this application. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Signature.....Date.....

Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and council policy.

- Purpose:** To enable Council as the consent authority to assess your proposal.
- Intended recipients:** Council staff any relevant government agency required to assess the proposal. Government Information (Public Access) Act 2009 and Council Public Participation Policy.
- Supply :** The information is required by legislation.
- Consequence of Non-provision:** Your application may not be accepted, nor processed or rejected for lack of information.
- Storage:** The City of Newcastle Council, 282 King Street, Newcastle 2300 will store details of the application and any subsequent decision in a register that can be viewed by the public.
- Access:** Individuals can access provisions under Government Information (Public Access) Act 2009.

Please contact Council if this information you have provided changes or is incorrect

How to lodge your application

Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle.**
2. By mail - Postal address " The General Manager Newcastle City Council, PO Box 489 Newcastle 2300"

We are open for business from 8.30am to 5.00pm, Mondays to Fridays. Payments are only accepted between **8.30am and 4.20pm.**

A duty officer is available to provide basic information regarding submitting an application.

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee quotes can be obtained by contacting Council on (02)4974 2050.

Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to 'The City of Newcastle'. Do not send cash in the mail.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of the Newcastle City Council Administration Centre, 282 King Street, Newcastle, opposite Civic Park.

Rail: Civic Station. Ph 13 1500 for details.

Bus: Alight at Civic. Ph (02) 4961 8933 for details.

Parking: Gibson Street Parking Station 300metres, or on-street parking nearby. Disabled parking is available in Burwood Street, Newcastle.

How to contact us:

Phone: (02) 4974 2050 Fax: (02) 4974 2222 E-mail: mail@ncc.nsw.gov.au

Web: www.newcastle.nsw.gov.au

OFFICE USE				
Fee type	Amount	Receipt No	Date	Accepted by
Complying Dev Fee				
Inspection Fee				
Archiving Fee				
Occupation Cert. Fee				
Archiving Fee				
Long Service Levy				
Flood Information Certificate	\$220			
Flood Certification	\$165.00			
Bush Fire Endorsement of BAL & Bush Fire Endorsement of compliance with AS3959-2009	\$165.00			