

# APPLICATIONS GUIDELINES



Development  
Application



Construction  
Certificate



Complying  
Development



Please read  
these guidelines  
to assist in  
completing the  
application form.





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# Contacting Council about my DA

## *By phone*

If you are calling about your application, please phone:

 **(02) 6499 2222**

If you would like to speak directly to a planner please call between 8.30 am and 11 am weekdays (building surveyors by appointment).

The Development Specialist is also available to discuss general enquiries with you.

## *By mail*

When writing or posting documents to Council please send to:

 Bega Valley Shire Council  
PO Box 492  
BEGA NSW 2550

## *In person*

If you would like to discuss your development proposal our office is located at Zingel Place, Bega.

*Please remember that when posting documents to us, you need to use the PO Box above.*

In general, planners are available between 8.30 am and 11 am, and building surveyors by appointment only. It is necessary to make an appointment to discuss your proposal with a Council officer.

## *On the internet*

For information, go to Planning and Development for information on plans and policies and for copies of application forms.

 [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)



# Your notes

These notes are designed to help you complete the application form and submit your proposal to Council.

Developing land can be a complex process. Before preparing an application you need to be fully aware of the limitations of the site and any regulations that may affect your proposal. This analysis must be completed prior to the development of your proposal. This process will also help to determine what type of supporting material is required. See the supporting documentation (matrix) to assist you with this. Armed with this information, you can then prepare your application.

You should write to Council if you are unsure of the restrictions or any limitations on the land and Council will provide a written response. Please note that this advice will attract a fee. You may also wish to make an appointment to have pre-lodgement discussions with the Development Specialist, Planner or Environmental Health Officer or Development Control Unit (DCU).

## GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (THE GIPA ACT)

The Government Information (Public Access) Act 2009 (GIPA Act) came into effect on 1 July 2010, and replaces the Freedom of Information Act and Section 12 of the Local Government Act. Under this Act, development applications and all associated documents are classed as public documents, which means that any information that you provide to Council with your application is publicly available for viewing. The only exception is that floor plans and internal layouts cannot be viewed without express written permission from the owner of the property. Copies of certain information may also be available, subject to Copyright provisions.

It should also be noted that any submissions made on a development application also become public documents, and can be viewed upon request.

Should you have any questions regarding the GIPA Act, please do not hesitate to contact Council on 6499 2222.

## WHERE DO I GET HELP?

Many people do not feel confident to lodge their own applications or prepare plans etc. Council officers are available to give advice on procedures and regulations relating to applications, but they do not provide a design consultancy service.

There are many sources of private professional assistance. These include architects, building designers, builders, surveyors, planning consultants, engineers etc.

- ▶▶ If you do not feel competent to prepare your own application you should engage professional assistance. This may add to your costs but will reduce delays and frustration and can sometimes avoid refusal of your application.

## DO I NEED TO SUBMIT A DEVELOPMENT APPLICATION?

### Exempt development

If the proposed building work is minor, check to see whether it is exempt. For example, some open decks, sheds and certain types of fences /pergolas whilst they must be built to the standards required by the Building Code of Australia, do not require approval.

To determine whether the proposal is exempt you need to read the Development Control Plan (DCP No.4) *Exempt and Complying Development*. A copy is on Council's web site [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au) or State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP) (see below).

### Complying development

If your proposal is not 'exempt', then the next thing to check is whether it meets the criteria for complying development. This category of development seeks to streamline the application process by providing a single approval that covers pre-defined development conditions as well as meeting the standards required by the Building Code of Australia. The criteria to determine whether an application is complying development is contained in the *Exempt and Complying Development Control Plan* (DCP 4) or State Environmental Planning Policy Exempt and Complying Development Codes) 2008 (Codes SEPP). Complying development applications can be issued by Council or by an accredited private certifier. A complying development certificate lapses after five years.

### State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

SEPP (Exempt and Complying Development Codes) 2008 (Codes SEPP) lists 41 types of minor residential, commercial and industrial development that can proceed as exempt development. The Code also outlines how residential developments such as detached one and two storey dwellings, home extensions and other ancillary development such as swimming pools can proceed on lots greater than 450 square metres as complying development with council or accredited certifier approval within 10 days. The Code also outlines how industrial and commercial developments can be treated as complying development.

The Codes SEPP commenced on 27 February 2009 and applies to urban, rural, industrial and commercial zones state-wide. Consequently, exempt development provisions (in applicable zones for the types of development covered by the Codes SEPP) in the Bega Valley Shire Council Development

Control Plan No.4 Exempt and Complying Development (DCP 4) no longer apply.

If Council's DCP 4 nominates a development type as exempt or complying and the Codes SEPP does not deal with that development type, Council's current provisions for that development type still apply. Note: The exempt development criteria for use of land, change of use, advertisements, signs and displays contained within DCP 4 continue to apply.

Where the same development type is specified as complying development in the Codes SEPP and as exempt development in Council's DCP 4, the provisions of the SEPP prevail and the development can be carried out as complying development subject to compliance with development standards contained in the Codes SEPP.

Where the Codes SEPP specifies a development type as exempt and Council's DCP 4 nominates it as complying, applicants can until 27 February 2010 choose to use either set of provisions as the basis on which to carry out their development as exempt development.

Where the Codes SEPP specifies a development type as complying and Council's DCP 4 also nominates the development type as complying applicants can until 27 February 2010, choose to use either set of provisions as the basis on which to prepare an application for a complying development certificate. **You must specify on your application which set of complying development controls you are applying to your proposal.**

Not all sites are suitable to be assessed as complying development. Some sites such as those containing Heritage items or Class 1 or 2 Acid Sulfate Soil or land mapped as bushfire prone are unable to be complying development. If the site does not meet the land based requirements the proposal cannot be determined as complying development.

There are two ways that you can determine whether you meet the land based requirements:

1. You can carry out research to determine whether your site is excluded under the Codes SEPP, or
2. You can apply to Council for a s149 Planning Certificate under Section 149(2) of the *Environmental Planning and Assessment Act* that will identify whether the site meets the land based criteria.

Further information on the NSW Housing Code is available at [www.planning.nsw.gov.au/housingcode](http://www.planning.nsw.gov.au/housingcode), by emailing [planningreform@planning.nsw.gov.au](mailto:planningreform@planning.nsw.gov.au), or calling the Department of Planning's Information Centre on 1300 305 695 or (02) 9228 6333. Alternatively you can contact Council's Duty Planner on (02) 6499 2222.

### **Development requiring consent**

All other development requires development consent from Council if it is not classified as State significant development.

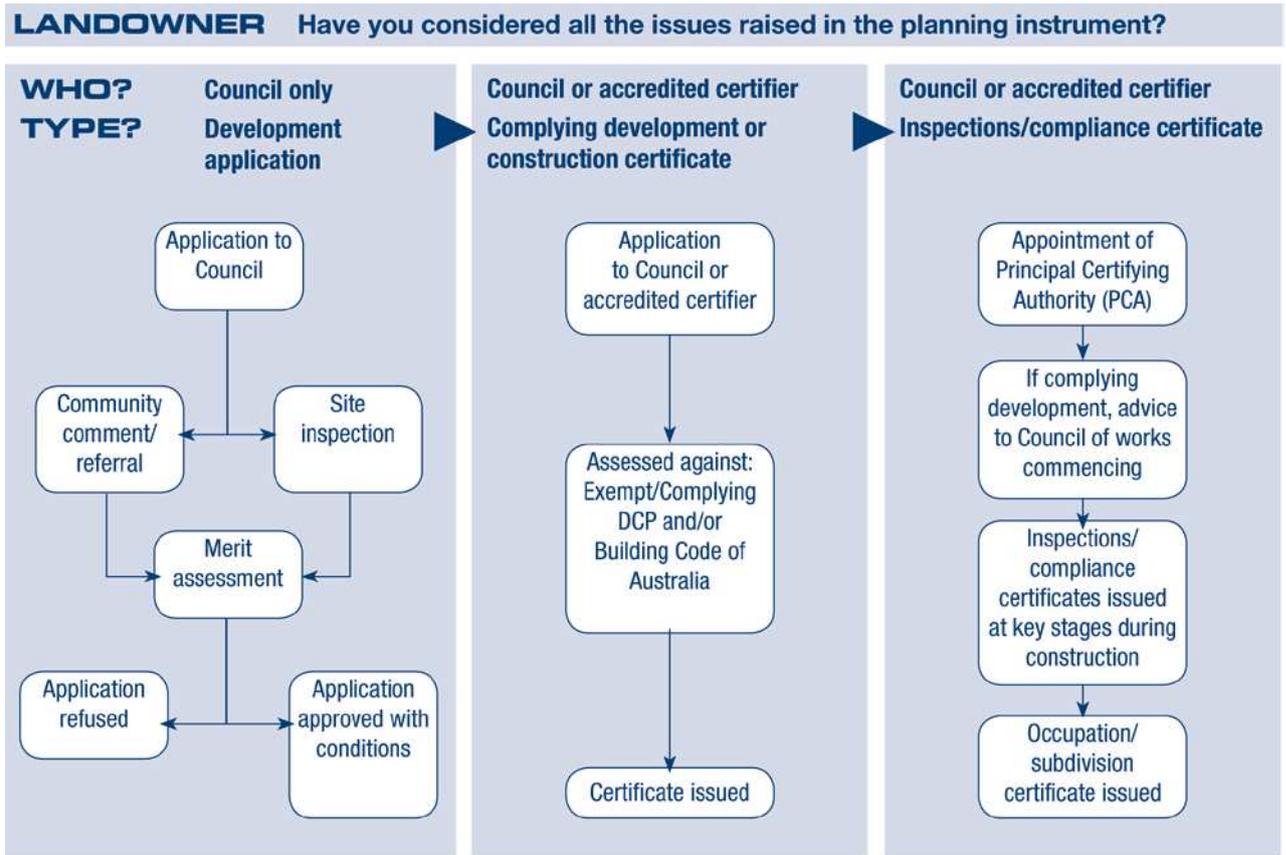


# The application process

The application process is primarily established by legislation and whilst it can vary according to the type of works proposed and the approvals required there is a fundamental process.

Firstly, check if the proposal needs approval. If so, is the proposed development eligible for a simpler approval process – ‘complying works you will also need to apply for a construction certificate.

You will also need to determine who will issue compliance certificates indicating that the work is being completed in accordance with the development consent and the plans ie: appoint a Principal Certifying Authority (PCA). A diagram of the application process is outlined below.



Compliance certificates can be issued at any stage throughout the application and construction process.

## AFTER YOU SUBMIT YOUR APPLICATION

All applications made to Council are acknowledged in writing and a Development Application Number and contact person are given to assist enquiries.

Generally, development applications are determined within 40 days, however delays can be experienced where supporting material is not fully provided. Further information may also be required as a result of a site inspection. Where it is necessary, a referral may be sent to state government authorities for comment. In the case of integrated development this referral must obtain their approval to the issue of a licence or permit.

An important part of the process for development applications is the notification of affected owners. This is completed by a mail out and depending on the proposal the application can also be advertised in the local paper. To assist in the notification process A4/A3 copies containing the site plan and elevation plans are required from the applicant.

On completion of the assessment, most determinations are issued under delegated authority though sometimes applications are referred to a full meeting of Council where it is in the public interest that the development be debated. The development consent is conditional and these conditions must be met during the life of the project. In some instances, a deferred commencement consent may be issued. Once the information required by the deferred commencement is satisfied you must apply for an operational consent before work can begin.

If a development consent has been issued, the construction certificate application will generally take seven days to determine provided all necessary information is provided.

If Council is chosen as the PCA, then the development consent and / or the construction certificate will also include details of the inspections required.

### **Complying development**

Complying developments are required to be determined within 10 days. These applications are not notified to adjoining property owners. However, once a Complying Development Certificate (CDC) is issued it is the responsibility of the applicant to notify adjoining owners two days prior to commencement of work.

If Council is chosen as the PCA, then the CDC will also include details of the inspections required.



# The application form

This chapter will assist you in completing each section of the application form. The numbers in the following relate to the corresponding section number of the form. Each section of the application form must be completed in order for your application to be accepted by Council.

## 1 APPLICATION TYPE

Please tick ONE development type.

For example, a dwelling house *without* a construction certificate:

<input checked="" type="checkbox"/> <b>Development:</b> <input checked="" type="checkbox"/> Local <input type="checkbox"/> Integrated <input type="checkbox"/> Designated	<input type="checkbox"/> <b>Combined Development &amp; Construction Certificate:</b> <input type="checkbox"/> Integrated <input type="checkbox"/> Council as PCA	<input type="checkbox"/> <b>Complying Development</b>	<input type="checkbox"/> <b>Construction Certificate:</b> <input type="checkbox"/> Building work <input type="checkbox"/> Engineering work	Development approval date / /
--	--	---	--	-------------------------------

There are two main types of development applications. They are local and State significant development. Council deals with local development.

### Local development

The majority of applications in the Bega Valley Shire are local development. It only becomes a designated development (see page 7) if the proposed works relate to industrial, agricultural and waste management industries that have significant potential environmental impact. A development may also be considered advertised development under the provision of the EP&A Act and/or Council's *DCP 3 Notification Policy*. For example child care centres, multi-unit housing, place of public worship.

A staged development consent can also be applied for. For example, a large scale development or subdivision may be completed in stages.

### Major development and significant regional development

Major development and significant regional development criteria are set by State Environmental Planning Policy (Major Development) 2005.

Applications for Major development are made direct to the Department of Planning and as such this type of development is not included in the application form and these are determined by the Minister.

Applications for significant regional development are made to Council, however these are determined by a Joint Regional Planning Panel (JRPP).

## □ Integrated development

Some development proposals need other kinds of approvals (eg licences, permits). A proposal is known as integrated development if you need development consent and one or more approvals from another government body. For example, subdivision of land that is mapped as bushfire prone land must also have a permit issued by the NSW Rural Fire Service (called a Bushfire Safety Authority).

Refer to Question 5 Integrated development and other approvals for a list of approvals.

## □ Designated development

Designated development is development that is declared to be designated by an environmental planning instrument or by the regulations. Please see Schedule 3 of the Environmental Planning and Assessment Regulations 2000 for a full list of designated developments. These include such things as composting facilities, concrete works, extractive industries, livestock intensive industries, marinas, wood or timber milling processing. Generally designated developments are developments that have potential for significant impacts on the natural and built environments and require an Environmental Impact Statement (EIS) to be prepared.

## □ Combined development and construction certificate

The EP&A Act provides for combined applications where a development consent and construction certificate may be issued together.

Although this is available for any project requiring both a development consent and a construction certificate, it is not recommended that this option be taken for more significant types of development.

To obtain a construction certificate full working drawings must be submitted. If these are prepared before the planning issues are resolved (ie before development consent is obtained) plans may need to be redrawn to comply with the development consent before a construction certificate is issued. This would be costly for the applicant or owner.

If an application is refused on planning grounds, significant costs may have been unnecessarily incurred in preparing working drawings.

- » It is therefore recommended that combined applications be lodged only when the proposal meets all relevant requirements and the applicant is confident that the consent will be given.

## Council as Principal Certifying Authority (PCA)

The role of the PCA is to ensure that the development is carried out in accordance with the approved plans, specifications, any conditions listed in the development consent or complying development certificate and certifies that the construction has been built in accordance with the Building Code of Australia or any other relevant standards.

It is the owner's responsibility to appoint a PCA. This can be Council or an accredited certifier, but once chosen, must remain the same throughout the construction process.

It is in the interests of all owners to sight the inspection results / compliance certificates, regardless of whether you use Council or an accredited certifier.

For subdivision certificates the PCA can only be Bega Valley Shire Council

**If you tick the box on the application form this will appoint Council as your PCA.**

If you nominate Council as your PCA, inspections can be arranged with 48 hours notice if booked before 2 pm each working day. Results are issued at the time of the inspection. On completion of the development an Occupation or Subdivision Certificate will be issued, if the development complies with all relevant standards and conditions of consent. For an additional fee, an Interim Occupation Certificate can also be issued to allow early occupancy of a building.

If you choose an accredited certifier as your PCA you are obliged to notify Council in writing of who this is at least 2 days before work starts.

## Construction certificate

Long Service Levy payments must be made before the issue of the construction certificate.  
See also Q6 **Structure details.**

Every development that involves building, engineering or earth works will require a construction certificate. The plans and specifications submitted with a construction certificate application must contain enough detail to ensure that the works comply with the relevant standards and are consistent with the terms of the development consent.

Construction certificates can be issued either by Council or by an accredited certifier. If you choose Council, then the construction certificate can be applied for, and issued at the same time as your development consent.

Construction Certificates are valid for the life of the development consent.

## **Complying development**

- ▶▶ Check Council’s DCP 4 Exempt and Complying Development or SEPP (Exempt and Complying Development Codes) 2008 to ensure proposal is complying development.

This category of development seeks to streamline the application process by providing a single approval. Complying developments include:

If your development is complying, please nominate one of these categories in Question 4 ‘Describe what you are proposing’.

- |   |  |
|---|--|
| <input type="checkbox"/> Single and two storey dwelling houses                                  | Group A as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Alterations and additions to single and two storey dwelling house      | Group A as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Carports and garages associated with a detached single storey dwelling | Group A as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Change of industrial and warehouse uses and internal alterations       | Group B as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Change of business/commercial uses and internal alterations            | Group C as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Swimming pools/spas  | Group D as per DCP 4 (or SEPP Code 2008) |
| <input type="checkbox"/> Bed and breakfast accommodation  | Group E as per DCP 4                     |

Your complying development application must include the complying development checklist (copies available from Council).

If SEPP Code 2008 complying development, please include a written statement addressing all SEPP Code requirements.

## **2 APPLICANT’S DETAILS**

Anyone can apply for approval but if the applicant is not the owner of land, then the owner’s written permission to lodge the application is required. This section **MUST** be completed.

Any notice of determination of the application will be sent to the person(s) named in this section of the form as will any approved plans and/or specifications. Correspondence relating to the application will also be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.

NOTE: It is the applicant’s responsibility to provide Council with any additional detail etc that may be requested.

### **3 OWNER'S DETAILS**

The owner of the land is normally the person having title to the land. Exchange of contract does not confer title to the purchaser. The names of all owners must be shown in this section.

See notes under Owner's Declaration at the end of this section.

This allows Council to confirm the ownership of the land which is needed to ensure the actual owner has agreed to the lodgement of the application. If it is a strata plan, then a copy of meeting minutes is required and the strata plan seal authorising the lodgement of the application.

### **4 PROPERTY AND DEVELOPMENT DETAILS**

This section asks you to provide details on the location and description of the land, its present use and the type of work proposed. The Lot, Section and DP Number are easily found on the Certificate of Title or on a rates notice.

Note: not all properties have Section Numbers.

It is important that the property is accurately identified by its legal description. Other details such as house numbers, street name and locality are also necessary to help confirm the legal description.

#### **You will need to submit a locality sketch**

Please provide a locality sketch with your application indicating directions to the property, nearest cross street and northern point. This will enable Council officers to find your property with minimal difficulty.

If you have special access requirements (eg locked gates, availability, dogs etc) please also indicate this on your application. This information could avoid delays where officers need to do multiple inspections because access to the property could not be gained.

#### **Type of development**

Please tick the type of development you are applying for.

## Describe what you are proposing

Provide a description of the proposed use of the land and indicate the type of work that best fits your proposal. Where possible this should be consistent with the development types listed on the MATRIX form attached to these guidelines.

If the proposal involves building, earthworks (such as landscaping) and demolition include these in your description.

If there is not enough room to fully describe your proposal, please attach further detail in your statement of environmental effects (see page 19).

If your proposal is complying development, please nominate the category type as shown in the list on page 9.

Complying development

## Existing development/use and total project value \$

Provide a description of the existing use of the land (eg vacant, single dwelling etc).

The **total project value** should include all of the costs of developing the site (eg building construction, landscaping, car parking, drainage, fencing, labour, management etc) but should not include the cost of the land.

Council will estimate the total project value of your development proposal. If there is a significant discrepancy between that and your estimate, a builder's contract price will be required to substantiate the lower estimate, otherwise Council's estimate will be used. The total project value is used by Council to determine the development application fee.

## Will the development be completed in stages?

If the development proposal can not be achieved in one stage, it can be staged.

For example, a three stage 15-lot subdivision could be:

Stage 1: Lots 1 to 3, Stage 2: Lots 4 to 10, Stage 3: Lots 11 to 15.

## 5 INTEGRATED DEVELOPMENT AND OTHER APPROVALS

The following questions should help you to determine whether the proposed works require a licence/permit and if so, the Act under which those approvals are required.

### Is this application integrated development?

(Refer also to Question 1 Application type, integrated development.)

Dept of Primary  
Industries (NSW fisheries)

#### Do you want to carry out aquaculture?

If YES you need an approval under S144 of the *Fisheries Management Act 1994*.

Heritage Council

#### Does your development involve a building, a place or land that has permanent conservation order, an interim conservation order or an interim heritage order protecting it, or which is listed on the State Heritage Register?

If YES you need an approval under S57(1) of the *Heritage Act 1977*.

Dept of Environment &  
Climate Change  
(National Parks and  
Wildlife Service)

#### Will it destroy, damage or otherwise harm an Aboriginal relic that is known to exist on the land you want to develop?

If YES, then you need an approval under S90 of the *National Parks and Wildlife Act 1974*.

Dept of Environment &  
Climate Change  
(Environment Protection  
Authority)

#### Is the proposal designated development?

If YES, you are likely to need a licence number under S47 or S48 of the *Protection of the Environment Operations Act 1997*.

#### Will the development cause the pollution of water?

If YES, you will require a licence under S43(d) of the *Protection of the Environment Operations Act 1997*.

Dept of Water & Energy

- Do you propose to extract water from a surface water source or ground water?**
- Do you propose to construct a weir, dam or structure for impounding water?**
- Do you propose works to prevent flooding, such as levees?**
- Do you propose a dam or structure that intersects the groundwater?**

If YES, you will need an approval under S89, S90 and S91 of the *Water Management Act 2000*.

Roads and Traffic  
Authority

- Will the development affect a public road, a Crown Road, a highway, a main road, a freeway or a tollway?**

If YES, you will need a consent under S138 of the *Roads Act 1993*.

Rural Fire Service

- Is the development a subdivision or school, child care centre, hospital, hotel, motel or other tourist accommodation; or, Housing for Older People or People with a Disability (Senior's Living); or, a Group Home (SEPP9); and on designated bushfire fire prone land?**

If YES, you will need bushfire safety authority under S100B of the *Rural Fires Act, 1997*.

## Other approvals

If your application requires the **removal of native vegetation** in any Rural Zone other than for the erection of a single dwelling, **you must contact** the **Southern Rivers Catchment Management Authority (SRCMA)** to discuss their requirements.

## Does this application seek approval for one or more of the matters listed in Section 68 of the *Local Government Act 1993*?

There are a number of other activities that can only be carried out if you have approval from Council. A full list of these activities is included in s.68 of the *Local Government Act*. It includes the approval to install /operate an amusement device; use a building as a place of public entertainment; place a waste container in a public place; install and operate a sewage management system; install a solid fuel heater etc.

If you identify one or more of these activities you will need to tick 'YES' and list the appropriate approval type.

Yes → List approvals sought

- Installing a manufactured home, moveable dwelling or associated structure on land.
- Installing a temporary structure on land.
- Using a building or temporary structure as a place of public entertainment or permitting its use as a place of public entertainment.
- Carrying out water supply work.
- Drawing water from a council water supply.
- Drawing water from a standpipe or selling water so drawn.
- Installing, altering, disconnecting or removing a meter connected to a service pipe.
- Carrying out sewerage work.
- Carrying out stormwater drainage work.
- Connecting a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.
- Disposing of waste into a sewer of the Council.
- Installing, constructing or altering a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
- Swinging or hoisting goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.
- Operating a public car park (including temporary car parks that require approval).
- Operating a caravan park or camping ground.
- Operating a manufactured home estate.
- Installing a domestic oil or solid fuel heating appliance, other than a portable appliance.
- Installing or operating amusement devices (within the meaning of the Construction Safety Act 1912).
- Installing or operating amusement devices prescribed by the regulations under the Local Government Act 1993 in premises.
- Operating an Undertaker's business.
- Operating a mortuary.

**For more information, contact customer service on (02) 6499 2222.**

## 6 STRUCTURE DETAILS

### □ Details of construction materials

If you are applying for a complying development certificate or a construction certificate this section must be completed. The information is required by the Australian Bureau of Statistics and contributes to key economic indicators for the country. If there are two or more different material types used, then please nominate the primary material used.

#### Schedule of construction materials

<b>Walls</b>	<b>CODE</b>	<b>Frame</b>	<b>CODE</b>	<b>Roof</b>	<b>CODE</b>
Brick veneer	12	Timber	40	Aluminium	70
Full brick	12	Steel	60	Concrete	20
Single brick	12	Other	80	Concrete tile	10
Concrete block	11	Unknown	90	Fibrous cement	30
Concrete/masonry	20	<b>Floor</b>	<b>CODE</b>	Fibreglass	80
Concrete	20	Concrete	20	Slate	20
Steel	60	Timber	10	Steel	60
Fibrous cement	30	Other	80	Masonry/terracotta tiles	10
Hardiplank	30	Unknown	90	Other	80
Timber/weatherboard	40	<b>Swimming pool</b>	<b>CODE</b>	Unknown	90
Cladding – aluminium	70	Fibreglass	80		
Curtain glass	50	Concrete	20		
Other SPECIFY	80	Other	80		
Unknown	90	Unknown	90		

**Building construction value** should not include incidental project costs such as car parking and landscaping but should include the value of labour, even if the owner or applicant provides the labour.

## Is the application accompanied by evidence of payment of the Long Service Levy? (building works only)

The NSW Government has placed a levy on all building and construction work in NSW. The levy is payable on work costing \$25,000 or more. Fees can be paid direct to the Long Service Levy Payments Corporation or to Bega Valley Shire Council who acts as an agent for the Corporation. This fee is charged at 0.35% of the construction cost. Owner/builders and non profit organisations may seek an exemption of up to 50% of the levy payable. For further information call 131441.

A construction certificate cannot be released until the Long Service Levy (if applicable) has been paid (S109F of the *Environmental Planning and Assessment Act 1979*.)

## 7 BUILDER OR OWNER-BUILDER

Owner

This information is only required if a construction certificate is applied for at the same time, ie. a combined application. If the builder is also the owner, you should tick 'owner'.

License No. OR  
owner/builder permit  
No.

If you are an owner/builder you will need to supply evidence to Council (copy of permit) that you have an owner/builders permit from the Department of Fair Trading. (Owner-builders do not require a permit if the reasonable market cost of labour and materials involved in the work is less than \$5,000).

Not yet known

If you do not know who the builder will be at the time you apply, tick 'Not yet known'. For works over \$12,000 Owner/Builders will need to attend a course prior to the issue of a permit.

Owners must ensure that Home Owners Warranty Insurance is obtained for contracted works over \$12,000.

» Call 133 220, Department of Fair Trading for further information.

This information will be required prior to the issue of any construction certificate.

It is noted that a construction certificate must be issued prior to any site work commencing. This includes clearing of vegetation and earth moving.

## 8 POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT

This section must be completed and signed by all applicants and owners even if you tick 'no'. If you tick 'no' you do not have to complete the separate disclosure form.

## 9 OWNER'S DECLARATION

This section requires the signature of all of the owner(s) of the land consenting to the lodgement of the application and granting permission for Council's officers to enter the property in the course of their normal duties.

The signature of a solicitor or agent acting on behalf of the owner is not sufficient. If you have recently purchased the land and are signing as the owner, you should ensure that settlement has occurred and Council has been formally advised of the transfer. Exchange of contract does not confer ownership.

For applications made over Crown Land, whether leased or not, the owner's consent must be signed by an officer of the Department of Lands who is duly authorised for these purposes.

If the owner of the property is a company, then a director or company secretary must sign the application. Where this is the case, then the Australian Business Number (ABN) is also required. If the property is within a strata then the consent of the strata management is necessary and the body corporate seal must be provided.

**Applications will not be accepted unless they have all owners' signatures.**

## 10 APPLICANT'S DECLARATION

The applicant is the agent chosen by the owner of the land to act on their behalf in the management of their application including amendment to, or withdrawal of, the application. All correspondence and communication is directed to the applicant (ie, until a final Occupation or Subdivision Certificate is issued).

In all cases, the applicant is required to sign the application, agree to develop the land in accordance with Council approval and the relevant Acts, regulations, codes and planning instruments and indemnify Council against damages to public or third party property within the road reserve. In addition, the applicant is required to agree to the payment of any fees, charges or contributions, which Council assesses in relation to the proposal.



# What supporting information is required with your application?

The supporting information required with your application will be determined by the matrix form attached to these guidelines. This information is required to allow a detailed and full assessment of your proposal.

## HOW DO I USE THE MATRIX?

- ❑ First look down the development type column until you find your type of land use.
- ❑ Then read across to see what other documents you need to supply.
- ❑ Then use the following to assist in the provision of the appropriate level of detail in your supporting documentation and number of copies.
- ❑ The matrix must be signed and attached to your application form.

## GENERAL PLAN REQUIREMENTS

### Plans

Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and preferably on A3 or A4 size paper. Free hand, single line or illegible drawings will not be accepted.

*Two additional copies of all plans and documents per Authority are required if this is Integrated Development – all information is referred to the relevant authority for comment.*

- ❑ **1 copy (A4 or A3) of the site plan and elevations, if applicable, must be supplied for notification purposes (these must be legible).**

*The following information should be included on all plans and documents:*

- ❑ Applicant's name, block/house/shop/unit number, street/road name, town or locality
- ❑ Lot Number, Section Number, DP/SP Number
- ❑ Measurements in metric
- ❑ The position of true north
- ❑ Building or parts of building to be demolished to be indicated in outline
- ❑ Designer's/Architect's name and date
- ❑ BASIX commitments if required

## Coloured plans (minimum 2 copies) for alterations and additions

For alterations & additions plans are to be suitably coloured identifying all new work– site & floor plan and elevations.

- ▶▶ Please note that the incorporation of the required detail into the one plan is considered favourable such as stormwater, landscaping, on-site sewage management, erosion control plans etc.

### (A) Statement of environmental effects

A proforma is available from Council for single dwelling houses, additions/alterations and development ancillary to single dwelling houses. **All other development requires a written statement of environmental effects.**

**For complying development** a statement of environmental effects is not required, however the relevant complying development checklist must be attached to the application. This can be obtained from Council's office in Bega.

- ▶▶ This is a written statement that explains the likely impacts of the proposed development both during and after construction and how these impacts will be minimised. The statement includes written information about the proposal and also states whether the proposal complies with the Bega Valley Shire Council planning controls.

**A minimum of 1 copy** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 6 copies** are required for all other development.

The statement, in appraising the suitability of land for development, should detail (**where applicable**):

- Define in detail the proposal.
- Compliance with planning controls – Bega Valley Local Environmental Plan, relevant State Environmental Planning Policies, Regional Environmental Plans, Development Control Plans.
- Non compliance with the planning controls must be justified with a statement as to why compliance can not be achieved.
- Impact on existing and future amenity of the locality (including noise, dust, odours, fumes etc)
- Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site.
- How the privacy, daylight and views of other dwellings will be affected (i.e. do they overlook or overshadow each other).
- Effect on the landscape, streetscape, national park or scenic quality of the locality.
- Effect on flora and fauna.
- Amount of traffic generated, car access, parking and availability of public transport and on site traffic management during construction.

**NOTE:**

Other matters may be relevant depending upon the nature of the development proposal.

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**What supporting information is required with your application?**

- Social effects and economic effects.
- Effect on historical and archaeological aspects.
- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks.
- Access for the disabled.
- Availability of utility services, power, telephone, water/sewer.
- Any special circumstances.

**Industrial, restaurants/cafes, commercial shops and change of use applications must also address the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Hours of operation       | <input type="checkbox"/> On-going waste management |
| <input type="checkbox"/> Number of employees      | <input type="checkbox"/> Fire safety measures      |
| <input type="checkbox"/> Provision of car parking | <input type="checkbox"/> Seating capacity          |

## **(B) Site analysis**

- » You are encouraged to combine site analysis with the site plan.

**A minimum of 1 copy** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 6 copies** are required for all other development.

### **Site Characteristics**

- The boundaries of the site.
- The north point.
- The contours of the site and the contours of adjacent allotments.
- The view corridors and details of the extent of impacts on adjoining and affected premises.
- The prevailing wind direction and, if in an exposed area, the likely wind speed across the site.
- The zone and zone boundaries (If there are multiple zones).
- The location of any slopes greater than 20% (1 in 5) and the direction or fall of drainage from those areas.
- The location of existing vegetation.
- The location of any significant natural features such as cliffs, rock outcrops, etc.
- Photographs of the site and surrounds. Not essential for single dwellings and alterations and additions.
- Photomontage of your proposal where referral to the Department of Planning is required (ie concurrence or under SEPP 71 *Coastal Protection*).

### **Drainage**

- The location of existing stormwater controls such as easements, trenches etc.
- Drainage patterns on the site, areas of concentrated runoff, ponding, possible flooding.

- ❑ Location of any watercourse, creek, stream etc., on the site or any within 40 metres from the site (see DCP No.5).

## Services

- ❑ The location of the above or below ground services, including power, water, phone and sewer.

## Existing Development

- ❑ Set backs, height and location of buildings on adjoining lands.
- ❑ Any potential noise sources, private open space areas or windows from any adjoining areas which may overlook the site.
- ❑ The location of buildings and structures on the site including swimming pools, retaining walls and other hard surfaces.
- ❑ The location of existing access to the site, including any pathways or driveways and the location and number of on-site car parking areas.

## (B) Site plan

- » A **site plan** is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.

A minimum of 1 copy is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

A minimum of 6 copies are required for all other development.

A site plan should include:

- ❑ Drawings to a suitable scale (eg 1:100 OR 1:200).
- ❑ Location of the new and existing buildings in relation to site boundaries.
- ❑ Location/position of all buildings/structures on adjoining land (showing street number and street address).
- ❑ Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways.
- ❑ Relative location of adjoining buildings.
- ❑ Contour lines of site and spot levels at all the corners of the building.
- ❑ Location of any adjoining owners' windows facing your development.
- ❑ Location of vehicle access and car parking (indicating extent of cut and fill and gradients).
- ❑ Location of stormwater drainage pipes including downpipes and gutter, connection and discharge points.
- ❑ Location of rainwater tanks (volume and distance to boundaries to be noted).
- ❑ Zone boundaries if multiple zoning applies.
- ❑ Site fencing during construction.
- ❑ Location of outdoor clothes drying area (not required for commercial and industrial developments).
- ❑ Location of proposal cut and fill.

## Coloured plans (minimum 2 copies)

- For alterations & additions the site plan is to be suitably coloured identifying all new work.

## Measurements including:

- Length, width and site area of land, both existing and proposed.
- Width of road reserve.
- Distance from the external walls and the outermost parts of the proposed building to all boundaries.
- Approximate distance from the proposed building to neighbouring buildings.
- Driveway location (if rural) showing distance to side boundary.

## (C) LOCALITY PLAN

Please provide a locality sketch with your application. This will enable Council officers to find your property with minimal difficulty.

The plan should include all of the following where applicable:

**A minimum of 2 copies**  
are required.

- directions to the property and distances
- nearest cross street
- northern point
- if you have special access requirements (eg locked gates, availability, dogs etc) please also indicate this on your application. This information could avoid delays where officers need to do multiple inspections because access to the property could not be gained.

## (D) FLOOR PLANS

- » A **floor plan** is a birds-eye view of your existing and/or proposed layout of rooms within the development.

Floor plans should include:

**A minimum of 4 copies** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

- Drawings to a suitable scale (eg 1:100 OR 1:200).
- Outline of existing building/development on site (shown dotted).
- Room names and dimensions.
- Window and door locations and sizes.
- Floor levels and steps in floor levels (RLs).
- Wall structure type and thickness.
- Total floor area for each level if applicable.
- BASIX commitments if applicable.

**A minimum of 6 copies** are required for all other development.

## Coloured plans (minimum 2 copies) for alterations and additions

- ❑ For alterations & additions floor plans are to be suitably coloured identifying all new work.

## (E) ELEVATION PLANS

- » **Elevation plans** are a side on view of your proposal. Elevations of all four sides (north, south, east and west) of your development need to be included in your application and labelled accordingly.

Elevation plans should include:

**A minimum of 4 copies** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 6 copies** are required for all other development.

- ❑ Drawings to a suitable scale (eg 1:100 OR 1:200).
- ❑ Window/opening sizes and location.
- ❑ Location/position of all buildings/structures.
- ❑ Exterior cladding type and roofing material/colour.
- ❑ Chimneys, flue exhaust vents, duct inlet or outlet, solar heating appliances.
- ❑ Reduced Levels to Australian Height Datum(AHD) (where available) for roof ridge, floor and ceiling. NOTE: where AHD is not available, assumed datum to be provided.
- ❑ Indicate natural ground level and proposed final level.
- ❑ BASIX commitments.
- ❑ Proposed cladding materials specs and colour.

## Coloured plans (minimum 2 copies) for alterations and additions

- ❑ For alterations & additions elevation plans are to be suitably coloured identifying all new work.

## (F) SECTION PLANS

- » A **section** is a diagram showing a cut through the development at the most typical point.

Sections should include:

**A minimum of 4 copies** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

- ❑ Drawings to a suitable scale (eg 1:100 OR 1:200).
- ❑ Outline of existing building/development on site (shown dotted).
- ❑ Section names and where they are shown on plan (ie. A/A, B/B, etc).
- ❑ Room names.
- ❑ Room and window heights.

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**What supporting information is required with your application?**

**A minimum of 6 copies** are required for all other development.

- Details of chimneys, fire places and stoves.
- Roof pitch and covering.
- Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades).
- Construction material details (dimensions to be in mm).
- BASIX commitments.

## **(G) LANDSCAPING PLAN**

**A minimum of 2 copies** is required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 4 copies** are required for all other development.

Information should include:

- Description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance.
- Location and type of any trees to be removed.
- Schedule of plantings cross-referenced to site plan indicating species, massing and mature height.
- Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls.
- Name of suitably qualified person with experience in the landscape industry.
- BASIX commitments, if required.

## **(H) SURVEY/CONTOUR PLAN**

**A minimum of 4 copies** are required. You are encouraged to show this on the site plan

Information should include:

- To Australian Height Datum (AHD) (where available or assumed datum) plan to scale preferably 1:100 or 1:200.
- Reduced levels to be shown on plan.
- Bench mark on the kerb or other suitable fixed point.
- Plan to show all existing structures.
- Plan to show the exact location of all trees, the RL at their base and their height and canopy spread. For definition of a tree, please see Council's *Tree Preservation Order*.)
- Location/position of all buildings/structures on adjoining land (showing street number & street address) floor levels and ridge heights of those buildings or structures at the boundary.
- Levels – contour and spot levels.
- Easements and rights of way.

## (I) SPECIFICATIONS

Required where Construction Certificate (CC) or Complying Development Certificate (CDC) is applied for as part of an application.

**A minimum of 2 copies  
are required.**

- ❑ To describe the construction and materials of which the building is to be built and the relevant standard to be complied with.
- ❑ The method of drainage, sewage and water supply must also be shown where relevant.
- ❑ State whether the materials proposed to be used are new or second hand and give particulars of any second hand materials used.
- ❑ Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
  - ❑ Details of the performance requirements that the alternative solution is intended to meet.
  - ❑ Details of the assessment methods used to establish compliance with those performance requirements.
  - ❑ Evidence of any accredited component, process or design sought to be relied upon.
  - ❑ A list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
  - ❑ If the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.
  - ❑ The list must describe the extent, capability and basis of design of each of the measures concerned.
  - ❑ BASIX commitments, and
  - ❑ Energy efficiency measures pursuant to the Building Code Standards Australia (BCA) Part J.
- ❑ If a Construction Certificate or Complying Development Certificate is required the application must contain where relevant the following:
  - a) Details of termite protection in accordance with AS 3600.1 (1995).
  - b) The location of smoke detectors in the building.
  - c) A schedule and location of all proposed essential services in the building in accordance with Section E of the Building Code of Australia.
  - d) Proposed method of egress from the building in accordance with Section D of the Building Code of Australia.
  - e) Means of protection of openings in accordance with Section C of the Building Code of Australia.

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**What supporting information is required with your application?**

- f) Specific materials proposed to be used to satisfy the requirements of Specification C1.1 of the Building Code of Australia.
- g) Fit out details for the disabled *toilet/s* in accordance with As 1428.1 (2001).
- h) Demolition details for the existing structures on the property, including method of demolition; amount of recyclable material; destination of all materials; time frame for the works to be completed; and proposed *hoardings/fencing* to secure the property.
- i) Soil erosion and sedimentation control methods proposed to ensure that all soils remain on the property throughout the construction of the proposed development.
- j) Certification and/or recommendations from a Council approved structural engineer to ensure the existing structure will adequately support all additional live and dead loads imposed by the proposed addition.
- k) Details of proposed retaining walls to be constructed.
- l) Details from a suitable qualified and insured Structural Engineer in regard to footings; reinforced concrete slabs; retaining walls; structural steelwork; wall, subfloor bracing and tie-down requirements; the Structural Engineer, in producing a design is to complement the Geotechnical Engineer's Stability Report to make a clear statement that "any structure designed and erected in accordance with the plans and specifications will achieve the performance requirements described in Clause 1.3 of AS 2870 (1996) and any other relevant codes and structures".
- m) Details of footing/slab design in accordance with AS 2870 (1996).
- n) Provide a Wind Classification for the site in accordance with AS 4055 and AS 1170.2.
- o) Details of the proposed method car park ventilation in accordance with Section E of the Building Code of Australia and AS 1668.
- p) Proposed method of stormwater disposal.
- q) Home Building Act Insurance.
- r) Copy of Owner Builders Permit.
- s) Balustrading installed in the building must comply with the Building Code of Australia.  
Note: If you are to install wire as balustrading you must submit details of the proposed system to the PCA for their concurrence prior to the issue of the Construction Certificate.
- t) Details of the commitments listed in each relevant BASIX certificate for the development.

## (J) HERITAGE REPORT

For all applications involving heritage items.

**A minimum of 2 copies**  
are required.

- ❑ This statement must be prepared by a suitably qualified or experienced person (eg Heritage architect/planner) in order to assess the impact of the proposed works on the heritage significance of the building.
- ❑ Applications adjoining or in the vicinity of a heritage item should address the items listed in Part 10 Heritage Provisions of *Bega Valley Local Environmental Plan 2002* in their Statement of Environmental Effects.

## (K) EROSION / SEDIMENT CONTROL PLAN

**A minimum of 2 copies**  
are required for single  
dwelling houses,  
additions/alterations and  
development ancillary to  
single dwellings.

- ❑ For single residential buildings, where site disturbance is less than 250m<sup>2</sup>, a written statement shall be provided that clearly details the erosion and sedimentation control measures to be implemented on site. You are encouraged to show this on your site plan.
- ❑ All development applications proposing site disturbance, excavation or filling between 250m<sup>2</sup> and 2500m<sup>2</sup> must be accompanied by an erosion and sedimentation control plan.

**A minimum of 4 copies**  
are required for all other  
development.

The erosion and sediment control plan must show the location and type of all control measures proposed to be implemented on site, as well as any significant site features, for example dam or water course. More information maybe obtained from Council offices.

- ❑ For sites where site disturbance will be greater than 2500m<sup>2</sup> Council will require a Stormwater Management Plan that has been designed in accordance with *Managing Urban Stormwater – social and construction*, Volume 1, 2004 edition.

## (L) NOTIFICATION PLAN

**A minimum of 1A4 or A3**  
copy.

- ❑ These must show site plan and all elevations of the structure. It is noted that consulting the neighbouring community before submitting plans to council gives you the opportunity to listen to any concerns and incorporate possible solutions into the design. This could avoid significant delays in the assessment process and possible refusal of your application.

## (M) SHADOW DIAGRAMS – 2 STOREY OR GREATER

Shadow diagrams are only required (generally) in Urban Zones. Please contact the relevant Council officer.

Shadow diagrams should include:

**A minimum of 2 copies** are required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 4 copies** are required for all other development.

- Location of proposed development.
- Location of adjoining buildings and land (showing street number and street).
- Shadows cast by the new development on 21 June at 9 am, 12 noon and 3 pm on adjoining sites and street areas.

Note – Elevational shadow diagrams may be required depending upon the level of affectation to adjoining properties.

- Shadows cast by existing buildings on and adjoining the site.
- Shadow Diagrams to be prepared by a suitably qualified person i.e. surveyor, architect or building designer.
- Drawn to true north and based on a site survey of levels.

## (N) STORM WATER MANAGEMENT PLAN

**A minimum of 2 copies** are required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 4 copies** are required for all other development.

Please consult with Council's Environmental Health Officer (EHO) on this, generally this is not required for a single dwelling house.

Information should include:

- Existing stormwater drainage location including downpipes, connection and discharge points.
- If stormwater run-off will increase show proposed drainage details.
- If On-Site Detention (OSD) is required show details.
- Low level property requirements must be met if the property falls away from the street ie a letter of authority is required from the down Stream land owner to create an inter-allotment drainage easement.

## (O) WASTE MANAGEMENT PLAN

**A minimum of 2 copies** are required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

**A minimum of 4 copies** are required for all other development.

This plan is a checklist that provides Council with details of the following:

- Volume and type of waste to be generated (including demolition and during construction).
- How waste is to be stored and treated on site during construction.
- How residual waste is to be disposed of.
- How ongoing waste management will operate, include details of recycling areas and composting areas for multi-unit housing developments and commercial/retail developments.

## Trade waste agreement

A trade waste agreement may be required for the following indicative types of development:

- Hairdressing salons,
- Service stations,
- Food shops,
- Medical/dentist practices, etc

If required, you must discuss application requirements prior to lodgement of your development application with the relevant Environmental Health Officer.

## (P) SUBDIVISION PLAN

**All** requirements of DCP No.2 *Subdivision Standards* must be addressed. If subdivision is within a 1(c) Rural Small Holdings Zone, DCP No. 9 *Rural Residential Development* must also be addressed.

**A minimum of 6 copies**  
are required.

- A plan showing the proposed subdivision with land title details.
- Location, boundary dimensions and site area of all proposed allotments.
- Location of water, sewerage, electricity and telephone services.
- Proposed points of entry and exit for each proposed lot.
- Proposed method of stormwater disposal.
- Proposed new roads (if any) where site gradients are greater than 15%, provide details of gradients of any new roads.
- Site analysis including plotting of environmental constraint areas, zone boundaries, usable land area (if applicable) and extent of existing vegetation.
- Location of proposed development on new lot(s) (eg suitable dwelling sites).
- Contour information and relative levels for both the subject site (and in urban areas, adjacent streets/footpaths).
- Location and uses of existing buildings on the land.
- Location and uses of buildings on sites adjoining the land (where likely to be affected by the development).
- Indicate arrangements for provision or amplification of utility services required by the proposed subdivision.
- Conceptual drawings indicating proposed infrastructure including roads, drainage, water, sewerage and earthworks (sufficient to allow assessment of the practicality of these works).

## (Q) ADVERTISING STRUCTURE/SIGN

Advertising sign applications only.

If you are planning on erecting an advertising structure or sign you will need to supply the following:

A minimum of 6 copies  
are required.

- Details of the structure, materials to be used and how it will be fixed to the building or positioned on the site.
- Its size, colours, lettering and overall design.
- The proposed location shown on a scale plan and building elevation.
- The extent of light spill.

Further information can be obtained from State Environmental Planning Policy No.64 – Advertising & Signage.

## (R) FOOD AND REGISTERED PREMISES FITOUTS

Food, hairdressers, beauty salons & skin penetration premises.

Plans should include:

A minimum of 2 copies  
are required.

- Proposed floor layout and use of each room.
- Proposed location and details of all fixtures, fittings and appliances (including the proposed method of installation) **Note: provision for at least one hand washing basin in each food preparation area should be shown.**
- Construction and finishes of all floors, walls and ceilings.
- Location of any proposed floor wastes.
- Lighting and ventilation details including the location of any proposed hoods.
- Proposed location and details of all waste storage areas and garbage rooms including details of the container equipment proposed and access arrangements for servicing.
- Location of any proposed grease trap, including details of any proposed grease trap room if located inside a building, and access arrangements for servicing.

**The details must comply with the following codes and legislation as applicable:**

- National Code for the Construction and Fitout of Food Premises* published by the Australian Institute of Environmental Health Food Safety Standard 3.2.3 (Food Premises and Equipment).
- Local Government (Orders) Regulation 1999, Schedule 2 – Standards for Hairdressers Shops.
- Local Government (Orders) Regulation 1999, Schedule 3 – Standards for Beauty Salons.
- Public Health (Skin Penetration) Regulation 2000.
- NSW Health - Skin Penetration, Code of best practice.
- Australian Standard AS 4674.

## (S) SEPP 65 DEVELOPMENT

A minimum of 2 copies of details required by SEPP65 and 6 copies of plans.

Residential Flat Buildings with 3 or more storeys and 4 or more dwellings.

- ❑ All plans must be prepared and verified by a qualified designer in accordance with SEPP 65 (State Environmental Planning Policy).

## (T) BASIX CERTIFICATE

A minimum of 2 copies are required for single dwelling houses, additions/alterations and development ancillary to single dwellings.

A BASIX Certificate is required for all residential unit development – single dwelling house, duplex, multi unit developments, changing from non-dwelling use to dwelling use. A BASIX Certificate is required for all alterations and additions to residential units valued at \$50,000 or more. Pools and spas with the capacity of 40,000 litres or more also require a BASIX certificate.

BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments.

A minimum of 3 copies are required for all other development.

A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

- ❑ Complete the online assessment at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) and provide the certificate (internet access is available at our Shire libraries in Bega, Bermagui, Eden and Merimbula.)  
For more information, call the **BASIX Helpline 1300 650 908**.
- ❑ Commitments included on the BASIX certificate are to be clearly shown on the plans and specifications.

## (U) ACCESS REPORT

Where disabled access is required to be provided by the Building Code of Australia (BCA) and Council's Access & Equity Policy.

A minimum of 2 copies are required.

- ❑ This report must be prepared by a suitable qualified or experienced person to demonstrate how the issues of accessibility have been addressed in the design of the development.

## (V) BUSHFIRE REPORT AND PLAN

**A minimum of 3 copies**  
are required for single  
dwelling houses, additions  
and alterations.

**A minimum of 4 copies**  
are required for all other  
development.

- ❑ To be in accordance with 'Planning for Bushfire Protection 2006' - 'Single dwellings application kit' or 'Guidelines for Subdivision' or the requirements for the issue of a 100B bushfire safety authorities certificate from the NSW Rural Fire Service. These can be accessed on the NSW Rural Fire Services website [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au). The report must address the extent to which the proposed development conforms with or deviates from the specifications set out in *Planning for Bushfire Protection* (2006).

## (W) ON-SITE MANAGEMENT REPORT (OSM) or SEWER CONNECTION or ALTERATION TO PRIVATE PLUMBING

Required only in non sewerred areas.

**A minimum of 3 copies**  
are required.

- ❑ To be in accordance with Council's *Development Control Plan No.5 On-site Sewage Management*. The DCP No.5 checklist should be consulted to determine the level of detail required in an on-site sewage management report.

OR

- ❑ SEWER CONNECTION OR ALTERATION TO PRIVATE PLUMBING FORM must be completed when town sewer **is** available (copies of form available from Council's offices or download from [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au))

## (X) Transport Study

**A minimum of 4 copies**  
are required.

- ❑ Applicant is to engage the services of a suitably qualified or experienced person with a background in traffic management and planning.

A transport study is required for any development referred to in SEPP 11 and where Council considers there is a possibility of significant traffic impact.

## (Y) Flora and fauna

**A minimum of 4 copies**  
are required.

- ❑ Applicant is to engage the services of a suitably qualified or experienced person.



# Lodging your application

You can post your application and supporting documents along with the required fees to us at:

Bega Valley Shire Council  
PO Box 492  
BEGA NSW 2550

or lodge at our office in Zingel Place Bega.

## WHAT ARE THE COSTS INVOLVED AND WHEN DO I PAY?

The EP&A Act requires payment of a processing fee for development applications at the time of lodgement of the application. This fee is based on the total project value of your proposal. See page 11 to help you determine the total project value. The following fees and charges are also payable:

- ❑ administration fee, notification fee, post determination advertising fee, asset and environment protection fee.

If you choose to apply for a construction certificate or S68 approval(s) at the same time as you apply for development consent, the relevant application fees are also payable.

Applications for 'integrated development' require payment of an additional fee of \$250 for each authority to which the application is referred for its general terms of approval. This fee is passed on to the relevant authority. There is an additional administration cost to Council of \$110 for **each** referral (see page 12).

If you select Council as your Principal Certifying Authority (PCA) at Question 8, the fee for 'occupation certificate' should also be paid when you lodge the application. This fee covers Council's costs in issuing the occupation certificates.

You may pay your fees by cash, cheque or money order. **Credit card payments** are also accepted.

- » **PLEASE NOTE:** The Long Service Levy cannot be paid by credit card or EFTPOS.

The current fees and charges schedule is provided on Council's website at [www.begavalley.nsw.gov.au/Your\\_Council/Fees/Fees.htm](http://www.begavalley.nsw.gov.au/Your_Council/Fees/Fees.htm)



# Further information

## COUNCIL DOCUMENTS

Copies of Council's local environmental plan, development control plans, guides and application forms are located on Council's web site at

**[www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)**

Copies are also available for purchase at any of Council's offices.

## AMENDING PLANS

Plans can change during the construction process - things shown on paper are often hard to imagine in three dimensional reality. To change the plans, or a condition on the development consent you need to lodge a modification and submit details in support of the proposed changes.

Modification applications follow the same process as the original development application. Where the amendment changes any of the external structure, it will be readvertised to neighbours. Fees are payable, and depending on the changes proposed, a new Construction Certificate may also be required.

A separate application form is available from Council's website and at our office in Zingel Place, Bega (Section 96 modification form).

## NOTIFICATION

In certain circumstances, proposals are notified to owners in the vicinity of the site who may be affected. These are identified in Council's *Development Control Plan No. 3 – Public Notification Policy*. A further fee is payable to recover Council's costs. Notification fees are payable at the time of lodgement of the application.

Some types of development have the potential to affect the community beyond the immediate vicinity of the site. In such cases, Council may place a notice in the local newspaper for which an advertising fee is charged.

Where special advertising procedures are specified under the EP&A Act (eg designated development), an additional fee will be required to be paid.

## CONTRIBUTIONS

Where development generates a demand for Council services or facilities, a contribution under Section 94 of the EP&A Act may be applied.

Council has various types of contribution plans, which outlines these charges and details the basis upon which they are calculated.

Other contributions towards water and sewer schemes may also apply.

These contributions are normally levied at development approval stage and collected prior to release of the Construction Certificate or Subdivision Certificate. Enquiries regarding contribution rates should be directed to Council's Environment Planning and Development Services Department, Bega Administration Centre.

## HOW LONG DO DEVELOPMENT APPROVALS LAST?

Development approvals from Council usually have a life of five years from the date of approval if not substantially commenced.

## WITHDRAWING OR CANCELLING AN APPLICATION

Only the applicant can withdraw an application prior to the determination being made. Where this is the case and depending on the level of assessment undertaken, some of the fees may be refunded. Applications can also be cancelled after the determination, for example: the development may no longer be proceeding. Some fees may also be refundable. Requests to withdraw or cancel an application must be made in writing by the applicant. Any fees refunded will be returned to the applicant. Where a cash payment has been made this will be returned to the applicant

## NOTES:



Bega Valley Shire Council

For all enquiries please call  
or visit our website at

**(02) 6499 2222**  
[www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)