



# Complying Development Certificate - Application

Section 85 & 85A, *Environmental Planning and Assessment Act 1979*

CDA: .....

Expiry Date: 27 February 2010

## About this form

Use this form to apply for a "complying development certificate" for types of development in the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and Woollahra Development Control Plan for Exempt and Complying Development.

## Documentation

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and Woollahra Development Control Plan for Exempt and Complying Development contain criteria and requirements that determine whether your proposal is complying development. You must check these. If your development does not meet the criteria and requirements then you must lodge a development application. (Development application forms are available from Customer Service).

## Lodgement & fees

Please follow the instructions on Page 3.

## Any questions?

Phone Customer Services on (02) 9391 7000, or call in personally (see page 3).

## Application and site details

### 1. Applicant

*Name, address, contact details and signature.*

Title: Mr  Mrs  Miss  Ms  Other:.....

Family name (or company): .....

Given names (or CAN): .....

Postal address: .....

..... Post Code:.....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... E-mail: .....

Contact person (Only if a company etc) .....

### DECLARATION

I confirm that the development proposal contained in the complying development application being lodged to Council complies with the definition of "complying development" as permitted by State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or Council's Development Control Plan for Exempt and Complying Development.

Signature .....

<p>To be completed by Council's Cashier and Customer Service Officer.</p> <p>GST may be applicable (refer receipt)</p> <p><i>Retain your receipt as proof of lodgement of the application.</i></p> <p><input checked="" type="checkbox"/> Receiving Officer:.....Date:.....</p> <p><input checked="" type="checkbox"/> Cashier:.....Date:.....</p>	OFFICE USE ONLY			
	Fee type	Fee \$	Receipt Code	
	CDC		255	
	LSL		256	
	Lodgement Fee	\$30.00	53	
	Total			

## 2. Owner of property

Name, address and contact details.

Name(s): .....

Address: .....

Post Code: ..... Phone: (.....) .....

## 3. Owner's consent

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

If the owner is a company or owner's association, must be signed by a director of company or, if a corporation, a letter with the corporate seal must be provided.

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

Owner's signature: ..... Date: .....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

Signature on behalf of owner: ..... Date: .....  
(eg, power of attorney, executor, trustee, company director)

## 4. Location and title description of the property/land to be developed

This will help us to correctly identify the land.

Unit, shop or suite: ..... Street No: ..... Street: .....

Suburb: .....

Lot(s): ..... Section: .....

Deposited Plan(s): ..... Strata plan: .....

Other .....

You can get these details from recent rate notices, property deeds or the Land Titles Office.

## Development details

## 5. Proposed complying development

DEVELOPMENT TYPE (tick the appropriate box below)

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

- A. Part 4 Housing Alterations Code – Internal Alterations
- B. Part 5 General Commercial and Industrial Code - Building alterations (Internal)
- C. Part 5 General Commercial and Industrial Code - Change of use of premises
- D. Part 5 General Commercial and Industrial Code - Mechanical ventilation systems
- E. Part 5 General Commercial and Industrial Code - Shop front awning and awning alterations
- F. Part 5 General Commercial and Industrial Code - Skylights and roof windows

### Woollahra DCP – Exempt and Complying Development

- G. Air handling system
- H. Bed & breakfast accommodation
- I. Carports & garages
- J. Fences – side and rear
- K. Pergolas
- L. Satellite dishes
- M. Single storey detached dwelling-houses
- N. Swimming pools and spas – including fences and gates required under the *Swimming Pools Act 1992*
- O. Strata title subdivision of new buildings
- P. Temporary buildings



## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

### You can send it to us by any of the following methods

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

### How to contact us by phone, fax or electronically

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

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

**Who to contact:** The Compliance officer handling your application in the Compliance section

*If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with either a Council Compliance officer or the Duty officer before lodging this application.*

### Fees

Fees are calculated on a scale based on the contract value of the work.

### Payment methods

#### In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

#### By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### Making a personal visit?

Visit us at historic Redleaf, 536 New South Head Road, Double Bay. We look forward to seeing you.

**Rail:** Edgecliff, then taxi, bus or 20 minute walk.

**Bus:** Routes 323, 324, L24, 325, 330 & 365.

**Parking:** Off-street and disabled parking available

## ▼ Privacy notification

The personal information requested in this form is required under *the Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## ▼ Notes for complying development certificate applications

In accordance with Schedule 1 Part 2 of the Environmental Planning and Assessment Regulation 2000, the following documents shall accompany **ALL** applications for a complying development certificate as applicable.

- (1) An application for a complying development certificate must be accompanied by the following documents:**
  - (a) a site plan of the land,
  - (b) a sketch of the development,
  - (c) if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house):
    - (i) a list of the Category 1 fire safety provisions that currently apply to the existing building,
    - (ii) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use,
  - (d) if the development involves building work (including work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
    - (i) a detailed description of the development, and
    - (ii) appropriate building work plans and specifications,
  - (e) if the development involves building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house):
    - (i) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
    - (ii) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work,
  - (f) if the development involves subdivision work, appropriate subdivision work plans and specifications.
- (2) The site plan referred to in subclause (1) (a) must indicate the following matters:**
  - (a) the location, boundary dimensions, site area and north point of the land,
  - (b) existing vegetation and trees on the land,
  - (c) the location and uses of existing buildings on the land,
  - (d) existing levels of the land in relation to buildings and roads,
  - (e) the location and uses of buildings on sites adjoining the land.
- (3) The sketch referred to in subclause (1) (b) must indicate the following matters:**
  - (a) the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development,
  - (b) floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building,
  - (c) elevations and sections showing proposed external finishes and heights of any proposed buildings,
  - (d) proposed finished levels of the land in relation to existing and proposed buildings and roads,
  - (e) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate),
  - (f) proposed landscaping and treatment of the land (indicating plant types and their height and maturity),
  - (g) proposed methods of draining the land.

- (4) A detailed description of the development referred to in subclause (1) (d) (i) must indicate the following matters:**
- (a) the area of the land (in square metres),
  - (b) the location of any existing buildings on the land,
  - (c) the gross floor area of any existing buildings on the land (in square metres),
  - (d) the current uses of the land and any existing buildings on the land,
  - (e) whether the land contains a dual occupancy,
  - (f) the gross floor area of any proposed building (in square metres),
  - (g) the proposed use of the land, the buildings on the land and any proposed buildings,
  - (h) the number of existing dwellings on the land,
  - (i) the number of existing dwellings on the land that are to be demolished,
  - (j) the number of storeys of each proposed building,
  - (k) the materials to be used in the construction of any proposed buildings (using the abbreviations set out in the Schedule of this application form).
- (5) Appropriate building work plans and specifications referred to in subclause (1) (d) (ii) include the following:**
- (a) detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:
    - (i) a plan of each floor section, and
    - (ii) a plan of each elevation of the building, and
    - (iii) the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground, and
    - (iv) the height, design, construction and provision for fire safety and fire resistance (if any),
  - (b) specifications for the development:
    - (i) that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply, and
    - (ii) that state whether the materials to be used are new or second-hand and (in the case of second-hand materials) give particulars of the materials to be used,
  - (c) a statement as to how the performance requirements of the Building Code of Australia are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),
  - (d) a description of any accredited components, processes or design sought to be relied on,
  - (e) copies of any compliance certificate to be relied on,
  - (f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building.
- (6) Appropriate subdivision work plans and specifications referred to in subclause (1) (f) include the following:**
- (a) details of the existing and proposed subdivision pattern (including the number of lots and the location of roads),
  - (b) details as to which public authorities have been consulted with as to the provision of utility services to the land concerned,
  - (c) detailed engineering plans as to the following matters:
    - (i) earthworks,
    - (ii) roadworks,
    - (iii) road pavement,
    - (iv) road furnishings,
    - (v) stormwater drainage,
    - (vi) water supply works,
    - (vii) sewerage works,
    - (viii) landscaping works,
    - (ix) erosion control works,
  - (d) copies of any compliance certificates to be relied on.

# Schedule to Complying Development Certificate Application

**Particulars of the proposal**

What is the area of the land (m<sup>2</sup>): .....

Gross floor area of existing building (m<sup>2</sup>):.....

What area the current uses of all parts of the building/s or land (If vacant, state vacant):  
.....

Location ..... Use .....

.....

.....

.....

Does the site contain a dual occupancy? .....

Gross floor area of proposed additions or new building (m<sup>2</sup>).....

What are the proposed uses of all parts of the building/s or land?: .....

.....

Location ..... Use .....

.....

.....

.....

Number of pre-existing dwellings: .....

Number of dwellings to be demolished:.....

How many dwelling are proposed? .....

How many storeys will the building consist of?.....

**Materials to be used** Please indicate the code allocated for the material that best describes the materials the new work will be constructed of:

<b>Walls</b>	<b>Code</b>	<b>Roof</b>	<b>Code</b>
brick veneer .....	12 <input type="checkbox"/>	aluminium .....	70 <input type="checkbox"/>
full brick .....	11 <input type="checkbox"/>	concrete .....	20 <input type="checkbox"/>
single brick .....	11 <input type="checkbox"/>	concrete tile .....	10 <input type="checkbox"/>
concrete block .....	11 <input type="checkbox"/>	fibrous cement .....	30 <input type="checkbox"/>
concrete/masonry .....	20 <input type="checkbox"/>	fibreglass .....	80 <input type="checkbox"/>
concrete .....	20 <input type="checkbox"/>	masonry/terracotta/shingle	
steel .....	60 <input type="checkbox"/>	tiles.....	10 <input type="checkbox"/>
fibrous cement .....	30 <input type="checkbox"/>	slate.....	20 <input type="checkbox"/>
hardiplank.....	30 <input type="checkbox"/>	steel.....	60 <input type="checkbox"/>
timber/weatherboard .....	40 <input type="checkbox"/>	terracotta tile .....	10 <input type="checkbox"/>
cladding-aluminium .....	70 <input type="checkbox"/>	other .....	80 <input type="checkbox"/>
other.....	80 <input type="checkbox"/>	unknown .....	90 <input type="checkbox"/>
unknown.....	90 <input type="checkbox"/>		
<b>Floor</b>	<b>Code</b>	<b>Frame</b>	<b>Code</b>
Concrete .....	20 <input type="checkbox"/>	timber .....	40 <input type="checkbox"/>
Timber .....	10 <input type="checkbox"/>	steel.....	60 <input type="checkbox"/>
Other .....	80 <input type="checkbox"/>	other .....	80 <input type="checkbox"/>
Unknown.....	90 <input type="checkbox"/>	unknown .....	90 <input type="checkbox"/>



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 1%**

Payments should be sent to: Woollahra Council  
 536 New South Head Road  
 DOUBLE BAY NSW 2028

OR

PO Box 61  
 DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised.*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date							Contact Phone No.												

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For \_\_\_\_\_

Council Reference Eg. DA No.etc \_\_\_\_\_

Address (where applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	