

# Complying Development Certificate - Application

Under Sections 4.27 & 4.28, *Environmental Planning and Assessment Act 1979*

CDC: .....

Expiry Date: 30 June 2021

## About this form

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

**Before lodging this application** the owner of the property must enter into an 'Agreement for Certification Work' with Council pursuant to section 73A of the *Building Professionals Act 2005*.

## 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).

**Four (4) copies of all plans and supporting document are required to accompany this application**

## Lodgement & fees

Please follow the instructions on Page 4.

## Any questions?

Phone Customer Services on (02) 9391 7000, or call in personally (see page 4).

## Applicant 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 .....

Receipting - OFFICE USE ONLY				
To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application.</i> <input checked="" type="checkbox"/> Receiving Officer:.....Date:..... <input checked="" type="checkbox"/> Cashier:.....Date:..... .....	Fee type	Fee \$	Receipt Code	
	CDC Fee as per 'Agreement of Service'		255	
	Long Service Levy (LSL)		256	
	Certificate Lodgement Fee	\$36.00	53	
	Neighbour notification (Only required for: New dwelling; dwelling addition; demolition)	\$136.00	255	
	Total			

## ▼ Site details

### 2. 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.*

### 3. Owner of property

*Name, address and contact details.*

Name(s): .....  
 Address: .....  
 Post Code: ..... Phone: (.....) .....

### 4. Owner's consent

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

*For strata units 'Body Corporate' approval is required.*

*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)*

## ▼ Development details

### 5. Proposed complying development

DEVELOPMENT TYPE (tick the appropriate box below)

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

*Note: Please first refer to the General Requirements in Clauses 1.17, 1.17A, 1.18 and 1.19*

- A. Part 3 General Housing Code
- B. Part 4 Housing Alterations Code (Neighbour notification applies to new dwelling and addition to new dwelling)
- C. Part 4A General Development Code
- D. Part 5 General Commercial and Industrial Alterations Code
- E. Part 5A Commercial and Industrial (New Buildings and Additions) Code
- F. Part 6 Subdivisions Code
- G. Part 7 Demolition Code (Neighbour notification applies)
- H. Part 8 Fire Safety Code

#### Other SEPP

- I. OTHER (Please specify).....

#### Woollahra Local Environmental Plan 2014- Exempt and Complying Development

- J Part 3.2 & Schedule 3

*Describe in detail the proposed complying development – you may need to refer to SEPP (Exempt and Complying Development) 2008 and/or the Woollahra DCP for Exempt and Complying Development for the development criteria or standards that apply.*

Detailed description: .....

.....

.....

.....

.....

.....

.....

.....

.....

Proposed use: .....

.....

.....

.....

**Development details** *continued*

**6. For what purpose is the property presently used?** .....  
.....  
.....  
..... Date  
commenced: .....

**7. For what purpose was the site previously used?** .....  
.....  
..... Date  
commenced: .....

**8. Has there ever been any testing or assessment of the site for land contamination?** .....  
.....  
.....

**9. Does the proposal involve disturbing, repairing or removing of asbestos.** .....m<sup>2</sup>  
If yes, please provide the estimated area (if any), in square metres, of bonded asbestos material or friable asbestos material that will be disturbed, repaired or removed in carrying out the development

**10. Estimated cost of development?** \$ .....  
Please state the full contract price for labour and materials, or a realistic estimate provided by your architect or quantity surveyor.

**11. Builder/Owner Builder** Name: .....  
*(If known, to be completed in the case of proposed residential building work)* Contractor Licence No./Permit No. in case of owner builder: .....  
.....

**12. Long service levy (LSL)** A long service levy is payable where the value of the building and construction work is \$25,000 or more (inclusive of GST).  
Are you required to pay the long service levy?  
 Yes  No

**13. Schedule** *(For Building Works only)*  
• The attached schedule is requested to be completed for the purposes of providing information to the Australian Bureau of Statistics.

## ▼ 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.

Neighbour notification fee of \$136.00 will be required if the application is for a new dwelling, dwelling addition or demolition pursuant to *State Environmental Planning Policy (Exempt & Complying Development Codes) 2008*.

### 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 four (4) copies of 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.



# ▼ 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? .....

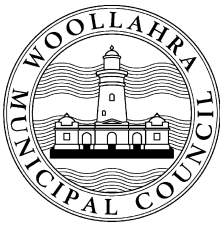
How many storeys will the building consist of? .....

**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.....	40 <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"/>



## Agreement for certification work for the assessment of a Complying Development Certificate Application

Under s73A of the *Building Professionals Act 2005*, an accredited certifier must not carry out certification work for a person unless the certifier, or their employer, has entered into a written agreement with the person. This form, when signed by both parties, forms the agreement between you and the Council for the provision of certification services for the determination of a Complying Development Certificate.

### A. Parties to the Agreement

Woollahra Municipal Council (the Council)

Address: 536 New South Head Road Double Bay NSW 2028

Telephone: (02) 9391 7000

Email: records@ Woollahra.nsw.gov.au

AND

..... (the Client)

Address: .....

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

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

### B. Persons who may carry out the certification work and inspections

Certification work under this Agreement may be carried out by any of the following employees of the Council subject to the terms of their accreditation:

Officers Name	Accreditation Level	Registration No:
Glenn Lawrence BRIGGS	A1 – Accredited Certifier	BPB0947
Richard Alan SMITH	A1 – Accredited Certifier	BPB1916
Craig Norburn JENNER	A1 – Accredited Certifier - Conditional	BPB1691
Timothy John TUXFORD	A1 – Accredited Certifier - Conditional	BPB1627
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
Ayman TAWFILS	A3 – Accredited Certifier - Conditional	BPB1405
Any other employee of Woollahra Municipal Council with appropriate accreditation under the <i>Building Professionals Act 2005</i>		

Inspections required under the *Environmental Planning and Assessment Act 1979* may be carried out by any of the following employees of the Council subject to the terms of their accreditation:

Officers Name	Accreditation Level	Registration No:
Glenn Lawrence BRIGGS	A1 – Accredited Certifier	BPB0947
Richard Alan SMITH	A1 – Accredited Certifier	BPB1916
Craig Norburn JENNER	A1 – Accredited Certifier - Conditional	BPB1691
Timothy John TUXFORD	A1 – Accredited Certifier - Conditional	BPB1627
Harley John FEE	A2 – Accredited Certifier - Conditional	BPB1669
Ayman TAWFILS	A3 – Accredited Certifier - Conditional	BPB1405
Any other employee of Woollahra Municipal Council with appropriate accreditation under the <i>Building Professionals Act 2005</i>		

### C. Certification work to be performed

The certification work to be performed under this agreement is the determination of an application for a complying development certificate

**D. Details of the development**

Description of development: (eg: single storey dwelling)	..... ..... ..... .....
Estimated cost of development requiring a complying development certificate	\$ ..... Please state the full contract price for labour and materials, or a realistic estimate provided by your architect or quantity surveyor.
Address & Formal particulars of the title of the development site	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

**E. Services to be performed by the Council**

The Certifier will, on behalf of the Council, perform all work necessary to comply with relevant statutory requirements and to facilitate timely determination of the application, including:

1. If necessary, obtain a certificate under section 10.7 (formerly 149) of the EP& A Act.
2. Conduct an inspection of, or arrange for another accredited certifier to inspect, the development site, and prepare a record of the inspection.
3. If clause 130(2A) or 130(2E) of the EP&A Regulation applies to the application (i.e. where there is an alternative solution relating to fire safety requirements) obtain a compliance certificate or written report from a fire safety engineer or another accredited certifier that satisfies the requirements of clause of the 130 EP&A Regulation.
4. Assess whether the proposed development satisfies the development standards set out in the relevant environmental planning instrument, development control plan and the EP&A Regulation.
5. Determine the application and prepare a notice of the determination.
6. If the application is granted:
  - a. prepare a complying development certificate
  - b. endorse all relevant plans, specifications and other documents
  - c. prepare any associated fire safety schedule or fire link conversion schedule
  - d. ascertain if any long service payment levy is required to be made, and if so, that the amount (or instalment) has been paid.
  - e. ascertain if any contributions plan requires the CDC to be subject to a condition requiring a monetary payment.
  - f. issue CDC to the Client together with associated endorsed plans specifications and other approved documents.
  - g. forward copies of documents prepared to statutory authorities, including the NSW Rural Fire Service, as required by the EP&A Regulation



**F. Fees and charges**

<p><b>Fixed fee agreement</b></p> <p>Council will undertake for a fixed fee all work involved in assessing, determining and finalising the application as set out in the Description of Services, including the costs of any service provided by a third party and any fees for obtaining or lodging documents, <b>except</b> for contingency items (if any) specified below.</p>	
Fixed fee for assessing the complying development certificate	\$ .....
Contingency items	Not applicable

**Signatures**

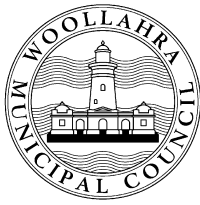
.....

Signed/executed by or on behalf of the Council

.....

Signed/executed by or on behalf of the Client





# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

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)

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## 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	.....	