

Environmental Planning & Assessment Act 1979
& Activity under S68. NSW Local Government Act 1993

PO Box 220 Maitland NSW 2320
Phone: 4934 9700 Fax: 4933 3209
EMAIL: info@maitland.nsw.gov.au

FILE NO.
PROPERTY NO.
DATE RECEIVED:

TYPE OF APPROVAL SOUGHT – Please indicate by 'X'

DEVELOPMENT	CONSTRUCTION CERTIFICATE	OCCUPATION CERTIFICATE	SEC 68 LGA ACT	SUBDIVISION	SIGN	OTHER
-------------	--------------------------	------------------------	----------------	-------------	------	-------

1. APPLICANT

Applicant's Name					OFFICE USE ONLY	
Postal Address						
			Post Code			
Phone	Email					
Customer Ref	Mobile		Company Contact Person		Preferred method of contact	Email <input type="checkbox"/> Post <input type="checkbox"/>

2. LOCATION OF LAND TO BE DEVELOPED (available from your rate notice, property deeds, or from Council)

Unit No	House No	Street		
Suburb	Site Area m ²			
Lot(s)	Section	Deposited Plan(DP)		
Strata Plan	Other	Zoning		
Is your property in Mines Subsidence Area?			YES	NO

3. DESCRIPTION OF PROPOSED DEVELOPMENT

Is a Construction Certificate Application to be lodged with the Development Application?	YES	NO
--	-----	----

OR

Has Development Consent previously been granted?	YES	NO
--	-----	----

If YES, enter Development Consent No	Date of Determination
--------------------------------------	-----------------------

Building Code of Australia Building Classification: <i>(If Development Consent previously granted)</i>	
---	--

DEVELOPMENT APPLICATION: Please indicate by 'X'

Use of land/building	Erection of a building	DESCRIPTION:
Subdivision of land/building	Carrying out of work	
Demolition	Other	

CONSTRUCTION CERTIFICATE: Please indicate by 'X'

Building work	Subdivision work	COST OF DEVELOPMENT / VALUE OF WORK: \$

4. TYPE OF DEVELOPMENT CONSENT – Please indicate by 'X'

Operational Consent	Deferred Commencement	Staged Development
---------------------	-----------------------	--------------------

5. ENVIRONMENTAL IMPACT

Is this application for Designated Development?	YES	NO
---	-----	----

*If YES, refer to Item 5 of DA Guide for notes relating to requirements for Environmental Impact Statement
Designated Development must be accompanied by an Environmental Impact Statement (EIS). The content of the EIS is to be determined in conjunction with Maitland City Council and the Department of Infrastructure, Planning & Natural Resources.*

Is an Environmental Impact Statement (EIS) attached?	YES	NO
--	-----	----

If development is <i>not Designated</i> is a Statement of Environmental Effects (SEE) attached? <i>Note: A SEE is required for ALL Development Applications but is not required for a Construction Certificate (Refer to Sec 11f of DA guide)</i>	YES	NO
--	-----	----

6. APPROVALS UNDER S68 LOCAL GOVERNMENT ACT 1993

Does this application seek approval for one or more of the approvals listed on the attached sheet?

If YES, refer to attached sheet

YES NO

7. INTEGRATED DEVELOPMENT (Applications referred to an approval body other than Council)

Is this application for Integrated Development?

YES NO

If YES, an **EXTRA** full set of plans, documents and SEE are required for each Integrated Referral

List other external approvals required to be obtained:

- Fisheries Management Act 1994 s 144 s 201 s 205 s 219
- Heritage Act 1977 s 58
- Mine Subsidence Compensation Act 1961 s 15
- National Parks and Wildlife Act 1974 s 90
- Protection of the Environment Operations Act 1997 ss 43(a),47, 55 ss 43(b), 48, 55 ss 43(d), 55, 122
- Roads Act 1993 s 138
- Rural Fires Act 1997 s 100B
- Water Management Act 2000 ss 89, 90, 91

8. PRINCIPAL CERTIFYING AUTHORITY & COMPLIANCE CERTIFICATES (inspections)

A **Principal Certifying Authority (PCA)** must be appointed prior to commencement of work. Where an application is for building work the PCA may be either Council or a Private PCA. For development involving both building and subdivision work, please indicate whether you wish to appoint Council or a Private PCA for the building work. **NB – only Council can be appointed the PCA for subdivision work (excepting strata subdivisions).**

The PCA will issue Compliance Certificates in respect of inspection, processes and products required by the consent to this application and, if required, an Occupation Certificate (or Interim Occupation Certificate)

Building Work: Do you wish to appoint Council as the Principal Certifying Authority?

(If so, please complete and lodge the attached Occupation Certificate Application Form)

YES (Principal Certifying Authority Agreement)

NO (You must advise Council of the appointment of PCA a minimum of 2 days before work commences)

Subdivision Work: Do you wish to appoint Council as the Principal Certifying Authority for subdivision work?

YES NO

9. SCHEDULE FOR BUILDING WORK ONLY (For Australian Bureau of Statistics Information – complete if Construction Certificate is applied for)

Gross floor area of **existing building** (m²)

Gross floor area of **proposed addition or new building** (m²)

What are the **current uses** of all existing or parts of building(s)/land (if vacant, state vacant)

Does this site contain a dual occupancy?

What are the **proposed uses** of all parts of building(s)/land?

Number of pre-existing dwellings

Number of dwellings to be demolished

How many dwellings are proposed?

How many storeys will the building consist of?

MATERIALS TO BE USED Place a tick (✓) in the box which best describes the materials that the new work will be constructed of:

Frame	Code	Walls	Code	Roof	Code	Floor	Code
<input type="checkbox"/> Concrete	20	<input type="checkbox"/> Brick single/double	11	<input type="checkbox"/> Tiles (Concrete/terracotta)	10	<input type="checkbox"/> Concrete	20
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Brick veneer	12	<input type="checkbox"/> Concrete or slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Concrete/masonry	20	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Other	80
<input type="checkbox"/> Aluminium	70	<input type="checkbox"/> Fibrous cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Unknown	90
<input type="checkbox"/> Other	80	<input type="checkbox"/> Hardiplank	30	<input type="checkbox"/> Aluminium	70		
<input type="checkbox"/> Unknown	90	<input type="checkbox"/> Timber/weatherboard	40	<input type="checkbox"/> Other	80		
		<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Unknown	90		
		<input type="checkbox"/> Steel	60				
		<input type="checkbox"/> Cladding-aluminium	70				
		<input type="checkbox"/> Other	80				
		<input type="checkbox"/> Unknown	90				

10. BUILDER/OWNER BUILDER DETAILS Place a tick (✓) in box and complete details

Owner Builder – Permit No

Licensed Builder – Licence No

Not Known

Builder's Name

Phone No

Address

Post Code

Note: If not known, builder's details must be provided to the PCA with the Notice of Commencement.

11. Documents Required to Lodge Your Development Application		Complete Plans - (DA Guide Item 11a)	Plans Stamped by Hunter Water Corporation (DA Guide Item 11b)	Plans Stamped by Mines Substance Board (where necessary) (DA Guide Item 2)	Specifications - (DA Guide Item 11c)	Home Warranty Insurance Certificate or Owner Builder Permit - (DA Guide Item 11d) (Required prior to Commencement of Work)	BASIX Certification - (DA Guide Item 11e)	Statement of Environment Effects - (DA Guide Item 11f)	Site Assessment Report New Dwellings Only - (DA Guide Item 11h)	Footings/Slab Design Certified by a Suitably Qualified Person - (DA Guide Item 11i)	Detailed Drainage Plan, Incorporating Site Detention - (DA Guide Item 11k)	Landscape Plans - (prepared by a Suitably Qualified Person) (DA Guide Item 11j)	S.68 Application Form, Septic Tank & Aerated Treatment Systems.	S.94A Cost Report (DA Guide Pg 5)	Waste Management & Minimisation Plan (DA Guide Item 11i)
Structure Type	Application Type														
Single Storey Dwellings – including additions to existing dwellings, carports, garages, sheds	DA / CC Residential Zone	•	•	•	•	•	•	•	•	•					•
	DA only Residential Zone	•	•	•			•	•							•
	DA / CC Rural Zone	•	•	•	•	•	•	•	•	•					•
	DA only Rural Zone	•	•	•			•	•							•
	DA / CC Heritage Zone	•	•	•	•	•	•	•	•	•					•
Two Storey Dwellings, including additions to existing dwellings, carports, garages, sheds	DA only Heritage Zone	•	•	•			•	•							•
	DA / CC Residential Zone	•	•	•	•	•	•	•	•	•					•
	DA only Residential Zone	•	•	•			•	•							•
	DA / CC Rural Zone	•	•	•	•	•	•	•	•	•					•
	DA only Rural Zone	•	•	•			•	•							•
Swimming Pools	DA / CC Heritage Zone	•	•	•	•	•	•	•	•	•					•
	DA only Heritage Zone	•	•	•			•	•							•
Other Residential Development	DA / CC Dual Occupancy	•	•	•	•	•	•	•	•	•	•	•			•
	DA only Dual Occupancy	•	•	•			•	•			•	•			•
	DA / CC Medium Density Housing	•	•	•	•	•	•	•	•	•	•	•			•
	DA only Medium Density Housing	•	•	•			•	•			•	•			•
Sewage Mgt Facility (Septic Tanks)	Installation & Operation	•			•			•					•		
Commercial/Industrial Development	DA / CC	•	•	•	•			•		•	•	•		•	•
	DA only	•	•	•				•			•	•			•
Change of Use		•						•							•
Sign Application	DA / CC	•	•	•	•			•		•					•
	DA only	•	•	•				•							•
Subdivision	DA only	•						•			•				
Place of Public Entertainment	DA only	•						•							
Demolition	DA	•						•							•

The following studies / documentation may be required depending on the location and scope of the proposal and/or the physical characteristics/constraints of the land:

- Statement of Heritage Impact
- Archaeological Investigation
- Geotechnical Assessment (site classification and / or on-site waste water disposal suitability)
- Flora / Fauna Assessment
- Traffic Study
- Visual Analysis
- Hazard Analysis (SEPP No 33)
- Waste Reduction Plan
- Photographic Inventory
- Hydraulic Investigation
- Acoustic Assessment
- Odour Assessment
- Shadow Diagrams
- Section 94A Cost Report

Council's Duty Town Planner & Duty Health & Building Surveyor are available to provide guidance on the specific studies that may be required to accompany your application.

12. REQUIRED ATTACHMENTS

Please attach correct number of copies of plans or drawings describing proposed development and location of land (*Insufficient copies may lead to rejection of application*). ***NOTE: From the 1st July 2015 your application must include a CD/USB that contains all forms, plans and documents in soft copy. . All hard copy plans lodged with Council are to be no larger than A3 in size. Please refer to Council's website for the new application requirements which includes a File Naming Convention which must be followed.**

No of copies
Please tick (✓)

Hard Copies		
1	Location Plan of land	
1	Plans or Drawings describing Proposed Development	
1	Notification Plans	
1	Specifications	
1	Statement of Environmental Effects	
1	Section 94A Cost Reports (where relevant – see Application Guide Page 5)	

Plans must be stamped by Hunter Water and/or Mine Subsidence where relevant

13. AFFECTED NEIGHBOURS

Have you discussed this application with affected neighbours?

YES

NO

Early consultation can avoid unnecessary conflict and delays. We urge you to discuss the proposal with your neighbours before submitting this application.

14. COUNCIL OFFICER

Have you discussed this application with a Council officer or Council's Development Control Unit?

YES

NO

*You can make an appointment with the Development Control Unit by phoning 02 4934 9700.
We recommend that you consult with a Council officer before submitting this application.*

Officer's Name

15. COMPLIANCE CERTIFICATE RELIED UPON

If you have any compliance certificates issued by a certifying authority in respect of a product, process or design associated with this development, please list the type (e.g. mechanical ventilation, structural design, etc.):

16. OWNER'S CONSENT *Must be completed by owner(s)*

Owner's Name

Address

Post Code

Phone No

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

In the case of a company or trust, minimum two directors' signatures required. In the case of sole director please state 'sole director' when signing. In the case of a strata development, the strata manager must sign. In the case of community title development the community association must give consent.

Signature(s)

Date

(All owners must sign)

(eg power of attorney, executor, trustee, sole director, company director)

17. YOUR DECLARATION

I apply for consent to carry out the development described in this application. I declare that all information given is true and correct. I also understand that, if incomplete, the application may be delayed, rejected or more information be requested.

Signature(s)

Date

Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.

Fees	Development	Construction	Compliance Cert	Long service	Plan First	Other
Amount						
Receipt No						
Receipt Date						

A disclosure statement of a reportable political donation or gift must accompany a planning application or submission if the reportable donation or gift is made within 2 years before the application or submission is made. If the donation or gift is made after the lodgement of the application a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.

I/we have not made a reportable political donation or gift within 2 years prior to the date this application/submission was made

Name of the person/company making donation or gift	
Residential address or registered /official office address	
ABN if not an individual	
Address of the Development Proposal	
Date application lodged	
Consent or Approval Authority	Maitland City Council
Person's interest in the application (pls tick appropriate box)	Applicant <input type="checkbox"/> Person with financial interest <input type="checkbox"/> Explain:..... Person making submission in opposition <input type="checkbox"/> Person making submission in support <input type="checkbox"/>
Name of the Person to Benefit From the Donation	
Date of the Donation	
Amount of the Donation*	
Name of the Person to Whom Gift is Made	
Date Gift Made	
Amount or Value of Gift*	

By signing below I/we declare that all information contained within this statement is accurate at the time of signing

Signature(s): _____

Name(s): _____

- * A reportable political donation is a donation of
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
 - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate or made to the major political donor; or
 - Less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

ACTIVITIES PRESCRIBED UNDER S.68 OF LOCAL GOVERNMENT ACT, 1993

Does this application seek approval for one or more of the activities listed in the **Table** below?

YES	NO
-----	----

If YES, you must tick the relevant activity and provide plans and relevant information to Council.
(Refer to Item 6 of DA Guide)

A person must not carry out or conduct an activity listed under Section 68 without the prior approval of Council.

TABLE:

Structures

- Install a manufactured home, moveable dwelling or associated structure on land
- Install a temporary structure on land

Management or Waste

- For fee or reward, transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place
- Operate a system of Sewage Management
- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

Community Land

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

Public Roads

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

Other Activities

- Operate a public car park
- Operate a caravan park or camping ground
- Operate a manufactured home estate
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- Install or operate amusement devices
- Sell goods or articles from a public roadway or public place, whether or not from a standing vehicle
- Carry out an activity prescribed by the regulations under the Local Government Act 1993, or an activity of a class or description prescribed

HOW TO LODGE YOUR APPLICATION

Applications should be addressed to:

The General Manager
Maitland City Council
PO Box 220
MAITLAND NSW 2320

Or you can lodge your application in person at Council's

Administration Building
285-287 High Street MAITLAND
DX 21613 Maitland

How to Contact Us:

Ph 02 4934 9700
Fax 02 4933 3209

Outline of Proposal

Site Address _____

Applicant Name _____

Applicant Address _____

Building and other structures currently on the site

Brief description of the proposal

Construction Phase

DESTINATION					
Waste materials on site	Vol (m ³)	Wt (t)	ON SITE	OFF SITE	DISPOSAL
			<i>Specify proposed reuse or on-site recycling methods</i>	<i>Specify contractor and recycling outlet</i>	<i>Specify Contractor and Landfill Site</i>
Excavation Material					
Garden Waste					
Bricks					
Tiles					
Concrete					
Timber – pine, particle board					
Plasterboard					
Metal – copper, aluminium					
Asbestos – cement, roof and wall					
Other – including glass, doors, etc					



Ongoing Operations Phase

Ongoing Operations - Option 1

(applies to the following types of development)

- Single dwellings
- Dual Occupancy and Medium Density Housing – Individual Storage Areas
- Construction of outbuildings, such as garages, carports and sheds
- Dwelling alterations and additions
- Fences and retaining walls
- Swimming Pools
- Water Tanks
- Proposals involving minor construction
- Change of use applications involving minimal construction

Who is going to collect the waste and recycling generated by this development?
(tick applicable)

- Council General Waste Collection (Green bin)
- Council Recycling Collection (Yellow bin)
- Private Contractor Council

Ongoing Operations - Option 2

(applies to all development excluding those categories nominated under Option 1 above)

Describe how you intend to ensure ongoing management of waste on site

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

