

KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440
 PO Box 3078, West Kempsey 2440
 Phone 02 6566 3200 Fax 02 6566 3205
 Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au



APPLICATION FORM

DATE OF LODGEMENT:		APPLICATION NO:	
TYPE OF APPROVAL(S) – Please tick type of application required			
<input type="checkbox"/> Development Consent <input type="checkbox"/> Subdivision/Boundary Adjustment <input type="checkbox"/> Designated Development <input type="checkbox"/> Staged Development <input type="checkbox"/> Integrated Development (relevant section)		<input type="checkbox"/> Construction Certificate <input type="checkbox"/> Complying Development Certificate - SEPP (Exempt & Complying Development Codes) <input type="checkbox"/> Approval under Section 138 of the Roads Act (relevant section) <input type="checkbox"/> Approval under Section 68 of the Local Government Act (relevant section)	
See Development Application Information Notes: www.kempsey.nsw.gov.au/forms.html#da-notes			
DESCRIPTION OF PROPOSAL			
Proposed cost of work (including GST)			
Please Note: (a) For development up to \$100,000, the estimated cost is to be determined by the applicant, or a suitably qualified person, with the methodology to calculate the cost submitted with the DA. (b) For development between \$100,000 and \$3,000,000, a suitably qualified person is to prepare the cost estimate and submit it, along with their methodology, with the DA. (c) For development more than \$3,000,000 a detailed cost report prepared by a registered quantity surveyor should be provided verifying the cost of the development and submitted with the DA. Council reserves the right to request a cost report for projects with a proposed cost of work of less than \$3,000,000.			
PROPERTY DESCRIPTION			
Address			
Lot & DP/SP			
APPLICANTS DETAILS			
Name(s)			
Contact Person			
Address			
Suburb			
Phone No	Mobile No:	Email:	
Applicants Signature			
Would you like to track your application online on Council's website? (Password and Access ID will be emailed to you)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you like to be notified by email of the progress of your application?		<input type="checkbox"/> Yes <input type="checkbox"/> No	



OWNERS DETAILS

As the owner(s) of the above property, I/we consent to this application and to the entry of an authorised officer of Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps to make access available to the property to enable the inspection to be carried out.

Name					
Address:					
Phone No		Mobile No:		Email:	
Signature(s) of all owners to give consent to the lodgement of this application.					

Please Note: This section is to be completed by all property owners. If the owner is a company, then a director or secretary of the company must sign the application. A statement on company letterhead verifying the signatory's position is to be included in the application. If the property is within a strata title, the consent of the strata management is also required.

INTEGRATED DEVELOPMENT

Do you require an integrated development approval under the following Acts? Yes No
If you are not sure, please contact Council's Duty Officer for clarification on 6566 3200.

Tick Box if Approval is required	Act	Approval Body
<input type="checkbox"/>	<i>Rural Fires Act 1997</i> section 100B	NSW Rural Fire Service
<input type="checkbox"/>	<i>Roads Act 1993</i> section 138	NSW Roads and Traffic Authority
<input type="checkbox"/>	<i>Water Management Act 2000</i> sections 89, 90 & 91	NSW Office of Water
<input type="checkbox"/>	<i>Protection of the Environment Operations Act 1997</i> sections 43(a), 47 and 55; sections 43(b), 48 and 55; sections 43(d), 55 and 122	NSW Department of Environment, Climate Change and Water
<input type="checkbox"/>	<i>Heritage Act 1977</i> section 58	NSW Department of Planning – Heritage
<input type="checkbox"/>	<i>Fisheries Management Act 1994</i> section 144; section 201; section 205; section 219	NSW Department of Industry and Investment
<input type="checkbox"/>	<i>National Parks and Wildlife Act 1974</i> section 90	NSW Department of Environment, Climate change and Water
<input type="checkbox"/>	Other	

Please Note:
(a) Should your project require an Integrated development approval, a cheque payable to the relevant approval body for an amount of \$320 is to be included with your development application. A Council referral fee of \$140 also applies.
(b) Nominated Integrated development (approvals under the *Heritage Act*, *Water Management Act 2000*) requires advertising in a local newspaper for a minimum period of 30 days. Accordingly, an advertising fee of \$1,105 is also required to be paid at lodgement.

SECTION 68 APPROVALS

Do you require an approval under Section 68 of the Local Government Act? Yes No
If you are not sure, please contact Council's Customer First Centre for clarification on 6566 3200.

Tick Box if Approval is required	Type of Approval	
<input type="checkbox"/> Sewer (BF)	<input type="checkbox"/> Septic (CE)	<input type="checkbox"/> Other – Please specify
<input type="checkbox"/> Solid Fuel Heater (FD)	<input type="checkbox"/> Stormwater (to interlot drainage)	

SEWERAGE WORK

A site plan is required showing the connection point to Council's main. Includes drainage to Council's main disposal system. Indicate whether domestic or commercial.

Domestic Commercial

Plumbers/Drainers Name:		Licence No.	
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Address:	
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Suburb:		Postcode	
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Phone No:		Mobile		Email	
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LIQUID TRADE WASTE APPROVAL

Is the development required to obtain a Liquid Trade Waste Approval?

Yes No

ONSITE WASTE MANAGEMENT SYSTEM (SEPTIC TANK)

If you require approval under Section 68 of the Local Government Act for a septic tank you are required to supply the following information and provide plans and specifications. A site plan is required showing location of tank, trenches and irrigation area and distances from boundaries and dwellings. A minimum distance of 40 metres to dams and watercourses, 100 metres to rivers and creeks is required.

Aerated System Site Disposal System

Number of People & No. of bedrooms	
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Brand and Model of System:	
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Septic Tank Capacity	
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Collection Well Capacity	
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Disposal area and site area (m ²)	
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WATER WORK

All water connections are required to complete a separate Water Service Application form.

SECTION 138 APPROVALS

Do you require an approval under Section 138 of the Roads Act? Yes No
 If you are not sure, please contact Council's Customer First Centre for clarification on 6566 3200.

<input type="checkbox"/> Driveways (To be shown on plan)	<input type="checkbox"/> Stormwater (to street)
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<input type="checkbox"/> Alfresco Dining	<input type="checkbox"/> Hoarding
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BUILDER/OWNER BUILDER DETAILS

Name(s)	
---------	--

Address	
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Suburb					
Phone No		Mobile No:		Email:	
LICENCE NO					

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)

Council: (cross appropriate box) Yes No

Private Accredited Certifier: (cross appropriate box) Yes No

If council is appointed as the P.C.A., please complete Kempsey Shire Council's "PCA Agreement Form" and submit to council two days prior to commencement of building works. http://www.kempsey.nsw.gov.au/pdfsForms/commencement_building_work.pdf

PRIVACY DETAILS

The information you provide in this application will enable your application to be assessed by us and any relevant state agency. If the information is not provided, we can refuse the application. Your application will be notified or advertised to the public for comment if the development is designated development, integrated development or advertised development. The application will also be kept in a register by the Council that can be viewed by the public at any time. Please contact the Council if the information in your application is incorrect or changes (*Environmental Planning and Assessment Regulation 2000, Clause 56*).

REPRESENTING AN ARCHITECT

Only a person whose name is on the NSW Register of Architects (Register) may use the title "architect" or its derivatives to describe the services he or she offers. In the case of a corporation or firm, the Act requires the corporation or firm to notify the Board of the nominated architect or architects who are responsible for the provision of architectural services in order for them to use the title and thereby provide architectural services.

DISCLOSURE STATEMENT OF POLITICAL DONATIONS AND GIFTS

A disclosure statement of a reportable political donation or gift must accompany a development application if the reportable donation or gift was made within 2 years of the application being lodged. If the donation or gift is made after the lodgement of the application, a disclosure statement must be sent to Council within 7 days of the donation or gift being made. Further information and disclosure forms are available from Council's Customer First Centre or may be downloaded from Council's website at www.kempsey.nsw.gov.au.

BASIX (Note 5 – Page 6)

BASIX Certificate Details: Yes – Certificate Details: (Certificate to be attached)

Residential development only – including alterations and additions valued at over \$50,000 No (not required)

"BASIX Certificate" The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices.

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.

You need a BASIX Certificate in Kempsey Shire when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at www.basix.nsw.gov.au.

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction. Where submitted plans or specifications are inconsistent with the relevant BASIX Certificate, Council should require applicants to submit consistent applications before progressing the assessment process, either by amending plans/specifications or by submitting a new BASIX Certificate with commitments that match the rest of the application.

Applicants can generate the BASIX Certificate ONLY ON THE NSW Department of Planning and Infrastructure's BASIX website: www.basix.nsw.gov.au. For more information phone Department of Planning and Infrastructure's BASIX Help Line on 1300 650 908.

SCHEDULE FOR BUILDING WORK ONLY (For Australian Bureau of Statistics Information – complete if Construction)

Gross floor area of existing building (m ²)		What is the current uses of all existing or parts of building(s)/land (if vacant, state vacant)	
Gross floor area of proposed addition or new building (m ²)		What are the proposed uses of all parts of building(s)/land?	
Does this site contain a dual occupancy?		Number of dwellings to be demolished	
Number of pre-existing dwellings?		How many storeys will the building consist of?	
How many dwellings are proposed?			

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"/> Unknown	90		

STATEMENT OF ENVIRONMENTAL EFFECTS

Schedule 1 of the *Environmental Planning & Assessment Regulation 2000* requires a Statement of Environmental Effects to be submitted as part of a Development Application. Should one not be submitted, the Development Application may be rejected by Council and returned to the applicant. A Statement of Environmental Effects should describe the proposed development, address any variations the proposed development may be seeking to planning instruments or policies, identify any potential adverse environmental impacts and provide an explanation on what measures have been taken to minimise these impacts.

Please note: The Statement of Environmental Effects provided below is only to be used for minor developments, such as new dwellings, alterations and additions etc. More complex development applications will require a detailed Statement of Environmental Effects which may need to be prepared by a suitably qualified and practising professional. Should you require clarification on this matter, please contact Council's Duty Officer on 6566-3200.

1. PROPOSAL DESCRIPTION

Provide a description of the proposed development.....

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.....
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.....

Comments:

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.....

2. PLANNING INFORMATION

What is the zoning of the subject land?

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What is the current use of the land/building?

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.....

Is your proposal:

- permissible in the zone? Yes No
- consistent with the zone objectives? Yes No

Does your proposal comply with the relevant:

- Development Standards (i.e. FSR, heights) in the Local Environmental Plan? Yes No
- Development Control Plan (e.g. setbacks, car parking)? Yes No

If you answered "no" to any of the above questions, a detailed justification is required. Additionally, you should discuss your proposal with the Duty Officer before lodging your development application.

3. SITE SUITABILITY

Will the development:

- affect any neighbouring residences by overshadowing or loss of privacy? Yes No
- result in the loss or reduction of views? Yes No
- impact on any item of heritage or cultural significance? Yes No
- result in land use conflict or incompatibility with neighbouring premises? Yes No
- be out of character with the surrounding area? Yes No
- be visually prominent within the existing landscape/streetscape? Yes No
- require excavation or filling in excess of 1 metre? Yes No
- require the erection or display of any advertising signage? Yes No

Comments:

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4. ENVIRONMENTAL IMPACTS

Is the site affected by any of the following natural hazards? Yes No
 If yes, please indicate which hazard. Flooding Bushfire Acid Sulfate Soils

(Note: Information on natural hazards available from Council)

Will the proposal:

- result in any form of air pollution (smoke, dust, odour, etc)? Yes No
- have the potential to cause any form of water pollution? Yes No
- emit noise levels that could affect neighbouring properties? Yes No

- be considered potentially hazardous or offensive (refer SEPP 33 for definitions)? Yes No
- affect native or aquatic habitat? Yes No
- have an impact on a threatened species or habitat? Yes No
- involve the removal of any trees? (If yes, detail type and number below.)
Yes No

If the answer is yes, what measures are employed to mitigate the impact/s?

Comments:
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.....
.....

5. ACCESS, TRAFFIC & UTILITIES

Are electricity and telecommunications services available to the site? Yes No

Does the site have access to town water? Yes No

Does the site have access to town sewer? Yes No

If you answered no to the above, is a waste water report attached? Yes No

Provide details of on-site parking, including number of spaces.
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.....
.....

Is lawful and practical access available to the site? Yes No

Provide details of proposed method of stormwater disposal (e.g. street, rubble drain, rainwater tank)
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.....
.....

Comments:
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MATRIX OF INFORMATION TO ACCOMPANY APPLICATION

	Change of Use	Seniors Living	Other Land Use	Flood Mounds/Earthworks/ Retaining Walls	Residential Dwellings	Alteration and Additions to residential dwellings	Garage, Outbuilding, Awning, Carport, etc	Farm Shed	Swimming Pool	Dual Occupancy	Multi Unit Housing	Commercial/Industrial building/retail/shoptop residential	Alteration and additions to Commercial/Industrial	Demolition	Subdivision of land	Septic Tank	Advertising Sign	Home Business	Applicant Checklist	Council Checklist
All Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Site plan	✓	✓	☆	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor plan	✓	✓	☆	✓	✓	✓	✓	✓		✓	✓	✓	✓		❖	✓		✓		
Elevation plan	❖	✓	☆	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	☆		
Section plan	❖	✓	☆	✓	✓	✓	✓	✓	✓			✓	✓				❖	☆		
Specifications	☆	✓	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				❖	☆		
Statement of Environmental Effects Specialist Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	❖	✓		
Drainage Plan	❖	✓	☆	✓	✓	✓	✓	❖	✓	✓	✓	✓	✓	✓	❖	✓	❖	✓		
Landscaping Plan	✓	✓	☆	✓	✓	❖	❖	✓	❖	✓	✓	✓	❖	✓	✓	✓	❖	✓		
Notification Plan A4	❖	✓	☆	✓	❖	❖	❖	❖	✓	✓	✓	❖	❖		❖			✓		
Energy Rating/BASIX	❖	❖	❖		✓	❖	❖			✓	✓									
Erosion/Sediment Control	❖	✓	☆	❖	✓	✓	❖	❖	❖	✓	✓	✓	❖	✓	❖	❖	❖			
Water & Sewerage Plan	❖	❖	☆	❖	✓	❖	❖		❖	✓	✓	❖	❖	❖	❖		❖			
Driveway Application	❖	❖	❖		☆	❖	☆		❖	✓	✓	❖	❖							
Fire Safety Schedule	❖	✓	☆		❖	❖	❖		❖	❖	❖	☆	☆							
Bushfire Report	❖	✓	☆		❖	❖	❖		❖	❖	❖	❖	❖		❖					
Flood Statement	❖	✓	☆	✓	❖	❖	❖	❖	❖	❖	❖	❖	❖		❖					
Flora & Fauna (SEPP 44) Report		❖	❖	❖	❖	❖	❖		❖	❖	❖	❖	❖		✓					
Shadow Diagrams	❖	❖	☆		❖	❖	❖		❖	✓	✓	❖	❖							
Onsite Waste System Details		❖	☆		❖	❖	❖		❖	❖	❖	❖			❖					
Geotechnical Report		❖	☆	❖	❖	❖			❖	❖	❖	❖			❖	❖				
SEPP 1 Objection			❖		❖	❖									❖					
Heritage Report		❖	❖	❖	❖	❖	❖		❖	❖	❖	❖	❖	❖			❖			
Section 93 or 94 Report												❖	❖							
Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Liquid Trade Waste												❖	❖					❖		
Acid Sulfate Soil Report		❖		❖	❖	❖	❖	❖	❖	❖	❖	❖	❖			❖				

The table above indicates the minimum information required to be supplied for your particular type of application. **Please note that the development application will not be accepted without this minimum information.**

- ✓ Indicates this information is mandatory.
- ☆ Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- ❖ Indicates this information may be required.

Certain applications may require the submission of additional information that has not been listed above. Council encourages consultation prior to lodging your application. This ensures that many issues may be resolved before an application is lodged and that each application contains all necessary information to enable prompt processing by Council.

COUNCIL APPLICATION FEES

FEES	CODE	AMOUNT		APPLICATION NUMBER	
DA FEE	AA	\$		ID:	
DA SUBDIVISION	AU	\$		RECEIPT NO:	
COMPLYING DEVELOPMENT	AJ	\$		DATE:	
CONSTRUCTION CERTIFICATE	AI	\$		LA:	
MODIFICATION	AZ	\$			
INSPECTIONS	AF	\$		SIGN GIVEN:	YES/NO
PLAN FIRST	AP	\$		WATER AGREEMENT FORM FILLED OUT	YES/NO
LONG SERVICE LEVY	AL	\$		GIVEN TO CUSTOMER	YES/NO
REGISTERS					
<i>Sewer</i>	BF ID	\$			
<i>Septic</i>	CE ID	\$			
<i>Driveways</i>	RA ID	\$			
<i>Water</i>	BC ID	\$			
<i>Other</i>		\$			
REFERRAL FEE	RF	\$			
ADVERTISING	AV	\$			
TOTAL		\$			

OFFICE USE ONLY

APPLICATION ACCEPTANCE – TO BE COMPLETED BY COUNCIL

Additional information required before the application will be accepted

Satisfactory to lodge	YES / NO	Responsible Officer	Date
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