

KEMPSEY SHIRE COUNCIL

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DEVELOPMENT APPLICATION INFORMATION NOTES

Note 1 – TYPE OF APPROVAL

- Development Consent** is required for building work, carrying out of a work, subdivision, use of a premises and demolition. You can lodge a combined application for a development consent and a building construction certificate in certain circumstances.
- Building Construction Certificates** are required to certify that the development is in accordance with the Building Code of Australia. Without this certificate construction work cannot commence. Construction certificates can be obtained from Council or a private certifier.
- Designated Development** is a type of development that requires a more significant assessment process including the preparation of an environmental impact statement.
- Extension to Development Consent:** If you wish to extend the life of an existing consent prior to it lapsing.
- Application to Modify Consent:** If you wish to modify a Development Consent and or Construction Certificate you will need to fill out a separate form. Please provide information about the modification in the description of proposal box including the number of the development application or construction certificate that you are proposing to modify. If appropriate please ensure that the plans clearly depict what the modification is by colouring the proposed modification.
- Complying Development Certificate:** is a certificate issued by either Council or a private certifier stating that the development is consistent with Council's Exempt and Complying Development Control Plan. These replace Development Consent and Building Construction Certificates.
- Integrated Development:** Integrated Development Consent relates to development where consent is required from Council and one or more other approval bodies. If you think that your application may be Integrated Development then you should contact the relevant authority to determine what their application requirements are. These other approvals may include one or more of the following:
 - Fisheries Management Act 1994
 - Heritage Act 1977
 - National Parks and Wildlife Act 1974
 - Pollution Control Act 1970
 - Rivers and Foreshores Improvement Act 1948
 - Roads Act 1993
 - Waste Minimisation and Management Act 1995
 - Water Act 1912

Fisheries Management Act 1994

Aquaculture

Does your proposal involve the cultivation of fish, shellfish, crustaceans, seaweeds, or other aquatic organisms for commercial purposes (but not including a pet shop or aquarium)?

No

Yes. You will need a permit under Section 144 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Excavation or filling of a waterway

Does your proposal involve any excavation or filling of the bed of a natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon, or wetland), with any earth, soil, rock, rubble, concrete, timber or bricks, etc? This does not include works within farm dams, urban ponds, irrigation channels, stormwater ponds, sewage treatment ponds, etc.

No

Yes. You will need a permit under Section 201 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Harm to Marine Vegetation

Does your proposal involve any disturbance, damage or harm to marine vegetation (including seagrasses, mangroves and seaweeds) on public water land or private land which is adjacent to public water land, including by shading them with an overhead structure (eg jetty or pontoon)?

No

Yes. You will need a permit under Section 205 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

Obstruct Fish Passage

Does your proposal involve the construction of any structure such as a weir, dam, floodgate, culvert or causeway across any natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland)?

- No
- Yes. You will need a permit under Section 201 or 219 of the *Fisheries Management Act 1994* from NSW Department of Primary Industries.

8. Other approvals under Section 68 of the LGA:

This includes but is not limited to the following other approvals:

- Install a sewage management system (septic tank)
- Structures or places of public entertainment
- Waste management facilities
- Swinging a hoist or goods across a public road

Note 2 – 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, Clauses 56 and 57*).

Note 3 – 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.

Note 4 – OWNERS CONSENT

This section is to be completed by **all** property owners. If the owner of the property 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 accompany the application. If the property is within a strata then the consent of the strata management is also required.

Note 5 – BASIX

"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 Infrastructure, Planning and Natural Resources' BASIX website: www.basix.nsw.gov.au. For more information phone DIPNR's BASIX Help Line on 1300 650 908.

Note 6 – MATERIALS SCHEDULE (INFORMATION FOR ABS)

This information is required for the purpose of providing information to the Australian Bureau of Statistics.

Please indicate which one of the following categories are to be used in relation to the Construction Material on Page 2 for:

Walls	Floor	Roof	Frame
Brick (double) Brick (veneer) Concrete or Stone Fibre Cement Timber Curtain Glass Steel Aluminium Other	Tiles Concrete or slate Timber Other	Tiles Concrete or Slab Fibre Cement Steel Aluminium Other	Timber Steel Aluminium Other

Note 7 – WATER WORK

Council also do quotes as well as specific costs. Contact Council's Customer Service Officers to organise for quotes for water and sewerage connections. **Please note a separate Water Service Application form is required to be completed.**

Note 8 – NUMBER OF PLANS AND SUPPORTING INFORMATION

Depending on the type of development that you are proposing you will need to provide different quantities of the required information. For example:

- Standard DA – 4 Copies (Alterations and Additions to be indicated in colour)
- Advertised Development – 4 Copies plus 1 A4 Plan
- Integrated Development – Check with Council as this varies depending on the number of additional approval bodies.
- Subdivision – 4 copies
- Basix – 2 copies
- Construction Certificate – 3 copies
- Specifications – 2 copies
- Bushfire Threat Assessment – 2 copies
- Flood Statement – 2 copies

Note 9 – 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.

The headings listed below refer directly to the items in the left-hand column of the Matrix of Information on the Application Form. This information is provided to assist you with the preparation of your Application and it's supporting information

SITE PLAN (scale of 1:200)

A site plan is an aerial view of the land showing the existing and proposed development. These should include:

- The location of the land, the measurements of the boundaries of the land identifying North Point.
- The location and uses of buildings, structures, swimming pools and fences that are proposed and already on the land.
- The distances to boundaries, walls to boundaries, outermost projection eave to boundary and other structures from the proposed development.
- The existing and proposed levels of the land (provide AHD levels). Provide contour plan to AHD.
- The extent of any cut or fill and details of proposed retaining walls.
- The location of any trees (including street trees), their species names and canopy diameter.
- The location of any easement, right of ways and watercourses and any 88B Instrument applicable to the allotment.
- The location of driveways, provide AHD at kerb, provide AHD level at garage floor, laybacks and utility installations (such as light poles) where applicable.
- The landscape area calculation.
- The location and uses of buildings on sites that adjoin the land.
- The location of waste storage (if required – see Waste Management Plan information).

FLOOR PLAN (scale of 1:100)

A floor plan is an aerial view of the internal layout of the development. These should include:

- The layout of the proposed and existing rooms, the room names, areas and dimensions.
- The window and door locations and sizes.
- The wall structure type and thickness.
- The floor levels (provide AHD levels) for all floor levels and top plate heights.
- The location of smoke detectors (where applicable).

ELEVATION PLAN (scale of 1:100)

An elevation plan is an external view of the proposed development. These should include:

- The side on views of each profile of the proposed development.
- The external materials and finishes.
- For additions and alterations you must clearly distinguish between the existing and proposed work.
- A 3D coloured perspective may be required for certain developments.

SECTION PLAN (scale of 1:100)

A section plan is a diagram showing a cut through the development at important or typical points. These should include:

- The section names and their location on the floor plan.
- Proposed construction methods for floors, walls and roofs.
- Floor to ceiling heights.

SPECIFICATIONS

A specification is a written statement that details all building materials and methods of construction. This should include:

- The materials to be used, type, size, spacing.
- The construction and installation methods.
- Compliance with or referenced to any relevant Australian Standards and the Building Code of Australia.
- Method of termite control.
- Engineer's details where applicable.

ENGINEERING DETAILS

Engineers Details must be prepared by a suitably qualified Engineer.

EROSION SEDIMENT CONTROL DETAILS

Details of the proposed method of soil erosion and sediment control are to be provided with the development application.

FLOOD STATEMENT

A flood statement is required if your land is affected by flooding.

LANDSCAPING INFORMATION

Landscaping information will be required to accompany the development application. The level of detail may vary according to the type of proposal. You are advised to consult with Council's Sustainable Development Services to ascertain the requirements for your particular proposal.

NOTIFICATION PLAN

Council has a Notification Policy which requires that certain development proposals be notified to neighbouring property owners and residents. Where this is required, the development application will need to include an A4 size copy of the site and elevation plans. (Larger developments should show also include an A3 size plan as well as the A4 size).

ONSITE WASTE MANAGEMENT SYSTEM (SEPTIC TANK)

If the development is located in a sensitive environmental area or site constraints make compliance with AS 1547-2000 difficult Council may request a Geotechnical Assessment.

SHADOW DIAGRAMS

Shadow diagrams are to be provided with all two storey or greater development. Shadow diagrams are to demonstrate shadow impacts from the development at the winter solstice (21st June). The plans are to demonstrate shadows at 9.00am, 12.00noon and 3.00pm. These should show the location of building footprints on adjoining properties where affected by any shadow.

SURVEY REPORT

If a Survey Report is required it must be prepared by a Registered Surveyor.

WASTE MANAGEMENT PLAN

A waste management plan is to be provided with the development application for cluster and multiple dwelling sites and commercial sites.

WATER AND SEWERAGE PLAN

A concept site plan is to be provided with the development application showing the location and sizes of mains at the connection point to Council's mains and any existing mains on the property that are in the vicinity of the proposed development.

WATER METER CONNECTION

All water meter connections require the completion of the separate Water Services Agreement form and prescribed fee

DRAINAGE PLAN

Detailed stormwater management plans are to accompany the development application where the development results in additional stormwater runoff. These plans are to include details of pipe sizes and location, size and location of pits, on-site detention areas (where required) and stormwater calculations. If an easement is being created through an adjoining property, then provide evidence of agreement from the owners of that property.

DRIVEWAY APPLICATION – SECTION 138 OF THE ROADS ACT

Driveways need Council approval under Section 138 of the Roads Act. A separate Section 138 of the Roads Act Application Form and the prescribed fee will need to be lodged for any work being undertaken on Council's dedicated public road reserve.