



Cowra Shire Council
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Development Application Form

Pre-lodgement Advice

In order to ensure a speedy and efficient assessment of your application, we strongly recommend that you consult with a Council Officer before lodging your application. For detailed planning, building or engineer advice, you should contact Department - Environmental Services on (02) 6340 2040 or fill out a pre-lodgement application form (free of charge). Our staff will contact you soon after to arrange a time to discuss your proposal.

How to lodge your application

Once this application is completed it can be lodged at Council's Customer Service Centre on any business day between 8.30am and 4.30pm. It can also be submitted via the post along with payment of appropriate fees. Please ensure that all the necessary information as identified in the Development Application Guide and associated checklists is submitted. If your application is incomplete, it will not be accepted and will be returned to you with your payment.

The DA Guide

The Development Application Guide tells you about the plans and other documents that you must provide with your application. Ask us for a copy from our Customer Service Centre staff or view it on Council's website.

What you need for Lodgement

- Completed Application Form
- Completed DA Checklist and all associated plans and documents
- A4** Notification plans (including site plan and elevations)
- Statement of Environmental Effects (except for designated development)
- BASIX checklist (for dwellings, units, dwelling additions greater than \$50,000.00 in value and pools greater than 40,000 litre capacity.)

Fees and Payment Methods

Application fees are calculated on a scale based on the estimated value of the work and are GST free. Information on these fees is on Council's web site or from our Customer Service Centre. Pay by cash, cheque, Bankcard, Mastercard, Visa & Eftpos. Please make cheques payable to Cowra Shire Council.

Construction Certificate

If your proposal involves building work and you have prepared detailed building plans and specifications, you may apply to Council for a Construction Certificate at the same time. Please complete both this form and a Construction Certificate Application form.

Exempt or Complying Development

Some minor proposals may fall within Exempt and Complying Development guidelines and will not require a development application or construction certificate. Please ask our Environmental Services staff or telephone (02) 6340 2040.

Please Note

The personal information required on this form may be available for public access under various legislation.

Development Application

1. Applicant Details

Name Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>		Other:
Name		
Postal Address		
Suburb or Town	State	Postcode
Telephone	Fax	Mobile
E-mail		
I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I have attached all the information needed for lodgement as outlined in the DA Guide and DA Checklist. I also understand that if incomplete the application may be returned to me, delayed, rejected or more information may be requested.		
Applicant(s) signature		

2. Site Details

Street/Rural Address No.	Street/Road Name	
Suburb or Town		
Lot No.	Section No.	DP No.

3. Estimated Cost of the Development

Please state the full cost for labour and materials in accordance with the following requirements: Development up to \$100,000 The cost can be estimated by the applicant or by a suitably qualified person*. The methodology used to calculate the cost must be submitted with your application. Council uses the Building Cost Guide dated July 2006 (published by the Australian Institute of Building Surveyors – AIBS NSW Chapter) to verify your estimate. Development between \$100,000 and \$3 million. The cost must be estimated by a suitably qualified person with the methodology used to calculate the cost submitted with your application. Development more than \$3 million. A detailed cost report prepared by a registered quantity surveyor verifying the cost of the development is to be submitted with your application. <i>*A suitably qualified person is a licensed builder, registered architect, qualified building designer or registered quantity surveyor. Please note that the required supporting documentation must be submitted to ensure that your application is not delayed.</i>	
Estimated Cost \$	(The full cost of labour and materials in accordance with the above requirements. Include GST)

4. Type of Development

<input type="checkbox"/> Local Development
<input type="checkbox"/> Local Development that is Integrated Development
<input type="checkbox"/> State Significance Development
<input type="checkbox"/> Designated Development

5. Description of Proposed Development or Use

6. Pre lodgement Consultation

Please provide details of any pre-lodgement meeting		
Date of Meeting	/	/

7. Do you wish to demolish any structures on the property?

<input type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, describe what is to be demolished:
Note: If you do not apply for a demolition on this application, and you need to demolish structures on the site, a separate Development Application will need to be submitted and approved prior to the removal of any structures from the property.

8. Is this application for Integrated Development?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate what integrated approvals are sought.	
<input type="checkbox"/> An EPA license activity.	
<input type="checkbox"/> Destruction or damage to an Aboriginal relic.	
<input type="checkbox"/> Dredging or reclamation of any waters.	
<input type="checkbox"/> Extraction or harvesting of raw water from streams.	
<input type="checkbox"/> Earthworks within 40 metres of foreshore or watercourse.	
<input type="checkbox"/> Earthworks, hoarding or structures within a public road.	
<input type="checkbox"/> Erect a structure, carry out works etc on public road under the Roads Act 1993.	
<input type="checkbox"/> Extraction or use of groundwater	
<input type="checkbox"/> Item or place under an interim Permanent Conservation Order	
<input type="checkbox"/> Aquaculture Permit	
<input type="checkbox"/> Removal or damage of marine vegetation	
<input type="checkbox"/> Located within a bushfire prone area	
<p>Note: Applications for Integrated Development will be referred to the relevant approval body and must include:</p> <ul style="list-style-type: none"> • Sufficient information for the approval body to make an assessment of the application • An additional \$250 for each approval body involved • 2 additional copies of the application and accompanying plans/documentation for each approval body. 	

9. Do you want approval under S.68 of the Local Government Act?

The application must be accompanied by such matters as would be required under S.81 of the Local Government Act 1993 if approval is to be sought under that Act.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate what approvals are sought.	
<input type="checkbox"/> Plumbing and drainage work	
<input type="checkbox"/> Septic	

<input type="checkbox"/>	Domestic oil/solid fuel heater (not portable)
<input type="checkbox"/>	Moveable dwelling, manufactured home or manufactured home estate
<input type="checkbox"/>	Place of public entertainment
<input type="checkbox"/>	Placing waste/waste storage container in public place
<input type="checkbox"/>	Public carpark, caravan park or camping ground
<input type="checkbox"/>	Swing or hoist goods over a public place
<input type="checkbox"/>	Temporary structure
<input type="checkbox"/>	Undertaker's mortuary
<input type="checkbox"/>	Amusement devices
<input type="checkbox"/>	Other (give details)

10. Have you provided BASIX Certificate

<input type="checkbox"/>	BASIX Certificate attached to application
<input type="checkbox"/>	BASIX Certificate not required

11. Owners Consent

<ul style="list-style-type: none"> • If more than one owner, every owner must sign. • If the property is within a strata plan, Consent of the Owners Corporation is required under seal. • If owner is a company or corporation, a director or secretary (or authorised delegate) must sign. • If applicant is a company or Owners Corporation, the form must be signed by a Director/Secretary or authorised Delegate under Common Seal. • By signing this form you hereby consent to: <ul style="list-style-type: none"> ❖ The submission of this application and to Council representatives entering the site for the purpose of a site inspection. ❖ Council to make copies of all documents for the purpose of determining the application or providing copies to people who may be affected by the proposal.
Owner(s) Name
Owner(s) Address
Owner(s) Contact Number (business hours)
Owner(s) Signature
Date: / /

Development Application Fees

Office use only

Development Application		Tick if fee Charged
Development Application Fee	\$	<input type="checkbox"/>
Notification Fee - not applicable if advertising fee charged	\$100.00	<input type="checkbox"/>
Advertising Fee - not applicable if notification fee charged (Advertised Development \$500; Designated Development \$2200)	\$	<input type="checkbox"/>
Demolition Fee	\$	<input type="checkbox"/>
Construction Certificate		
Construction Certificate Fee	\$	
Long Service Levy (0.35% of estimated value, \$25,000 & over) round down	\$	<input type="checkbox"/>
Inspection fees (Based on number of inspections required \$142 per inspection)	\$	<input type="checkbox"/>
Final Inspection	\$142.00	<input type="checkbox"/>
Plumbing and Drainage Fee	\$223.00	<input type="checkbox"/>
Septic Fee (If property is not connected to Council sewer infrastructure)	\$223.00	<input type="checkbox"/>
Extra Photocopying	\$	<input type="checkbox"/>
Subdivision		
Subdivision (new road \$665 plus \$65 per additional lot)	\$	<input type="checkbox"/>
Subdivision (no new road \$330 plus \$53 per additional lot)	\$	<input type="checkbox"/>
Subdivision (strata \$330 plus \$65 per lot)	\$	<input type="checkbox"/>
Subdivision certificate	\$160.00	<input type="checkbox"/>
TOTAL	\$	

Office use only

Register Type: 10

Application No: DA /	Date DA received at Council:
Fees Paid:	Receipt Number:
	Received by:
NAR Number(s):	
Parcel(s):	