



Cowra Shire Council
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Application to Modify Complying Development Certificate 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.

How to lodge your application

This application once complete 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.

What you need for Lodgement

- Application Form properly completed
- BASIX Certificate (for dwellings, units, dwelling additions greater than \$50,000.00 in value and pools greater than 40,000 litre capacity.)
- Completed Principal Certifying Authority (PCA) form.

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.

Please Note

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

Notes for completing Complying Development Certificate Application

Note 1 – Information required to be provided

A **site plan** of the land which indicates:

- Location, boundary dimensions, site area and north point.
- Existing vegetation and trees.
- Location and use of existing buildings.
- Existing levels.

Plans describing the proposed development must indicate (where relevant):

- The location of proposed new buildings or works in relation to the boundaries.
- Floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building.
- Elevations and sections showing proposed external finishes and heights.
- Proposed finished levels in relation to buildings and roads.
- Building perspectives to illustrate the proposed building.
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site.

Note 2 – Information required to be provided for building work and a change of building use

Building Work

- **2 copies of detailed plans and specifications**
The plan for the building must be drawn to a suitable scale and consist of a general plan and block plan. The general plan of the building is to:
 - Show a plan of each floor section.
 - Show a plan of each elevation of the building.
 - Show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground.
 - Indicate the height, design, construction and provision for fire safety and fire resistance (if any).

Where the proposed building work involves any alterations or addition to, or rebuilding of, an existing building the general plan is to be marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

Where the proposed building work involves a modification to previously approved plans and specifications the general plan is to be marked to the satisfaction of the certifying authority to adequately distinguish the modification.

The specification is:

- To describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply.
 - State whether the materials proposed to be used are new or second hand and give particulars of any second-hand materials to be used.
- 2 copies of the **structural engineering plans** or other technical details (ie. Mechanical ventilation details, hydraulic/drainage details, timber framing details, roof truss details and termite protection details etc) where applicable.
 - The plans and specifications must details compliance with the relevant provisions of the Building Code of Australia and relevant standards or construction.

Owners Consent

- 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:
 - 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.

Change of Building Use

In the case of an application for a change of building use (except an application that would change the use into a class 1a or class 10 building):

- A list of the fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
- If the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as a currently implemented in the building or on the land on which the building is situated.

The list must describe the extent, capability and basis of design or each of the measures concerned.

Note 3 – Information required to be provided in the case of shops, offices, commercial or industrial development

- Details of hours of operation.
- Plant and machinery to be installed.
- Type, size and quantity of goods to be made, stored or transported.

Note 4 – Home Building Act Requirements

In the case of an application for a complying development certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:

- In the case of work by a licensee under the Act exceeding \$20,000 estimated cost:
 - A statement detailing the licensee's name and contractor licence number, and
 - Documentary evidence that the licensee has complied with the applicable requirements of that Act (ie. A certificate of insurance under Part 6 of the Home Building Act)
- In the case of works done by any other person:
 - A statement detailing the person's name and owner-builder permit number when exceeding \$5,000 estimated cost, or
 - A declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work. (Supporting evidence may need to be supplied to justify this cost). The prescribed amount in section 29 of the Home Building Act 1989.
 - The complying development certificate application may be lodged prior to providing details of compliance with the Home Building Act insurance requirements, however, residential building works must not be commenced prior to complying with the insurance requirements and details of compliance must be submitted to the principal certifying authority and Council on the notice of appointment of the principal certifying authority/notice of intention to commence work, which must be submitted to Council not less than 2 days before the commencement of work.

Note 5 – Building Long Service Levy Requirements

Under section 85A of the Environmental Planning and Assessment Act 1979 a complying development certificate cannot be issued until any long service levy payable under section 34 of the Building and Construction Industry Long Service Levy Payments Act 1989 (or where such a levy is payable by instalments, the first instalment of the levy) has been paid.

Cowra Shire Council is authorised to accept payment. The levy rate (as at 1 January 2006) is 0.35% of the total cost of the work and is payable on work costing 25,000 or more.

Privacy

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Cowra Shire Council officers and other people authorised under the Act. 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. You may also request Council suppress your personal information from a public register.

Please Note

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

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		
Applicant(s) signature		

2. Site Details

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

3. Owners Consent

I/we consent to this application
Owner(s) Name
Owner(s) Address
Owner(s) Signature
Date: / /

4. Modification Details

5. Value of Work

Estimated Cost \$	BCA Class:
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6. Builder/Owner Builder Details

Name Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>		Other:
Name/Company Name		
Postal Address		
Suburb or Town	State	Postcode
Telephone	Fax	Mobile
E-mail		
Contractor Licence /Permit Number (In case of an owner/builder)		

7. 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"/> Placing waste/waste storage container in public place	
<input type="checkbox"/> Swing or hoist goods over a public place	
<input type="checkbox"/> Other (give details)	

8. Other information needed

<input type="checkbox"/> 2 copies of the detailed plan of the land and proposed development.
<input type="checkbox"/> Supporting information which details how your application complies with Council's Development Control Plan 2/99 Exempt & Complying Development.

Office Use Only

Application No:
Fee:
Receipt:
Date:
Property File:
Relates File:
Assessment:
Parcel(s):



Schedule of Complying Development Certificate Application

1. All New Buildings

Please complete the following

Number of storeys (including underground floors)	
Gross floor area of new building (m ²)	
Gross site area (m ²)	

2. Residential Building Only

Please complete the following details on residential structures

Number of Dwellings to be constructed	
Number of pre-existing dwellings on the site	
Number of dwellings to be demolished	
Will the new dwelling(s) be attached to other new buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the new dwelling(s) be attached to existing buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site contain a dual occupancy	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Materials – Residential Buildings

Please indicate the materials to be used in the construction of the new building(s)

Walls	Code	Roof	Code	Floor	Code	Frame	Code
<input type="checkbox"/> Brick (Double)	11	<input type="checkbox"/> Tiles	10	<input type="checkbox"/> Concrete/slate	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Brick (veneer)	12	<input type="checkbox"/> Concrete/slate	20	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Concrete/stone	20	<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Fibre Cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70			<input type="checkbox"/> Not specified	90
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80				
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90				
<input type="checkbox"/> Aluminium	70						
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Not specified	90						