



# Leeton Shire Council Development, Building & Subdivision Application Form

Postal Address:  
Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705  
Phone:  
(02) 6953 0911 email:  
council@leeton.nsw.gov.au

(Please tick appropriate box/s)

- |   |  |
|---|--|
| <input type="checkbox"/> Development Consent<br>(Sections A, B, C, D, F, H)                             | <input type="checkbox"/> Appoint a Principal Certifying Authority<br>Complete Contract - Attachment 1 plus (Sections A, B, C, E, F, G) |
| <input type="checkbox"/> Construction Certificate (Building Works)<br>(Sections A, B, C, D, E, F, G)    | <input type="checkbox"/> Approval under Sec. 68. of <i>Local Government Act 1993</i><br>(Sections A, B, C, F, I)                       |
| <input type="checkbox"/> Construction Certificate (Subdivision Works)<br>(Sections A, B, C, D, E, F, G) | <input type="checkbox"/> Modification to DA, CC, CDC<br>Original App. No. _____<br>(Sections A, B, C, D, F, G, H)                      |
| <input type="checkbox"/> Complying Development Certificate<br>(Sections A, B, C, D, E, F, G, H)         | <input type="checkbox"/> Review of Development Consent<br>(Sections A,B,C,D,F)   |

### Office Use Only

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Fees: \_\_\_\_\_ Receipt No: \_\_\_\_\_

DA No.: \_\_\_\_\_ CC No.: \_\_\_\_\_ CDC No.: \_\_\_\_\_ S. 68 No.: \_\_\_\_\_

**Please Note: - applicants are advised to discuss their development proposal with Council prior to lodgement of Application to facilitate efficient processing.**

### **Attachments to be Lodged With Application: (contact Council for required documents prior to lodgement)**

- |  |  |
|--|--|
| <input type="checkbox"/> Digital copy of documents and plans<br>(PDF)  | <input type="checkbox"/> Statement of Environmental Effects<br>(Compulsory for all DAs, Templates available<br>from Council) |
| <input type="checkbox"/> Plans drawn to an appropriate scale,<br>as a minimum:<br>- site plan<br>- floor plan<br>- elevations<br>- building section<br>(2 Copies Required) | <input type="checkbox"/> Building Specifications<br>(2 Copies Required)  |
| <input type="checkbox"/> BASIX Certificate<br>(2 Copies Required)  | <input type="checkbox"/> Schedule of Finishes  |
| <input type="checkbox"/> Sediment & Erosion Control Plan   | <input type="checkbox"/> Geotechnical Report   |
| <input type="checkbox"/> Landscaping Plan  | <input type="checkbox"/> Shadow Diagrams   |
| <input type="checkbox"/> Cost Summary Report*<br>(for development costs under \$1mil)  | <input type="checkbox"/> Bush Fire Assessment  |
| <input type="checkbox"/> Quantity Surveyor's Report*<br>(for development costs over \$1mil)  | <input type="checkbox"/> Heritage Impact Statement   |
| <input type="checkbox"/> Engineers Plans and Specifications  | <input type="checkbox"/> Environmental Impact Statement  |
| <input type="checkbox"/> Insurance under the Home<br>Building Compensation Fund  | <input type="checkbox"/> Referral fees for Integrated Development  |

\*See Planning Circular PS 13-002 and Council's Section 94A Fixed Levy Plan

## A. Details of the Applicant

Surname / Company Name (Full Name Required)

First Name(s)

Street No.

Street Name

Suburb or Town

State

Post Code

Daytime telephone

Fax

Mobile

Email

The applicant, or the applicant's agent, must sign the application. In providing your personal information to Council, you acknowledge that Council may be required to disclose some or all of your information to third parties under the Government Information (Public Access) Act 2009 (GIPA).

Signature

Date

## B. Details of the Owner

Surname / Company Name (Full Name Required)

First Name(s)

Street No.

Street Name

Suburb or Town

State

Postcode

Daytime telephone

Fax

Mobile

Email

Please note: where more than one name is on the title, all owners must sign the application. If signed on behalf of a Body Corporate, the Common Seal must be stamped on this section.

In providing your personal information to Council, you acknowledge that Council may be required to disclose some or all of your information to third parties under the Government Information (Public Access) Act 2009 (GIPA).

As the owner(s) of the above property, I/we consent to this application:

Signature

Signature

Name

Name

Date

Date

### C. Identify the land you propose to develop

Flat/street no.

Street name

Suburb or town

Lot No.

Sec. No (if applicable)

Deposited / Strata Plan No.

Site Area

### D. Description of Development

#### D.1 Description

*(It is important that an accurate description of your development is provided. Please liaise with Council staff if you are in any way unclear.)*

More details of the development proposal can be provided within the Statement of Environmental Effects.

Estimated Cost of Development

Including GST

Prices are to be reflective of current markets costs for both materials and labour.

#### D.2 Review of Development Consent

*(List Conditions of Consent to be reviewed)*

### E. Appointment of a Principal Certifying Authority

- Council is a certifying authority and employs accredited certifiers who are authorised to carry out certification work on its behalf.
- Under Section 73A of the *Building and Development Certifiers Act 2018 No 63 Part 3 Division 3 Section 31* specifies that Council must not carry out certification work for a person unless it has entered into a contract with that person.
- The applicant appoints Council to carry out certification work on the terms set out in this contract.

**COMPLETION OF CONTRACT REQUIRED – PLEASE GO TO ATTACHMENT 1**

## F. Public Information and Copyright

### Government Information (Public Access) Act 2009 and Government Information (Public Access) Regulation 2010

In accordance with the above Act and Regulation, development applications and associated documents are prescribed as 'open access' information with the exception of:

- a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

#### Copyright Notice:

The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Council's Notification Policy/ Development Control Plan.

In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed by members of the public.

*By selecting this box you agree Council may furnish documents submitted with this application to other parties in the future who have an interest in the land.*

**The Applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.**

#### Privacy Statement:

Personal details requested on this form will be used to process your application. Information provided by you may be accessed by members of the public. Council is to be regarded as the agency that holds the information. Person identified on this form may at any time, apply to Council for access or amendment of the information.

## G. Details of the Builder

Is the work going to be completed by an owner/builder Yes No N/A

Is the work going to be completed by a Licensed builder Yes No N/A (If "Yes" builder details to be provided below)

Surname / Company Name (Full Name Required)

First Name(s)

Street No.

Street Name

Suburb or Town

State

Postcode

Daytime telephone

Fax

Mobile

Email

Licence no.

## H. Development Data

Please complete the sections below, relevant to your particular development:

### All Development Applications

Is a license/permit required under a different Act?  Yes  No

If "Yes", please specify the relevant Act and clause:

*Fisheries Management Act 1994*  s. 144  s. 201

s. 205  s.219

*Heritage Act 1977*  s. 58

*Mining Act 1961*  s.63 & s. 64

*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

*Rural Fires Act 1997*  s. 100B

*Roads Act 1993*  s.138

*Mine Subsidence Compensation Act 1961*  s. 15

*Water Management Act 2000*  ss. 89, 90, 91

### All Development Applications

Is natural vegetation, (trees, shrubs or grass) on the subject land or located nearby?

Yes  No

If yes, is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats? To determine this a threatened species assessment must be conducted in accordance with the Guidelines (S5A(1)(b) of EP&A Act 1979)

Yes  No

Has a 7-Part Test under Section 5A of the Environmental Planning and Assessment Act 1979 been completed?

Yes  No

Is the land, or part of the land you propose to develop identified as critical habitat under the *Threatened Species Conservation Act 1995*?

Yes  No

### All Development Applications

Does this application require Concurrence from another authority?

Yes  No

If yes, please provide details:

**All Building Works**

Area of Land

Existing Floor Area (m<sup>2</sup>)

Floor Area of New Work (m<sup>2</sup>)

Current Use of Land/Buildings

No. of Storeys

**Materials**

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

**Residential Buildings Only**

No. of Dwellings to be Constructed	<input type="text"/>	Will the New Building(s) be attached to other New Buildings	<input type="checkbox"/>	<input type="checkbox"/>
No. of Existing Dwellings	<input type="text"/>	Will the New Buildings be attached to existing buildings	<input type="checkbox"/>	<input type="checkbox"/>
No. of Dwellings to be Demolished	<input type="text"/>	Will the site contain a Dual Occupancy	<input type="checkbox"/>	<input type="checkbox"/>

**Subdivision Only**

No. of Existing Allotments

No. of Proposed Allotments

No. of New Roads Proposed

**I. Sec. 68 Approval under the Local Government Act 1993**

**Part A – Structures or Places of Public Entertainment**

Install manufactured home, moveable dwelling or associated structure on land.

**Part B – Water Supply, Sewerage and Stormwater Drainage Work**

Carry out water supply work.  
*(Complete section "G1'below).*

Carry out sewerage work.  
*(Complete section "G1'below).*

Draw water from a Council water supply or a standpipe or sell water so drawn.  
*(Complete section "G4'below).*

Carry out stormwater drainage work.  
*(Complete section "G1'below).*

Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain or sewer which connects with such a public drain or sewer.

Install, alter, disconnect or remove a meter connected to a service pipe.

**Part C – Management of 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.

Dispose of waste into a sewer of the Council.

Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.  
*(Complete section "G2'below).*

Operate a system of sewage management.  
*(Complete section "G3'below).*

**Part D – Community Land**

Direct or procure a theatrical, musical or other entertainment for the public.

Engage in a trade or business.

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.

**Part E – 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.

**Part F – Other Activities**

Install a domestic oil or solid fuel heating appliance, other than a portable appliance.

Operate a public car park.

Operate a caravan park or camping ground.

Operate a manufactured home estate.

Use a standing vehicle or any article for the purpose of selling any article in a public place.  
*(Complete section "G4'below).*

Install or operate amusement devices.

Carry out an activity prescribed by the regulations or an activity of a Class or description prescribed by the regulations.

Specify: \_\_\_\_\_

**G1 - Water / Sewerage / Storm Water Work Details**

New Work

Alteration to Existing Work

Plumber

License No.

Street No.

Street Name

Suburb or Town

State

Postcode

Daytime telephone

Fax

Mobile

No. of New Water Closets

**G2 – Onsite Sewage Management System Installation / Alteration Details**

Install New Onsite Sewage Management System

Alter Existing Onsite Sewage Management System

Septic Tank Manufacturer

No. of Persons Resident

Source of Water Supply

Aerated Septic Tank Brand (if applicable)

Installation Firm

Street No.

Street Name

Suburb or Town

State

Postcode

**NOTE:** A detailed plan is to be submitted with either of the above showing proposed drainage layout and the location of effluent disposal areas and the distances to the following:  
Existing/proposed buildings  
Property boundaries and contours  
Distances to any water bodies, rivers and creeks



**G3 – Onsite Sewage Management System Operation Details**

Type of System:       Absorption Trench       Aerated Waste Water Treatment System  
                                  Transpiration Area       Composting Unit

Age of System:       0-5 Years       5-15 Years       15 Years +

Capacity of system:       No. of persons residing at this address:

Source of Water:       Tank       Bore       River  
                                  Dam       Reticulated Supply

Connections:       Bath       Laundry Tub       Basin  
                                  Shower       Kitchen       Dishwasher

Soil Type:       Basalt       Granite      AND  
                                  Red       Black       Brown  
                                  Clay       Loam       Sandy

Approx. distance to nearest house(s): \_\_\_\_\_

Approx: distance to nearest watercourse: \_\_\_\_\_

Approx. depth of bore (if applicable): \_\_\_\_\_

No. of houses on property: \_\_\_\_\_

No. of onsite sewage management systems: \_\_\_\_\_

Is the system working well:       Yes       No

If "No", what is the problem: \_\_\_\_\_

Is there any discharge onto ground surface:       Yes       No

**G4 – Vehicle Details**

Registration No:

Registration Expiry Date:

Make of Vehicle

## Disclosure of Political Donations and Gifts

A disclosure statement of a reportable political donation or gift must accompany an 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.

The affected applications include any application for a major project or infrastructure made under Part 3A of the *Environmental Planning and Assessment Act 1979*, an application for Development Consent or modification of consent under Part 4 of the Act. It also includes a request for the making of environmental planning instrument or development control plan in relation to a subject site or a request for a site to be declared a state significant development.

This does not apply to an application for (or for the modification of) a complying development certificate.

### Disclosure Statement of Political Donations and Gifts Where Council is Approval Authority

<b>Name of person making donation or gift</b>		
Residential address or Registered/official office		
ABN if not an individual		
<b>Name/address of development application or planning matter</b>		
Date application lodged		
Consent or approval authority		
<b>Person's interest in application</b>		
Applicant		
Person with a <i>financial interest</i> (explain)		
Person making submission in opposition		
Person making submission in support		
<b>Name of the person to benefit from the donation</b>	<b>Date donation made</b>	<b>Amount of the donation*</b>
<b>Name of the person to whom gift is made</b>	<b>Date gift made</b>	<b>Amount or value of the gift*</b>

Note \* 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.

**ATTACHMENT 1 - CONTRACT FOR APPOINTMENT OF LEETON SHIRE COUNCIL AS PRINCIPAL CERTIFIER (PC)**

**1. Declaration**

I hereby appoint Leeton Shire Council as the Principal Certifier for the following development (detailed below) pursuant to section 6.5 of the Environmental Planning and Assessment Act 1979 –

Francois Van Der Berg BPB 1425 <input type="checkbox"/>	Matthew Holt BPB 3406 <input type="checkbox"/>
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**2. Certification work required (Please tick appropriate box/s)**

Construction Certificate (Building Works) <input type="checkbox"/>	Construction Certificate (Subdivision Works) <input type="checkbox"/>
Complying Development Certificate <input type="checkbox"/>	Appoint a Principal Certifying Authority <input type="checkbox"/>

**3. Proposed Building Works**

Description of Development
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**4. Property Description**

Street/Rural Addressing Number	Street Name		
Suburb or Town	State	Postcode	
Lot No	Section No	DP No	

**5. Related Development Consent**

Development Application No.	Date of Determination
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**6. Details of Applicant**

Name		
Postal Address		
Suburb or Town	State	Postcode

**7. Application Authorisation**

(\* A contractor or other person who will carry out the development is not permitted to be the applicant for the PC appointment form, unless the contractor or other person is the owner of the land on which the work is to be carried out)

Owner(s) Name (List all owners) *(if insufficient space please attach separate list)*

Surname \_\_\_\_\_ First Name \_\_\_\_\_

**Signature** ..... **Dated** .....

Surname \_\_\_\_\_ First Name \_\_\_\_\_

**Signature** ..... **Dated** .....

## 8. Notes

### Note 1

You are required to execute this contract as the person having the benefit of the Development Application, who is entitled to appoint the Principal Certifier for the above Development.

### Note 2

Only the owner of the property or the applicant for the Development Consent or the Complying Development Certificate can appoint a Principal Certifier. The agent/contractor, including the builder, **cannot** appoint a Principal Certifier.

### Note 3

You are requested to complete this front page, authorising Council to act as the Principal Certifier on your behalf and return to the address above.

### Note 4

The attached conditions are to be retained in your files to enable you to fulfil your obligations under the Environmental Planning and Assessment Act 1979 and associated regulation.

### Statement of Authorisation:

In signing this form I hereby accept and will attend to the attached conditions and authorise Leeton Shire Council to forward, to the builder, copies of correspondence relating to critical stage and other mandatory inspection conducted by Council as the Principal Certifier.

1. To obtain all other necessary approvals required by Telstra, Country Energy, AGL, Leeton Shire Council or other relevant service/regulatory authority.
2. For residential building work contracted out to a builder, to provide evidence to Leeton Shire Council prior to commencement of the building work that my builder is licensed and insured.
3. For residential building work undertaken as an owner-builder, to provide evidence to Leeton Shire Council that an owner-builder permit, has been obtained.
4. To discuss with Leeton Shire Council any alterations or amendments proposed to the plans approved under the Construction Certificate. Leeton Shire Council reserves the right to refuse consent to any alterations or amendments to the plans approved under the Construction Certificate and may require the submission of a further Construction Certificate or amendment to the existing Construction Certificate and or Development Application.
5. To ensure that any necessary approvals for alterations or amendments to the Development Consent are obtained from Leeton Shire Council before the amended works are commence.
6. Not to occupy the building prior to the issue of an Occupation Certificate by Leeton Shire Council.
7. To take all reasonable steps to ensure that the appropriate inspection, fire safety certificates and conditions of development consent/complying development certificate are conducted, obtained and complied with to allow issue of the Occupation Certificate.
8. To ensure that your agents erect upon the subject building site, the required building contractor's sign as specified under the Environmental Planning and Assessment Regulation 2000, prior to building work commencing. The sign shall include the Council's name (Leeton Shire Council) as the appointed Principal Certifier for the work, and the telephone number (02 69530977) as its contact number.

### Note:

For the purposes of this notice the following terms are defined:

- **Principal Certifier:** means Leeton Shire Council including its officers and staff.
- **Owner:** means the person(s) who owns the land the subject of the development consent or complying development certificate to which the subject building works relate.
- **Applicant:** means the person(s) entitled to act upon the development consent or complying development certificate to which the subject building works relate.
- **Agent:** means the builder, clerk of works, supervisor, contractor or other persons engaged by the Applicant to undertake the construction of the subject building work for or on behalf of the Applicant, whether in part or as a whole.

### Fees applicable for 2020/21 financial year

Council as Principal Certifier for residential premises Fee Payable	\$128 including GST
Council as Principal Certifier for commercial/industrial premises	\$160 including GST
New dwellings & multi dwellings – Class 1	\$545 plus \$215 per addnl dwelling
Additions/alterations Class 1 & 10 buildings	\$223
Class 2 to 9 buildings	\$565 for the first 5 inspections
Class 2 to 9 buildings (additional inspections)	\$123