

# COMPLYING DEVELOPMENT CERTIFICATE APPLICATION

Made under sections 4.27 and 4.28 of the Environmental Planning and Assessment Act 1979



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:**

Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

<b>Office Use</b>	Fee Paid	\$	Receipt No:		Date:	
	Notification fee:	\$75.00				
	Application Number:	CDC			CSO:	

### 1. Applicant details

Name(s):					
Email:					
Contact Number:					
Address:	Unit no:		House no:		
	Street:				
	Suburb:		Postcode:		
Signature:					

### 2. Consent of ALL Owner(s) - Essential

Name(s): (Please Print)				
Address:				
Signature:				
Company Seal: (If Applicable)				
Where owner is a company or owner's corp. a Seal and/or ACN and ABN must be provided.	ACN:		ABN:	

Council will not accept or register the Application if the consent of the Owner(s) has not been provided

### 3. Complying Development Policy

Please nominate (tick) which Policy you wish your application to be assessed against (See notes for additional information)

<input type="checkbox"/>	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
<input type="checkbox"/>	State Environmental Planning Policy (Affordable Rental Housing) 2009
<input type="checkbox"/>	State Environmental Planning Policy (Infrastructure) 2007

#### 4. Property Details

Address	Unit No:	<input type="text"/>	House No:	<input type="text"/>			
Street:	<input type="text"/>						
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>				
DP No:	<input type="text"/>	Lot No:	<input type="text"/>	Vol/Folio:	<input type="text"/>	Strata Plan:	<input type="text"/>
Area of Site:	<input type="text"/>		Map(s) Attached (See Note 1):	<input type="text"/>			

#### 5. Proposed Complying Development

Description of Proposal:	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

#### 6. Value of Work

Building/Subdivision	\$ <input type="text"/>
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#### 7. Required Attachments

See Note 1 (a) - (f)

#### 8. ABS Schedule (for building work only)

The attached ABS Schedule is required to be completed for the purposes of providing information to the Australian Bureau of Statistics

#### 9. Written CDC Advice

Have you made an **Application for Written Advice on Complying Development**?  Yes  No

#### 10. Declaration

I declare that all the information in the application is to the best of my knowledge true and correct.

Applicants Signature:	<input type="text"/>	Date:	<input type="text"/>
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# COMPLYING DEVELOPMENT CERTIFICATE

## ABS - SCHEDULE



Site Area (m <sup>2</sup> ):	
Gross Floor Area of Existing Building (m <sup>2</sup> ):	
Proposed Additional Gross Floor Area (m <sup>2</sup> ):	
Number of existing dwellings on the site:	
Number of dwellings to be demolished:	
Number of proposed dwellings on the site:	
Number of storeys for proposed building:	
Does the site contain a dual occupancy?	

### Materials to be Used

Place a tick (✓) in the box which best describes the materials to be used in the new construction:

Walls		Roof		Floors		Frame	
<input type="checkbox"/>	Full Brick 11	<input type="checkbox"/>	Masonry 10	<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Timber 40
<input type="checkbox"/>	Single Brick 11	<input type="checkbox"/>	Concrete Tile 10	<input type="checkbox"/>	Timber 40	<input type="checkbox"/>	Steel 60
<input type="checkbox"/>	Concrete Block 11	<input type="checkbox"/>	Terracotta Tile 10	<input type="checkbox"/>	Other 80	<input type="checkbox"/>	Aluminium 70
<input type="checkbox"/>	Brick Veneer 12	<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Unknown 90	<input type="checkbox"/>	Other 80
<input type="checkbox"/>	Concrete/Masonry 20	<input type="checkbox"/>	Slate 20			<input type="checkbox"/>	Unknown 90
<input type="checkbox"/>	Concrete 20	<input type="checkbox"/>	Fibrous Cement 30				
<input type="checkbox"/>	Fibrous Cement 30	<input type="checkbox"/>	Steel 60				
<input type="checkbox"/>	Hardiplank 30	<input type="checkbox"/>	Aluminium 70				
<input type="checkbox"/>	Timber/Weatherboard 40	<input type="checkbox"/>	Other 80				
<input type="checkbox"/>	Curtain Glass 50	<input type="checkbox"/>	Unknown 90				
<input type="checkbox"/>	Steel 60						
<input type="checkbox"/>	Cladding/Aluminium 70						
<input type="checkbox"/>	Other 80						
<input type="checkbox"/>	Unknown 90						

# COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST



**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicant (please tick)	Item	Copies	CSO
<b>ALWAYS REQUIRED</b>			
	<b>Application form</b> fully completed including Australian Bureau of Statistics data	1	
	<b>Survey plan</b> not more than 5 years old to scale of 1:100 or 1:200	2	
	<b>Site Plan</b> coloured to show new work and to scale of 1:100 or 1:200	4	
	<b>Floor Plans</b> coloured to show new work and to scale of 1:50 or 1:100	4	
	<b>Elevations</b> coloured to show new work and to scale of 1:50 or 1:100	4	
	<b>Sections</b> coloured to show new work and to scale of 1:50 or 1:100	4	
	<b>Levels</b> coloured to show new work and to scale of 1:50 or 1:100 (excluding excavation or fill)	4	
	<b>Waste Management Plan</b> on Council form only	2	
	<b>Soil and Water Management Plan</b> to scale of 1:100 or 1:200	2	
	<b>Notification of Approved CDC Plan</b> showing the same detail as the plans submitted for assessment (no internals), reduced to A4 to be sent to neighbours upon approval of CDC	6	
	<b>BASIX Certificate</b> for new dwellings, or works over \$50,000	1	
	<b>Schedule of Colours and Materials</b>	2	
	<b>Landscape Plan</b> to scale of 1:50 or 1:100 (may be incorporated in the site plan). See Note 1(b)	3	
	<b>Stormwater Drainage Plan</b> certified by a suitably qualified hydraulic engineer and to scale of 1:50 or 1:100. See Note 1(b)	3	
	<b>Cost Summary Report</b> for works between \$100,001 - \$2,000,000	1	
	<b>Building Specifications</b> see Note 1(b)		
	<b>Structural Engineers' Plans</b> see Note 1(b)	2	
	<b>Details of Termite Protection</b>	2	
	<b>Details of any proposed smoke alarm system</b>	1	
	<b>Electronic copies</b> see Note 1 (f)		
	<b>Application for Written Advice on CDC</b> copy of advice letter provided by Council	1	
<b>APPLICANT DECLARATION</b>			

I verify the above information has been provided.

Applicant signature:  Date:

### CUSTOMER SERVICE DECLARATION

I verify that the checklist is complete.

CSO signature:  Date:



# COMPLYING DEVELOPMENT CERTIFICATE

## NOTES FOR COMPLETING APPLICATION

The following information **must** accompany applications for a Complying Development Certificate for building and subdivision work.

### Note 1

#### Building Work

- a) Copies of compliance certificates relied upon;
- b) Four (4) copies of detailed plans:
  - The plan for the building must be drawn to a suitable scale and consist of a general plan and a site 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 area belonging to that floor and the levels for the adjacent ground;
    - Indicate the height, design, construction and provision for fire safety including location of smoke alarms and fire resistance (if any);
    - Include identifying plan number and date;
  - Where the proposed building work involves any alteration or addition to, or rebuilding of, an existing building, the general plan is to be coloured or otherwise 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 plans must be coloured or otherwise 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;
    - To state whether the materials proposed to be used are new or second hand and give particulars of any second hand materials to be used.
  - Where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
    - Details of the performance requirements that the alternative solution is intended to meet;
    - Details of the assessment methods used to establish compliance with those performance requirements.
  - Structural engineers' drawings:
    - Where the proposed structure utilises the concrete slabs, footings, beams, stairs or steel beams, truss roof or other structural components, comprehensive drawings are to be submitted and certified by a practising Structural Engineer.
  - Stormwater:
    - All stormwater collecting as a result of the erection of, or alterations or additions to, a dwelling house or ancillary development must be conveyed by a gravity fed or charged system to:
      - A street drainage system under the control of the relevant public authority, or
      - An inter-allotment drainage system, or
      - An on-site disposal system approved under section 68 of the *Local Government Act 1993*, if the lot is unsewered.
    - All surface water run-off emanating from a sloping site as a result of the erection of, or alterations or additions to, a dwelling house or ancillary development must be collected and conveyed to a drainage system listed as listed above.
  - Landscape Plan:

All new dwellings shall include a landscape plan that details the extent of existing soft landscaping and any additional landscaping proposed for the site.
- c) Evidence of any accredited component, process or design sought to be relied upon.

- Under s 80(10A) of the Environmental Planning and Assessment Act 1979 building approval cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry *Long Service Leave Act 1986* (or where such a levy is payable by instalments, the first instalment of the levy) has been paid. City of Canada Bay is authorised to accept payment. Payment of the levy (if applicable) must be paid prior to the release of the construction certificate;
- d) The list must describe the extent, capability and basis of design of each of the measures concerned.
- e) **Electronic copies of all supporting documents** in accordance with the following:
1. **PDF Format** - All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form e.g. **site plans must be on one PDF document, elevations must be on another separate PDF document. PDF documents can consist of numerous pages**, in accordance with Council's file naming protocol. Security settings must not be applied to electronic documents, this includes passwords.
  2. **Documents** - must be A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
  3. **Plans** - must be to scale and rotated to landscape.
  4. **File Names** - file naming conventions will apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed the Building Certificate Checklist, for example: Point 1 - Survey Plan
  5. **Accuracy** - electronic documents must be exact reproductions of the original hard copy documents or plans.

**NOTE:** Electronic Documents lodged with Council will be published on Council's DA and Property Tracking Tool on our web page.

**Your electronic device will be returned to you once your Application has been determined by Council.**

### Fees and Charges

#### Class 1 & 10

#### Class 2-9

	Class 1 & 10	Class 2-9
Work value less than or equal to \$20,000	\$380	\$540
Work value between \$20,001 and \$50,000	\$540	\$815
Work value between \$50,001 and \$200,000	\$975	\$1,080
Work value between \$200,001 and \$1,000,000	\$1,510	\$1,630
Work value more than \$1,000,000	\$1,900	POA