

### PART 1 - Property, Applicant & Owner Details

#### 1. Property Details

Address

unit no:

house no:

street:

suburb:

postcode:

Lot/DP/SP etc

lot:

DP/SP etc:

#### 2. Applicant Details

Full name/company and contact person

family name (or company & ABN):

full given names:

OR company contact person:

Postal address

suburb:

postcode:

Contact details

home phone:

mobile:

office phone:

fax:

email:

date:

**Note:** Applicant is required to sign the last page of this application.

#### 3. Owners Details

Full name(s)/company

family name (or company & ABN):

full given name(s):

Postal address

suburb:

postcode:

Contact details

home phone:

mobile:

office phone:

email:

**Note:** Signatures of all registered are required on the last page of this application. Without the signatures of all registered owners Council cannot accept this application.

**DA ENQUIRY  
and tracking**

You can log onto [www.parracity.nsw.gov.au/development](http://www.parracity.nsw.gov.au/development) to track the progress of an application lodged after 30 June 2005. The information you supply on this form and any related documentation will be publicly available on this Council website.

#### OFFICE USE ONLY

Reference:

CD/

CD Fee:

\$

Scanning Fee:

Date:

Receipt #:

\$

## COMPLYING DEVELOPMENT APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 85A)

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### PART 2 - Complying Development Description and Proposal Details

#### 4. Type and cost of proposed Complying Development - Please tick (✓)

Awnings, Pergolas, Cabanas & Gazebos	<input type="checkbox"/>	Garden Sheds & Greenhouses	<input type="checkbox"/>	Additions/Alterations (single storey dwell-	<input type="checkbox"/>	Swimming Pools/ Spas (for dwellings)	<input type="checkbox"/>
Bed & Breakfast	<input type="checkbox"/>	Strata Subdivision	<input type="checkbox"/>	Boundary Adjustments	<input type="checkbox"/>	Demolitions	<input type="checkbox"/>
Single Storey Dwell-	<input type="checkbox"/>	Class 2-9 (under Building Code of Australia) Building Alterations - Internal or External				<input type="checkbox"/>	

**Package** including Complying Development Certificate, Council as Principle Certifying Authority, building inspections up to the maximum number for the structure selected above and a single Occupation Certificate      yes       no

**No package - Complying Development Certificate only**      yes       no

Current use of site

Estimated Cost of Construction \$

**Note:** If an Interim Occupation Certificate is required then an additional Occupation Certificate will be charged.

#### 5. Description of proposed development

  
  
  


#### 6. Builder/Owner Builder Details

Name

Contractor licence # / permit #  
in case of owner builder

#### 7. Principal Certifying Authority (if 'No Package' was selected in 4.)

Will Council be the Principal Certifying Authority?      yes       no

Has an Occupation Certificate applied for?      yes       no

If no, name of accredited certifier

Accreditation number

Company

Postal address

Contact details      phone:       mobile:

email:       fax:

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### PART 3 - Complying Development Details

#### 8. Operating Details

	No. Existing	No. Proposed
Number of staff/employees	<input type="text"/>	<input type="text"/>
<b>Working hours:</b>		
Monday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Tuesday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Wednesday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Thursday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Friday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Saturday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
Sunday	<input type="text"/> to <input type="text"/>	<input type="text"/> to <input type="text"/>
<b>Parking and loading facilities:</b>	No. Existing	No. Proposed
Number of parking spaces	# <input type="text"/>	# <input type="text"/>
Number of loading bays	# <input type="text"/>	# <input type="text"/>

**9. For Demolition**  
Details of the age and condition of the buildings or parts to be demolished

  
  
  


**10. For Strata Subdivision or Boundary Adjustments**  
Type of subdivision/ boundary adjustment

  
  
  


**11. For Signage**  
Describe details of proposed signs, including the width, height, wording, type and position of the sign

  
  
  


**12. For development involving the Construction of a building, work or demolition**  
Give details of the methods of securing the site during the course of construction

### PART 3 - Complying Development Details (continued)

#### 13. Current Use

Current or last known use:

Is this use still operating?

yes

no

If the premises are currently vacant, when did the last use cease?

### PART 4 - Proposal Particulars

#### 14. Particulars

1. Area of the land (m<sup>2</sup>).

1.

2. Gross floor area of existing building (m<sup>2</sup>).

2.

3. Current uses of all or parts of the building(s)/land e.g. vacant.

3.

4. Does the site contain a dual occupancy?

yes

no

5. Gross floor area of the proposed addition or new building (m<sup>2</sup>).

5.

6. Proposed uses of all parts of the building(s)/land.

6.

7. Number of pre-existing dwellings.

7.

8. Number of dwellings to be demolished.

8.

9. Number of dwellings proposed.

9.

10. Number of storeys the proposed building will consist of?

10.

Other details:

  
  
  


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### PART 5 - Australian Bureau of Statistics Information

#### 15. Information to be collected for Australian Bureau of Statistics

Please tick (✓) which best describes the materials from which the proposed work will be constructed.

Walls	Code	Roof	Code	Floor	Code
brick veneer	<input type="checkbox"/> 12	aluminium	<input type="checkbox"/> 70	concrete	<input type="checkbox"/> 20
full brick	<input type="checkbox"/> 11	concrete	<input type="checkbox"/> 20	timber	<input type="checkbox"/> 40
single brick	<input type="checkbox"/> 11	concrete tile	<input type="checkbox"/> 10	other	<input type="checkbox"/> 80
concrete block	<input type="checkbox"/> 11	fibrous cement	<input type="checkbox"/> 30	unknown	<input type="checkbox"/> 90
concrete/masonry	<input type="checkbox"/> 20	fibreglass	<input type="checkbox"/> 80		
concrete	<input type="checkbox"/> 20	masonry/terracotta shingle tiles	<input type="checkbox"/> 10	<b>Frame</b>	
steel	<input type="checkbox"/> 60	slate	<input type="checkbox"/> 20	timber	<input type="checkbox"/> 40
fibrous cement	<input type="checkbox"/> 30	steel	<input type="checkbox"/> 60	steel	<input type="checkbox"/> 60
hardiplank	<input type="checkbox"/> 30	terracotta tile	<input type="checkbox"/> 10	other	<input type="checkbox"/> 80
timber/weatherboard	<input type="checkbox"/> 40	other	<input type="checkbox"/> 80	unknown	<input type="checkbox"/> 90
cladding-aluminum	<input type="checkbox"/> 70	unknown	<input type="checkbox"/> 90		
curtain glass	<input type="checkbox"/> 50				
other	<input type="checkbox"/> 80				
unknown	<input type="checkbox"/> 90				

### PART 6 - Heritage and Conservation

#### 16. Heritage and conservation check to assess the suitability of development on this site. If 'no' is answered to any of the following, a DA is required and Complying Development will be refused.

1.	The site is not a heritage item.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
2.	The site is not within a Heritage Conservation Area.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
3.	The site is not flood prone.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
4.	The site is not contaminated.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
5.	The site has not been previously used as a service station or for manufacture of asbestos.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
6.	The site has not been identified as an aboriginal place or relic Under the National Parks and Wildlife Act, 1974.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
7.	The site is not within or close to Zone 7 or 9(d).	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
8.	The site is not within 40 m of a river( Water Management Act).	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
9.	The site is not reserved or dedicated under the Crown Lands Act For preservation of flora, fauna or geological formations or other Environmental purposes.	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

### PART 7 - Fire Safety Schedule

NB: for the whole building and the land on which it is situated.

Item	Measure	Existing measure? YES/NO	Proposed to be upgraded? YES/NO	If yes, enter the proposed standard of performance (eg. AS2118)
1	Access panels, doors and hoppers to fire resisting shafts			
2	Automatic fail safe devices			
3	Automatic fire detection and alarm systems			
4	Automatic fire suppression systems			
5	Emergency lifts			
6	Emergency warning and intercommunication systems			
7	Exit signs			
8	Fire control centres and rooms			
9	Fire dampers			
10	Fire doors			
11	Fire hydrant systems			
12	Fire seals (protecting openings in fire resisting building components)			
13	Fire shutters			
14	Fire windows			
15	Hose reel systems			
16	Lightweight construction			
17	Mechanical air handling systems			
18	Perimeter vehicle access for emergency vehicles			
19	Portable fire extinguishers			
20	Safety curtains in proscenium openings			
21	Smoke and heat vents			
22	Smoke dampers			
23	Smoke detectors and heat detectors			
24	Smoke doors			
25	Solid core doors			
26	Stand-by power systems			
27	Wall wetting sprinkler and drencher systems			
28	Warning and Operational signs			
29	Building occupant warning system			
30	Fire and Smoke Alarms			
31	Illuminated exit sign as emergency lighting			
32	Other			
33	Other			

### Part 8 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Pre-lodgement Compliance Checklist	All requirements of the complying development are met under 6.4 of the Parramatta DCP 2005	1		
2	Architectural Plans / Site Plans	Full drawings of the development (1:100 scale/1:200)	4		
3	A4 size Notification Plans	Site plan & elevation reduced to A4 size	4		
4	Complying Development Statement	Full description and an assessment of the potential environmental impact of the proposal	4		
5	Erosion and sediment control	Where soil is disturbed - indicated on plans	4		
6	External finishes and materials	Samples required and/or colour charts, etc.	4		
7	Drainage Plan	Hydraulics - Stormwater Concept Plan. On-Site Detention (OSD) calculations where required	4		
8	Waste Management Plan	Required for all applications; A Waste Management Plan is to contain details of: <ul style="list-style-type: none"> <li>the volume and type of waste to be generated,</li> <li>whether the waste will be re-used, recycled or disposed of,</li> <li>building materials and design techniques; and</li> <li>the operation of ongoing waste management, post-occupancy</li> </ul>	4		

### PART 9 - Accompanying Documentation Guide

#### 18. Pre-lodgement compliance checklist

The proposal must comply with the criteria set out in the Parramatta Development Control Plan 2005 otherwise it is not complying development and will require a development application. Your application will need to be lodged with an accompanying complete and correct compliance checklist from the list below:

- Single storey dwelling houses
- Alterations & additions to a single storey dwelling house
- Carports & garages
- Awnings, pergolas, cabanas & gazebos
- Swimming pools & spas associated with a dwelling house
- Garden sheds & greenhouses
- Building alterations (internal)
- Building alterations (external)
- Bed & breakfast accommodation
- Demolition
- Strata subdivision
- Boundary adjustments & rectifying encroachments

I have fulfilled these requirements:    yes        no

### PART 9 - Accompanying Documentation Guide (continued)

#### 17. Site, floor, elevation & section plans

To ensure that your plans are useful to the assessing officer please include the following minimum convention requirements to your plans and drawings:

- Plans to scale, preferably 1:100 1:200
- North point
- Date
- Site address
- Description of plan / drawing
- Architect / designer name and contact
- Number and brief description of amendments
- Hardcopy plans and drawing to be folded to A4 size with a title block on the front

I have fulfilled these requirements:    yes        no   

#### 18. Digital requirements

To assist Council in record keeping and processing your application all documentation is required on data disc e.g. CD-ROM, DVD-ROM, etc. If this is not possible or the disc content is incorrect then the following scanning fee will apply:

Please tick (✓)

Cost of Works (\$)	Scanning Fee (\$)	(✓)
0 – 300 000	35.15	<input type="checkbox"/>
300 000 – 900 000	105.55	<input type="checkbox"/>
900 000 +	211	<input type="checkbox"/>

File format:



One multi-page **TIFF** file should contain all plans and drawings.  
e.g. site plan, floor plan, elevation plan, landscape plan, etc.



The application form and every accompanying document each require a separate **PDF** file.  
e.g. statement of environmental effects, heritage report, etc.

Naming convention:

All files should be named as follows:    **Document Type - Property Address**  
e.g.

- Architectural Plans - 30 Darcy Street Parramatta.tif
- Application Form - 30 Darcy Street Parramatta.pdf
- Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf
- Waste Management Plan - 30 Darcy Street Parramatta.pdf
- Schedule of Finishes - 30 Darcy Street Parramatta.pdf

For the full list of Document Types go to  
[www.parracity.nsw.gov.au/development/development\\_process/prepare\\_\\_and\\_\\_lodge](http://www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge)

I have a correctly formatted and named disc that is complete:    yes        no   

#### 19. Long Service Levy

You are required to pay this levy on lodgement of this application.

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### PART 10 - Applicant Declaration

#### 20. Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct. The Fire Safety Schedule under Part 7 is an accurate statement of all the existing fire safety measures implemented in the whole building and the land on which it is situated.

I hereby state that the proposed development complies with the definition of Complying Development under clause 18 of the Parramatta LEP 2001/2005 for Complying Development. It is local development that can be carried out with consent. It is not an existing use within the meaning of Section 106 of the EP&A Act 1979 and complies with the Deemed to Satisfy provisions set out in the Building Code of Australia (if any) as are relevant to the form of development. It complies with the development standards as listed and it will achieve the outcomes listed for the development in Section 6 of the Parramatta DCP 2001/2005. It satisfies the criteria outlined under clause (2) in the Parramatta LEP 2001.

Applicant's signature

date:

### PART 11 - Owner Consent

#### 21. Owner consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of an owners corporation, a seal is required, or if crown land, written authorisation of the relevant statutory authority.

Owner's signature(s)

date:

date:

date:

date:

## COMPLYING DEVELOPMENT APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 85A)

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### PART 12 - Council Officer Declaration

#### 22. Officer declaration

I declare that this application is, to the best of my knowledge, complete including owner's consent and that all accompanying documentation has been checked including digital requirements.

yes

no

Officer's signature

date:



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