

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

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

#### 1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

#### 2. Applicant details

Full name/company and contact person	family name / company & ABN:	
	full given names / ABN:	
	company contact person:	
Postal address		
Contact details	suburb:	postcode:
	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):	
Address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone:	fax:
	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.



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:	<input type="text" value="DA/"/>	DA Fee:	<input type="text" value="\$"/>	Scanning Fee:	
Date:	<input type="text"/>	Receipt #:	<input type="text"/>	<input type="text" value="\$"/>	

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### PART 2 - Development Description and Proposal Details

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

Signage/advertising	<input type="checkbox"/>	Use of land/building	<input type="checkbox"/>	Carrying out of works	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Earthworks	<input type="checkbox"/>	Construct a building	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other	<input type="checkbox"/>
Estimated cost:	\$ <input type="text"/>						

#### 5. Description of proposed development

Detailed description

#### 6. Proposed use of the building

Please tick (✓)

<input type="checkbox"/>	Single dwelling
<input type="checkbox"/>	Residential flats, dual occupancy, multi unit, serviced apartments
<input type="checkbox"/>	Mixed use development (i.e. mix of residential, office & commercial)
<input type="checkbox"/>	Accommodation - hotel, motel, boarding house, hostel
<input type="checkbox"/>	Offices
<input type="checkbox"/>	Retail
<input type="checkbox"/>	Factory, service station
<input type="checkbox"/>	Warehouse, showroom
<input type="checkbox"/>	Public buildings, halls, educational, laboratories
<input type="checkbox"/>	Outbuildings, garages, pergolas, pools, signs
<input type="checkbox"/>	Other (please describe)
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

#### 7. Number of dwelling units/ gross floor area

	No. Existing	No. Proposed
Studio units	# <input type="text"/>	# <input type="text"/>
1 bedroom units	# <input type="text"/>	# <input type="text"/>
2 bedroom units	# <input type="text"/>	# <input type="text"/>
3 bedroom units	# <input type="text"/>	# <input type="text"/>
4 or more bedroom units	# <input type="text"/>	# <input type="text"/>
Total gross floor area (commercial/retail/residential)	# <input type="text"/>	# <input type="text"/>

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### PART 3 - Development Details

#### 8. Operating details

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

#### 9. Integrated development (s91a of EPAA) - Please tick (✓)

Is this application for Integrated Development?    yes     no

Integrated development is development that requires licences or approvals from other Government Departments. If this is an Integrated Development, please select from the appropriate boxes below.

Fisheries Management Act	<input type="checkbox"/>	s144	<input type="checkbox"/>	s201	<input type="checkbox"/>	s205
Heritage Act 1977	<input type="checkbox"/>	s58				
Mine Subsidence Compensation Act 1961	<input type="checkbox"/>	s15				
National Parks and Wildlife Act 1974	<input type="checkbox"/>	s90				
Pollution Control Act 1970	<input type="checkbox"/>	s17A	<input type="checkbox"/>	s17C	<input type="checkbox"/>	s17D
Rivers and Foreshores Improvement Act 1948	<input type="checkbox"/>	Part 3A				
Roads Act 1993	<input type="checkbox"/>	s138				
Soil Conservation Act 1938	<input type="checkbox"/>	s21D				
Waste Minimisation and Management Act 1995	<input type="checkbox"/>	s44				
Water Act 1912	<input type="checkbox"/>	s10	<input type="checkbox"/>	s13A	<input type="checkbox"/>	s18F
	<input type="checkbox"/>	s20CA	<input type="checkbox"/>	s20L	<input type="checkbox"/>	s116
					<input type="checkbox"/>	s20B
					<input type="checkbox"/>	Part 8

#### 10. Staged development

Are you applying for a staged development consent?    yes     no

If you answered yes to this question, please attach written details of the staging proposed.

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### PART 3 - Development Details (continued)

#### 11. Approval under s68 Local Government Act 1993

Please tick (✓)

yes

no

Generally, Section 68 refers to approvals relating (but not limited to) structures or places of public entertainment, water supply, sewerage and stormwater drainage work, management of waste community land, public land and of other activities to ensure compliance, refer to Local Government Act 1993, Section 68 and Regulation.

#### 12. Approvals under s138 Roads Act 1993

Please tick (✓)

yes

no

Does this application propose any form of alteration to Council's road reserve, i.e. Driveway, footpath reconstruction, drainage connection, outdoor dining and the like? If yes, full details of the layout of the proposed driveway crossing, drainage connections including temporary structures and the like are required to be provided with the Development Application.

#### 13. Heritage and Conservation (see LEP 1996 or Schedule 6 of REP 28)

Please tick (✓)

Is the building an item of environmental heritage or in a conservation area?

yes

no

Are you demolishing all or any part of the building?

yes

no

Are you altering or adding to any part of the building?

yes

no

#### 14. Current use

Current or last known use:

Is this use still operating?

yes

no

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



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### PART 4 - Accompanying Documentation Checklist

	New Residential Dwellings	Alteration & Additions to Residential Dwellings	Swimming Pools & Spas	New Dual Occupancies	Multi Unit / Town Housing	Residential Flat Buildings & Seniors Living	Commercial & Industrial Buildings	Child Care Centres	Subdivision / Demolition	Advertising / Signage	Applicant Checklist (✓)	Council Checklist (✓)
✓ = Document required. ⊗ = Document required if applying for a Construction Certificate or Complying Development Certificate. ● = Document may be required. <b>NB:</b> Multiple copies are required as outlined on next page.												
Site Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan (1:100 scale / 1:200)	✓	✓	●	✓	✓	✓	✓	✓	●	●		
Elevation Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	●	✓		
Section Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Shadow Diagrams	●	●	●	●	✓	✓	●	●	●	●		
Building Specifications	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Energy & Sustainability Performance Certificate e.g. BASIX	✓	●	●	✓	✓	✓	✓	✓	na	na		
Notification Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Landscaping Plan	✓	●	●	✓	✓	✓	✓	✓	●	●		
Erosion & Sediment Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	●		
Drainage / Stormwater Plan	✓	✓	●	✓	✓	✓	✓	✓	✓	●		
Drainage Statement	na	●	✓	na	na	na	na	na	na	na		
Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	●	●		
External Finishes & Materials	✓	●	✓	✓	✓	✓	✓	●	●	✓		
Registered Surveyor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	●		
Heritage Impact Statement	●	●	●	●	●	●	●	●	●	●		
Aboriginal Archaeological Statement	●	●	●	●	●	●	●	●	●	●		
Photomontage	●	●	●	●	✓	✓	✓	●	●	●		
SEPP 65 Statement	na	na	na	na	●	✓	●	na	na	na		
Contamination Report	●	●	●	●	●	●	●	●	●	●		
Flora and Fauna Statement	●	●	●	●	●	●	●	●	●	●		
Design Review Panel referral	na	●	na	na	●	●	●	na	na	na		
Social Impact & Cultural Statement	●	●	●	●	●	●	●	●	●	●		
Digital Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Political Donation Statement	●	●	●	●	●	●	●	●	●	●		

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### PART 5 - Accompanying Documentation Guide

#### 15. Document copies required

Council requires 4 hardcopies of all documents outlined in the checklist outlined on the previous page excluding the photomontage for which only 2 hardcopies are required. If the development is integrated and/or concurrence is required then 2 additional copies are required. All accompanying documents need to be digitalised. Otherwise scanning fees will apply in accordance with the Council fee schedule.

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

Plans and drawings must include the following:

- Plans to scale, 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
- Section plan shows driveway gradient
- Levels to the Australian Height Datum

I have fulfilled these requirements:    yes        no   

#### 17. Disclosure statement of political donations & gifts

It is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined:

- all reportable political donations made to any local councillor of Parramatta City Council, and
- all gifts made to any local councillor or employee of Parramatta City Council.

A disclosure is required to be made in a statement accompanying the relevant planning application by the person who makes the application.

Such disclosures are required to cover a period of two years before the application or submission is made and end when the application is determined. If a donation or gift is made after the lodgement of the required disclosure statement, a further statement is required to be provided within seven days after the donation or gift is made.

Download a form the Parramatta City Council website or ask Council staff for a 'Disclosure of Political Donations & Gifts Form'. Detailed requirements are outlined within that form .

I have fulfilled these requirements:    yes        no

### PART 5 - Accompanying Documentation Guide (continued)

#### 18. Statement of environmental effects

This additional document shall identify the subject site, consider the effects on the surrounding environment, streetscape and adjoining properties. Any additional information that is considered useful in the assessment of your proposal should also be included in the Statement of Environmental Effects along with the following:

- |                          |   |
|--------------------------|---|
| Subject property:        | <ul style="list-style-type: none"> <li>• Address details.</li> <li>• Location within the Local Government Area of Parramatta City Council.</li> <li>• Allotment size and dimensions.</li> <li>• Evidence of sustaining the proposed development on the property.</li> </ul>   |
| Proposal:                | <ul style="list-style-type: none"> <li>• Details of the proposed development.</li> <li>• The total area of the proposed development.</li> <li>• Evidence of how colours used compliment any existing structure(s).</li> </ul>   |
| Existing infrastructure: | <ul style="list-style-type: none"> <li>• Details of the affect of the proposed development on the existing infrastructure services related to the subject property.</li> </ul>  |
| Environmental issues:    | <ul style="list-style-type: none"> <li>• Details of any environmental constraints.</li> <li>• Evidence that the subject property is not in a mine-subsidence area, or bushfire prone land.</li> </ul>   |
| Vegetation:              | <ul style="list-style-type: none"> <li>• Details of the proposed development affect on any existing vegetation and trees on and adjacent to the subject property and adjoining property.</li> </ul>   |
| Stormwater drainage:     | <ul style="list-style-type: none"> <li>• Details of the affect of the development proposal on the existing stormwater drainage and natural run-off.</li> <li>• Evidence of any change in total area of hard surface(s).</li> <li>• Evidence that sufficient landscaped area will remain to allow natural absorption of rainwater.</li> <li>• Evidence that all new stormwater drainage has been appropriately connected to the existing stormwater system.</li> </ul> |
| Streetscape:             | <ul style="list-style-type: none"> <li>• Details of how the development proposal been designed in harmony with the existing structures(s) and surrounding properties.</li> <li>• Evidence that the shape and colour selection of the proposal will compliment the existing structure(s) and streetscape.</li> </ul>   |
| Setbacks:                | <ul style="list-style-type: none"> <li>• Evidence of how the development proposal meets the setback requirements outlined in the relevant Parramatta City Council Development Control Plan (DCP).</li> <li>• Evidence of how the development proposal meets the requirements of the</li> </ul>  |
| Privacy and noise:       | <ul style="list-style-type: none"> <li>• Evidence of minimal privacy impacts on the adjoining and surrounding properties by the proposed development.</li> <li>• Evidence that development proposal will not generate additional noise, which can</li> </ul>  |
| Traffic and car parking: | <ul style="list-style-type: none"> <li>• Details the affect which the development proposal has on traffic surrounding the subject property.</li> <li>• Evidence of suitable existing and proposed car parking capacity which facilitates adequate access to the property.</li> </ul>  |

### PART 5 - Accompanying Documentation Guide (continued)

#### 19. Other plans, statements and reports

Notification plans	To allow Council to notify adjacent properties of this proposal A4 size site and elevation plans are required.
Building specifications	Detailed specifications of structure in accordance with the Building Code of Australia (BCA).
Erosion and sediment control	Indicate where soil has been disturbed on plans.
External finishes and materials	Samples and/or colour charts are suitable.
Landscape plans	To be prepared by a qualified landscape architect.
Shadow profiles	Required for buildings of 2 storeys or greater at 9am, 12pm and 3pm (Winter Solstice).
Drainage plan	This is a stormwater concept plan of hydraulics and on-site stormwater detention (OSD) calculations if required.
Waste management plan	Meet the objectives of section 4.3.5 of the Parramatta Development Control Plan (DCP) 2005.
Energy & sustainability Performance certificate	Can be sourced from <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> . Also required for alterations and additions >\$100 000 and swimming pools >40 000 L.
Heritage impact statement	If the subject site is a heritage item or is in a conservation area. See Heritage DCP or LEP on Council website.
Aboriginal archaeological Statement	For "high and medium" sensitivity sites.
Contamination report	If the site is potentially contaminated.
Flora and fauna report	If requested by Council.
SEPP 65 verification statement	For structures 3 storeys or greater having a residential component see <a href="http://www.planning.nsw.gov.au">www.planning.nsw.gov.au</a> .
Social impact & cultural Statement	If the site is greater than 5000 m <sup>2</sup> .

I have fulfilled these requirements:    yes        no

### PART 5 - Accompanying Documentation Guide (continued)

#### 20. Design Review Panel

DRP provides independent professional advice to Council in regards to the design quality of:

- All residential flat buildings 3 storeys in height or greater
- All high density housing
- All mixed use development 3 storeys in height or greater
- Draft master plans required under Parramatta Local Environment Plan 2001
- Any other development which, in the opinion of the Manager Development Services, or the Council, is likely to benefit from design review.

If your proposal is described by any of these then 6 additional copies of plans (A3) and accompanying documents are to be submitted with this application along with an additional fee which can be found at [www.parracity.nsw.gov.au/development](http://www.parracity.nsw.gov.au/development).

I have fulfilled these requirements:      yes            no     

#### 21. 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

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### PART 6 - Applicant Declaration

#### 22. 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.

Applicant's signature

date:

### PART 7 - Owner's Consent

#### 23. Owner's 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:

### PART 8 - Council Officer Declaration

#### 24. Officer declaration

I declare that this application is, to the best of my knowledge, complete including owner's consent and that all accompanying documentation outlined in the checklist on page 5 has been checked including digital requirements .

Officer's signature

date: