

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 Details

1. Property details

Address

unit:

house:

street:

suburb:

postcode:

Application reference #
e.g. DA, CC, SC, CD ,etc

____ / _____ /20__ e.g. DA/900/2010

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:

PART 2 – Additional Documentation Details

3. Indicate document type and number

Please tick (✓)

Plan / drawing

Linen plan

Number of copies:

Number of copies:

Positive Covenant (Form 13RPA)

Restriction on use of land (Form 13PC)

88B Instrument

Surveyors Certificate

Subdividers Certificate

Other (please indicate below)



You can log onto 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

Receipt:

Date Received:

Scanning Fee:

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PART 3 - Digital Requirements

4. Digital requirements

As of 1st July 2010, all additional information must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

Applications without a digital data disc will not be accepted.

File format requirements:

- The files must be in PDF format



One PDF file should contain all plans and drawings (excluding **internal residential floor plans)** i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file.



Each additional accompanying document requires a separate PDF file e.g. application form, statement of environmental effects, heritage report, and internal residential floor plans, etc each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

File name requirements:

Files named as follows: **Document Type - Property Address**

- Architectural Plans - 30 Darcy Street Parramatta.pdf
- Application Form - 30 Darcy Street Parramatta.pdf
- Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf
- Waste Management Plan - 30 Darcy Street Parramatta.pdf
- Internal Residential Floor Plans - 30 Darcy Street Parramatta.pdf

For the full list of mandatory naming conventions see:

www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge

Part 4 - Subdivision Documentation Notes (If Relevant)

Description	Notes
Original Parchment Plan	IMPORTANT: Parchment Plan is only required when Subdivision Certificate is subsequently lodged with the Land & Parcel Information (LPI). Original Parchment Plan is not required when a nominated surveyor will electronically lodge the Subdivision Certificate.
Original Deposited Plan Administration Sheet	Do not crease.
A3 Copy of original Subdivision / Strata Plan.	Do not crease.
A4 size copy of Subdivision / Strata Plan	Do not crease.
Copy of all utilities Certificates i.e. water, electricity and telecommunications	<ul style="list-style-type: none"> Sydney Water S73 Certificate Integral Energy Certificate Telstra Certificate
Original 88B Instrument	Do not crease.
Copy of 88B Instrument	Do not crease.