

PART 1 - Property, Applicant & Owner Details

Property Details Address	unit no:	house no:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

Applicants 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:
	Do you consent to receiving further information requests via email? yes <input type="checkbox"/>	

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 applicants and registered owners are required on the last page of this application. Without these signatures Council cannot accept this application.



You can log onto www.parracity.nsw.gov.au/development to track the progress of an application. 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="CD/"/>	CD Fee:	<input type="text" value="\$"/>
Date:	<input type="text"/>	Receipt #:	<input type="text"/>

PART 2 - Complying Development Description and Proposal Details

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

New single storey or double storey detached dwelling	<input type="checkbox"/>	Fence or retaining wall	<input type="checkbox"/>
Deck, pergola, patio, verandah or balcony	<input type="checkbox"/>	Swimming pool	<input type="checkbox"/>
Alterations and additions to an existing single storey or double storey detached dwelling	<input type="checkbox"/>	Outbuilding	<input type="checkbox"/>
Internal alterations to commercial or industrial premises	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Change of use to another type of commercial or industrial premises	<input type="checkbox"/>		<input type="checkbox"/>

Detailed Description of proposed development

Current use

Current or last known use:

Is this use still operating? yes no

Builder/Owner Builder Details

Name

Contractor license / permit number in case of owner builder

Address

suburb: postcode:

Contact details home phone: mobile:

office phone: email:

PART 3 - Appointment of Accredited Certifier and Principal Certifying Authority

Appointment of Parramatta City Council to issue the Comply Development Certificate and act as the Principal Certifying Authority (carrying out of inspections etc)

Package including Complying Development Certificate, Council elected as Principle Certifying Authority, building inspections up to the maximum number for the structure selected above and a single Occupation Certificate

yes

no

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

Appointment of Parramatta City Council to issue the Comply Development Certificate Only

No package - Construction Certificate only

yes

no

Appointment of a Principal Certifying Authority (Please complete if 'No Package' was selected above.)

Will Council be the Principal Certifying Authority?

yes

no

Was an Occupation Certificate applied for?

yes

no

If no, name of accredited certifier

Accreditation number

Company

Postal address

suburb:

postcode:

Contact details

phone:

mobile:

email:

fax:

Long Service Levy

You may be required to pay this levy on lodgement of this application or prior to release of the Construction Certificate.



You can log onto www.parracity.nsw.gov.au/development to track the progress of an application. The information you supply on this form and any related documentation will be publicly available on this Council website.

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.

The estimates provided will be used to calculate **Development Application fees and Development Contributions** (where relevant). The estimated value of work must include the cost of all materials and all labour costs and is based on the cost incurred if a contractor carried out the works. If demolition or land modification i.e. excavation or fill is required, these costs must be included in the estimated value.

This is not the cost of an owner-builder undertaking the work.

Please note that Council will check the estimated cost provided on your development application when lodged. Incorrectly paid fees will result in delays to your application. Do not under-estimate the cost if you think you will pay a lesser fee.

PART 4 - Detailed Development cost summary (Development up to & including \$750,000)

A. Total Estimated Cost of Works (including GST)	
Parking / Garaging Area (m ²)	
Total Construction Area (exc. Parking / Garaging) (m ²)	
Description of Cost	Genuine Cost Estimate
Demolition	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, waste management)	\$
Construction and Engineering Costs	\$
Change of Use	\$
Subdivision (planning, executing & registering, inc. covenants & easements)	\$
Services (e.g. plumbing, mechanical, fire, lift)	\$
External works (e.g. landscaping, driveways, parking, pools)	\$
External services (e.g. gas, telephone, electricity connection to mains)	\$
Other (specify)	\$
Margin	\$
Goods and Services Tax	\$
A. TOTAL Genuine estimate of development costs	\$

B. Cost of Works used to determine Section 94A Contributions

Please note that certain development types require the payment of Section 94A Contributions to Council once a Development Application has been approved. Certain items included within the **Total Estimated Cost of Works** are not included in the amount used to determine Section 94A Contributions, therefore the Section 94A Contributions are generally based on a lower amount. If included in the above cost estimates, please specify individual value of items below (where relevant). Council will use the amount of "A" minus "B" to determine the S94A Contributions.

Fittings	\$
Project management	\$
Disabled access	\$
Energy and water efficiency measures	\$
B. Total	\$

I certify that I have:

- provided the genuine costs of the development proposed by this application and these costs are based on industry recognised prices;
- included GST in the calculation of development costs;
- referred to Sections 25J & 255 of the Environmental Planning & Assessment Regulation 2000;
- acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: _____
 Name: _____
 Position: _____
 Date: _____

Contact Number: _____
 Contact Address: _____

PART 4(b) - Quantity Surveyor's Report

(This only is required to be completed for Development over \$750,000)

A Quantity Surveyor's report is required for all developments over \$750,000 and must be provided at time of lodgement.

The format of the report provided is at the Quantity Surveyor's discretion. The proforma on the following page can be used if desired.

Please note the Quantity Surveyor must be a member of the Australian Institute of Quantity Surveyors, and is required to complete the following:

\$

A. Total Estimated Cost of Works (including GST) - Estimated cost of development in accordance with Clause 255 of the EP&A Regulation, 2000.

Please note that certain development types require the payment of Section 94A Contributions to Council once a Development Application has been approved. Certain items included within the Estimated Cost of Works are not included in the amount used to determine Section 94A Contributions, therefore the Section 94A Contributions are generally based on a lower amount.

\$

B. Cost of Works used to determine Section 94A Contributions - Estimated cost of development in accordance with Clause 25J of the EP&A Regulation, 2000.

I certify that I have:

- inspected the plans the subject of the application for development consent;
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manual for the Australian Institute of Quantity Surveyors;
- included GST in the calculation of the development cost;
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Volume 1 (Appendix A2);
- referred to Sections 25J & 255 of the Environmental Planning & Assessment Regulation, 2000;
- **acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: _____

Name: _____

Position and Qualifications: _____

AIQS Membership No.: _____

Date: _____

Contact Number: _____

Contact Address: _____

PART 3(b) - Quantity Surveyor's Report

(This only is required to be completed for Development over \$750,000)

DEVELOPMENT APPLICATION No.

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.

CONSTRUCTION CERTIFICATE No. DATE:

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

DEVELOPMENT DESCRIPTION: _____

DEVELOPMENT ADDRESS: _____

DEVELOPMENT DETAILS:	
Gross Floor Area – Commercial	m ²
Gross Floor Area – Residential	m ²
Gross Floor Area – Retail	m ²
Gross Floor Area – Car Parking	m ²
Gross Floor Area – Other	m ²
Total Gross Floor Area	m ²
Total Site Area	m ²
Total Car Parking Spaces	
Total Development Cost	\$
Total Construction Cost	\$
Total GST	\$
ESTIMATE DETAILS:	
Excavation	\$
Cost per square metre of site area	\$/m ²
Demolition and Site Preparation	\$
Cost per square metre of site area	\$/m ²
Construction – Commercial	\$
Cost per square metre of commercial area	\$/m ²
Construction – Residential	\$
Cost per square metre of residential area	\$/m ²
Construction – Retail	\$
Cost per square metre of retail area	\$/m ²
Car Park	\$
Cost per square metre of site area	\$/m ²
Cost per space	\$/space
Fit-out – Commercial	\$
Cost per m ² of commercial area	\$/m ²
Fit-out – Residential	\$
Cost per m ² of residential area	\$/m ²
Fit-out – Retail	\$
Cost per m ² of retail area	\$/m ²
Professional Fees	\$
% of Development Cost	%
% of Construction Cost	%

PART 5- Australian Bureau of Statistics Information

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	Frame	
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				

Demolition/Alterations and Additions
(in accordance with Clause 136E)

Indicate below the amount of bonded or friable asbestos that is being removed/involved in the works.

m³

Long Service Levy

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

PART 6(a) General Housing Code - Codes SEPP Complying Development Checklist

If the answer is 'No' to any of these questions then proposal does not qualify as complying development under Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development permissible with consent in the land use zone?			
2	Does the development meet the relevant provisions of the BCA?			
3	If required by the Roads Act 1993 does the development have: (a) prior consent from the relevant Roads Authority for each opening of a public road required by the development; and (b) prior written permission from the relevant Roads Authority to operate or store machinery, materials, or waste required by the development on a road or footpath reserve?			

PART 6(a) General Housing Code - Codes SEPP Complying Development Checklist (continued)

If the answer is 'Yes' to any of these questions then proposal does not qualify as complying development under Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development a designated development?			
2	Is the development exempt development under the Codes SEPP 2008?			
3	Does the development require Concurrence (integrated development)?			
4	Does the land comprise of a State Heritage item or subject to an interim heritage order?			
5	Does the land comprise of a heritage item or a draft heritage item?			
6	Is the land reserved for a public purpose in an environmental planning instrument?			
7	Is the land identified on an Acid Sulphate Soils map as being Class 1 or Class 2?			
8	Is the development excluded land (foreshore land, special area in the SREP) identified by an environmental planning instrument?			
9	Is the land identified as being of high aboriginal cultural significance?			
10	Is the land contaminated or likely to be contaminated?			
11	Does the development involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal or pruning? Note: Where a tree is not a heritage item or on a significant tree register, and has a height of less than 6m and located within 3m of the proposed development (within the subject lot) it can be removed as part of issuing of a CDC, without the need for any additional approvals such as Tree Management Application. Trees that do not fall into this category require Council approval for removal and therefore a CDC cannot be applied for.			
If the answer is 'Yes' to question 1a. and/or 2a. below then proposal does not qualify as complying development under Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Does the land within a heritage conservation area or a draft heritage conservation area?			
1a.	If you answered yes to Q6 does the development include anything other than the construction or alterations and additions to a detached outbuilding?			
2	Is the land a flood control lot?			
2a.	If you answered yes to Q9, is the property: <input checked="" type="checkbox"/> Identified as being a high hazard area <input checked="" type="checkbox"/> A floodway/a flood flowpath/ flood storage area/ a high risk area <input checked="" type="checkbox"/> Located within the flood planning area Note: Council's Catchment Management Team or a suitably qualified person will need confirm whether or not the property falls into one of the above categories.			

Advisory Note: Development in the vicinity of a tree needs to be declared. Please advise whether your development has a setback of at least 5m from the trunk of a tree located either on the subject site or on an adjoining property.

PART 6(b) Housing Internal Alterations Code - Codes SEPP Complying Development Checklist

If the answer is 'No' to any of these questions then proposal does not qualify as complying development under the Housing Internal Alterations Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development permissible with consent in the land use zone?			
2	Does the development meet the relevant provisions of the BCA?			
3	If required by the Roads Act 1993 does the development have: <ul style="list-style-type: none"> (a) prior consent from the relevant Roads Authority for each opening of a public road required by the development; and (b) prior written permission from the relevant Roads Authority to operate or store machinery, materials, or waste required by the development on a road or footpath reserve? 			

If the answer is 'Yes' to any of these questions then proposal does not qualify as complying development under the Housing Internal Alterations Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
4	Is the development a designated development?			
5	Is the development exempt development under the Codes SEPP 2008?			
6	Does the development require Concurrence (integrated development)?			
7	Does the land comprise of a State Heritage item or subject to an interim heritage order?			
8	Does the land comprise of a heritage item or a draft heritage item?			
9	Does the development involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal or pruning? <p>Note: Where a tree is not a heritage item or on a significant tree register, and has a height of less than 6m and located within 3m of the proposed development (within the subject lot) it can be removed as part of issuing of a CDC, without the need for any additional approvals such as Tree Management Application. Trees that do not fall into this category require Council approval for removal and therefore a CDC cannot be applied for.</p>			

PART 5(c) Commercial & Industrial Code - Codes SEPP Complying Development Checklist

If the answer is 'No' to any of these questions then proposal does not qualify as complying development under the Commercial & Industrial Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development permissible with consent in the land use zone?			
2	Does the development meet the relevant provisions of the BCA?			
3	If required by the Roads Act 1993 does the development have: (a) prior consent from the relevant Roads Authority for each opening of a public road required by the development; and (b) prior written permission from the relevant Roads Authority to operate or store machinery, materials, or waste required by the development on a road or footpath reserve?			

If the answer is 'Yes' to any of these questions then proposal does not qualify as complying development under the Commercial & Industrial Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
4	Is the development a designated development?			
5	Is the development exempt development under the Codes SEPP 2008?			
6	Does the development require Concurrence (integrated development)?			
7	Does the land comprise of a State Heritage item or subject to an interim heritage order?			
8	Does the land comprise of a heritage item or a draft heritage item?			
9	Does the development involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal or pruning? Note: Where a tree is not a heritage item or on a significant tree register, and has a height of less than 6m and located within 3m of the proposed development (within the subject lot) it can be removed as part of issuing of a CDC, without the need for any additional approvals such as Tree Management Application. Trees that do not fall into this category require Council approval for removal and therefore a CDC cannot be applied for.			

PART 6(d) General Development Code - Codes SEPP Complying Development Checklist

If the answer is 'No' to any of these questions then proposal does not qualify as complying development under the General Development Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development permissible with consent in the land use zone?			
2	Does the development meet the relevant provisions of the BCA?			
3	If required by the Roads Act 1993 does the development have: <ul style="list-style-type: none"> (a) prior consent from the relevant Roads Authority for each opening of a public road required by the development; and (b) prior written permission from the relevant Roads Authority to operate or store machinery, materials, or waste required by the development on a road or footpath reserve? 			

If the answer is 'Yes' to any of these questions then proposal does not qualify as complying development under the General Development Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
4	Is the development a designated development?			
5	Is the development exempt development under the Codes SEPP 2008?			
6	Does the development require Concurrence (integrated development)?			
7	Does the land comprise of a State Heritage item or subject to an interim heritage order?			
8	Does the land comprise of a heritage item or a draft heritage item?			
9	Does the development involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal or pruning? <p>Note: Where a tree is not a heritage item or on a significant tree register, and has a height of less than 6m and located within 3m of the proposed development (within the subject lot) it can be removed as part of issuing of a CDC, without the need for any additional approvals such as Tree Management Application. Trees that do not fall into this category require Council approval for removal and therefore a CDC cannot be applied for.</p>			

PART 6(e) Demolition Code - Codes SEPP Complying Development Checklist

If the answer is 'No' to any of these questions then proposal does not qualify as complying development under the Demolition Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Is the development permissible with consent in the land use zone?			
2	Does the development meet the relevant provisions of the BCA?			
3	If required by the Roads Act 1993 does the development have: (a) prior consent from the relevant Roads Authority for each opening of a public road required by the development; and (b) prior written permission from the relevant Roads Authority to operate or store machinery, materials, or waste required by the development on a road or footpath reserve?			

If the answer is 'Yes' to any of these questions then proposal does not qualify as complying development under the Demolition Code within the Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
4	Is the development a designated development?			
5	Is the development exempt development under the Codes SEPP 2008?			
6	Does the development require Concurrence (integrated development)?			
7	Does the land comprise of a State Heritage item or subject to an interim heritage order?			
8	Does the land comprise of a heritage item or a draft heritage item?			
9	Does the development involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal or pruning? <small>Note: Where a tree is not a heritage item or on a significant tree register, and has a height of less than 6m and located within 3m of the proposed development (within the subject lot) it can be removed as part of issuing of a CDC, without the need for any additional approvals such as Tree Management Application. Trees that do not fall into this category require Council approval for removal and therefore a CDC cannot be applied for.</small>			

If the answer is 'No' to question 1a. below then proposal does not qualify as complying development under Codes SEPP 2008		Yes (✓)	No (✓)	N/A (✓)
1	Does the land within a heritage conservation area or a draft heritage conservation area?			
1a.	If you answered yes to Q6 does the development only relate to: (a) demolition of an outbuilding that may be constructed under clause 3.36A or 3A.36, or (b) demolition as a result of an internal alteration under clause 4.1, or (c) demolition as a result of an external alteration that may be constructed under clause 4.3 (b) or (c), or (d) demolition as a result of an attic conversion that may be constructed under clause 4.5.			

Part 7 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Architectural Plans / Site Plans	Full drawings of the development (1:100 scale/1:200)	2		
2	Complying Development Statement	Full description and an assessment of the potential environmental impact of the proposal	2		
3	Detailed Cost Estimate Statement	Required for all applications. Where up to \$750,000 complete Part A. Where over \$750,000 complete Part B and provide a Quantity Surveyors Report.	1		
4	Erosion and sediment control	Where soil is disturbed - indicated on plans	2		
5	External finishes and materials	Samples required and/or colour charts, etc.	2		
6	Drainage Plan	Hydraulics - Stormwater Concept Plan. On-Site Detention (OSD) calculations where required	2		
7	Waste Management Plan	Required for all applications; A Waste Management Plan is to contain details of: <ul style="list-style-type: none"> the volume and type of waste to be generated, whether the waste will be re-used, recycled or disposed of, building materials and design techniques; and the operation of ongoing waste management, post-occupancy 	2		
8	Structural engineer's drawings and details		2		
9	Specifications		2		
10	BCA Assessment Statement	<ul style="list-style-type: none"> Termite protection method Pool fencing Resuscitation signage WC door distances Smoke alarms any other details requested 	2		
11	BASIX Certificate		2		
12	Evidence of Contract*	A contract evidencing the engagement of a business licensed under the OH&S Regulation * Note: only applicable for applications that involve the removal of bonded or friable asbestos, where Parramatta City Council is the PCA.	1		
13	Flood Control Lots	Confirmation in writing from Council or a suitably qualified person that the land is not identified as being a high hazard area or a floodway or a flood flowpath or flood storage area or a high risk area or located within the flood planning area			

PART 7 - Accompanying Documentation Guide

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

PART 8 - Digital Requirements

All applications 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 correctly formatted digital data disc will not be accepted.

- The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



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.

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

My disc contains files which are named correctly and their content exactly matches hardcopies yes no

PART 13 - Applicant Declaration

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 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:

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

Is a disclosure statement required? yes no

PART 14 - Owner's Consent

Is 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.

Owners Consent Requirements (Please where applicable)

- Company / Organisation** - If the owner is a company, owner's consent is to be provided in two of the following ways:
 - Signatures of 2 directors or a director and a company secretary (unless it has a sole director).
 - Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
 - Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. If there is no common seal, a company letterhead is acceptable.
 - Together with an up to date ASIC Company Extract and other relevant supporting documentation.
- Joint wall / Fence** - When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).
- Signing on owners behalf** - If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).
- Strata title / Body corporate** - If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided if any works are proposed on common property:
 - The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
 - A letter on strata management letterhead.
 - Minutes signed by body corporate chairman.
- New owner(s)** - If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:
 - A copy of the Certificate of Title.
 - A letter from your solicitor confirming settlement.
 - Previous owner(s) to provide owner(s) consent.

date:

date:

PART 10 - Council Officer Declaration

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:

Parramatta City Council
30 Darcy Street, Parramatta 2150
P O Box 32 Parramatta 2124

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