



Warringah Council

Application for a Complying Development Certificate

Issued under the Environmental Planning and Assessment Act 1979,
(Sections 84 to 87 inclusive)

Address the application to:

- The General Manager
Warringah Council
Civic Centre, 725 Pittwater Rd
Dee Why NSW 2099

Or

- Customer Service Centre
Warringah Council
DX 9118 Dee Why

If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

To lodge your application:

- Phone quality application checker on 9942 2749 to make an appointment

Office Use Only

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WLEP 2000 Locality

WLEP 2011 Zone

CODES SEPP

December 11

For applicable fees and charges, please refer to Council's website: www.warringah.nsw.gov.au or contact our Customer Service Centre.

Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on eServices (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

Complying Development

A Complying Development Certificate (CDC) is issued for works which MUST satisfy set criteria as outlined in the WLEP or SEPP (Exempt and Complying Development Codes) 2008. These certificates can be issued by Council or an independent Accredited Certifier. The onus is on the applicant to satisfy themselves that their proposal is one that is capable of being dealt with as complying development (i.e. the proposal must comply with all the set criteria). If in doubt, the applicant should err on the side of caution and lodge a Development Application (DA).

An application for a CDC must be made in accordance with cl.126 and Part 2 to Schedule 1 of the EP&A Regulation 2000. The specific information and documents required to be submitted are detailed in the checklist attached to this form.

PART 1 Application and Site Details cont

1.0 Application made pursuant to CODES SEPP WLEP 2000 WLEP 2011 SEPP (Infrastructure)
 SEPP (Affordable Housing)

1.1 Land to be developed Unit no. House no. Street

We need this to correctly identify the land.

Suburb

Lot no, DP etc.
 Area of site (m²)

These details are shown on your rate notices, property deeds, etc

1.2 Description of work

Please describe briefly what you want approved by the Council, including signs, hours of operation, use, subdivision, demolition etc.

Type Housing and ancillary structure Swimming pool
 Business, office, shop Industrial/Warehouse

1.3 Estimated cost of work

Must be signed

The estimated cost of development or contract price is subject to a check by Council before final acceptance.

Estimated cost of work: \$

Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.

NAME (printed), signature of qualified person certifying value of work and qualifications

PART 2 Development Details

Operating details

(if applicable)

Planning NSW use this information for statistical purposes.

Number of staff/employees

Existing

Proposed

Working hours:

Mondays

 to
 to

Tuesdays

 to
 to

Wednesdays

 to
 to

Thursdays

 to
 to

Fridays

 to
 to

Saturdays

 to
 to

Parking and loading facilities:

Number of parking spaces

Number of loading spaces

PART 3 Applicant and Owner Details

3.1 Applicant(s)

Mr Mrs Ms Other

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Full family name (no initials) (or company)

Full given names (no initials) (or A.C.N)

Postal address
We will post all letters to this address Postcode

Phone () Alternate ()

Mobile Facsimile ()

Contact person

Person who may be contacted to discuss the application during business hours

3.2 Owner(s) consent

Owner(s)

Council cannot grant consent if owner(s) consent is not provided.

Address

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant(s).

Signature(s)

Every owner of the land must sign this form.

Company / Organisation

If the owner is a company, owner's consent is to be provided in one of the following ways:

- 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.

Together with an up to date ASIC Company Extract and other relevant supporting documentation.

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.

Strata title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature the following must be provided if any works are proposed on common property:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by the Owner's Corporation, clearly stating the words "Support for lodgement of a Development Application".

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).

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).

PART 4 Checklist and Declaration

**The onus is on the applicant to satisfy themselves that their property is one capable of being dealt with as a complying development certificate as described in the CODE SEPP or WLEP 2000 and WLEP 2011
The proposal must comply with all the set criteria.**

- All the details in the accompanying checklist must be provided
- A separate 'Complying Development Declaration' must also be submitted with your application

On-site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may sometimes be required. A Council officer will contact you soon after their initial inspection if this is the case.

Applicant(s) signature

Applicant(s) Name

In relation to the above matters I/We have prepared plans and other documentation and have designed the development to be in accordance with all relevant requirements of the relevant SEPP or LEP.

Signature(s)

Date

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Credit Card Details - Council Payment Fax No (02) 9942 2606

Please charge my American Express Master Card Visa

Card number Expiry date /

Card holder's name Amount \$

Signature Phone () daytime

Please note that all credit card payments are subject to a 1% service fee.



Complying Development Certificate Checklist

REQUIRED	SUPPLIED
<p>COMPLYING DEVELOPMENT APPLICATION FORM</p> <p><input type="checkbox"/> Completed and signed</p>	<p>YES NO - WHY NOT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>COMPLYING DEVELOPMENT DECLARATION FORM</p> <p><input type="checkbox"/> Completed and signed (A separate 'Complying Development Declaration Form' must also be submitted)</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>PLANS (2 copies)</p> <p>Plans include the site plan, floor plan, elevations and section. Plans must be drawn to scale (preferably 1:100 or 1:200) and the scale identified on each plan. Free hand, single line or illegible drawings will not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant(s) name(s), block/house/shop/flat number, street/road name, town or locality <input type="checkbox"/> Lot number, section number, DP number (Found on rate notice or land title) <input type="checkbox"/> Measurements in metric <input type="checkbox"/> The position of true north <input type="checkbox"/> Building, or parts of building to be demolished to be indicated in outline <input type="checkbox"/> Draftsman/Architect name and date <input type="checkbox"/> BASIX undertakings (if applicable) <input type="checkbox"/> Highlight in colour all proposed additions on the plans 	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>SURVEY PLAN (2 copies)</p> <p>Information should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan to scale preferably 1:100 or 1:200 <input type="checkbox"/> Plan to show all existing structures <input type="checkbox"/> Plan to show all trees greater than 5m in height and/or 3m in canopy spread. The exact location of any such tree, the relative level (RL) at its base and its height and canopy spread <input type="checkbox"/> Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary. <input type="checkbox"/> Show the levels of the lowest floor, and of any yard or unbuilt on area belonging to that floor, and the levels of the adjacent ground <input type="checkbox"/> Levels – contour and spot levels <input type="checkbox"/> Easements and rights of way 	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>SITE PLAN (2 copies)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments. A site plan should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawings to scale preferably 1:100 or 1:200 <input type="checkbox"/> Location of the new and existing buildings in relation to site boundaries <input type="checkbox"/> Location/position of all buildings/structures on adjoining land (showing street number and street address) 	<p><input type="checkbox"/> <input type="checkbox"/></p>



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Complying Development Certificate Checklist

REQUIRED cont	SUPPLIED	
	YES	NO - WHY NOT
<p>SITE PLAN (cont)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways <input type="checkbox"/> Relative location of adjoining building <input type="checkbox"/> Location of any adjoining owner window facing your development <input type="checkbox"/> Existing stormwater drainage location. If stormwater run-off will increase show proposed drainage details <input type="checkbox"/> Location of vehicle access and car parking (indicating extent of cut and fill and gradients) <input type="checkbox"/> Locality boundaries if multiple localities apply <input type="checkbox"/> Site fencing during construction <p>Measurements including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Length, width and site area of land, both existing and proposed <input type="checkbox"/> Width of road reserve <input type="checkbox"/> Distance from external walls and outermost part of proposed building to all boundaries <input type="checkbox"/> Approximate distance from proposed building to neighbouring buildings <p>FLOOR PLAN (2 copies) A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development Floor plans should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawings to scale preferably 1:100 or 1:200 <input type="checkbox"/> Outline of existing building/development on site (shown dotted) <input type="checkbox"/> Room names, areas and dimensions <input type="checkbox"/> Window and door locations and sizes <input type="checkbox"/> Floor levels and steps in floor levels. (RLs) <input type="checkbox"/> Access for disabled (if in a new public building) <input type="checkbox"/> Location of plumbing fixtures (where possible) <input type="checkbox"/> Wall structure type and thickness <p>ELEVATION PLAN (2 copies) Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application. Elevation plans should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawings to scale preferably 1:100 or 1:200 <input type="checkbox"/> Outline of existing building/development on site (shown dotted) <input type="checkbox"/> Location/position of all buildings/structures on adjoining land (showing street number and street address) <input type="checkbox"/> Exterior cladding type and roofing material/colour <input type="checkbox"/> Window sizes and location <input type="checkbox"/> Stormwater drainage pipes (downpipes and gutter) <input type="checkbox"/> Chimneys, flue exhaust vents, duct inlet or outlet <input type="checkbox"/> Reduced levels (AHD) for ridge and floor. <p>SECTION PLAN (2 copies) A section is a diagram showing a cut through the development at the appropriate point. Section plans should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawings to scale preferably 1:100 or 1:200 <input type="checkbox"/> Outline of existing building/development on site (shown dotted) 	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>



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Complying Development Certificate Checklist

REQUIRED cont

SUPPLIED

SECTION PLAN (cont)

- Section names and where they are shown on plan (ie A/A B/B etc)
- Room names
- Room and window heights
- Details and chimneys, fireplaces and stoves
- Roof pitch and covering
- Site works, finished and proposed floor and ground levels in RLs (indicate cut, fill and access grades)

SPECIFICATIONS (2 copies)

A specification is a written statement that should include as a minimum:

- The construction of the building to specific BCA standards and materials to be used
- Type and colour of external finishes
- Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars
- The method of drainage, effluent disposal and provision of water supply
- Any other details relevant to the construction of the building

ADVERTISING STRUCTURE/SIGN (2 copies)

If you are planning to erect an advertising structure or sign you will need to supply the following:

- Details of the structure, materials to be used and how it will be fixed to the building
- Its size, colours, lettering and overall design
- The proposed location shown on a scale plan and building elevation
- The amount and extent of light spill

BASIX CERTIFICATE (2 copies)

Applicants can generate the BASIX Certificate only on the NSW Department of Planning's BASIX website: www.basix.nsw.gov.au. For more information, phone the BASIX Help Line on 1300 650 908.

Council cannot accept applications without this certificate (where it is applicable)

PLAN STAMPED BY SYDNEY WATER CORPORATION (Not required for internal alterations and demolition)

Indicating compliance with 'building over sewer' requirements

FIRE SAFETY STATEMENT (2 copies)

- Proposed alterations to existing building (BCA Classes 2 to 9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety.
- A fire safety measures schedule listing all existing and those proposed to be installed in the building.
- In addition to the above; If the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house):
 - A list of Category 1 fire safety provisions (as defined in the EP and A Regulations) that currently apply to the existing building, and
 - A list of the Category 1 fire safety provisions that are to apply to the building following its change of use.

YES NO - WHY NOT



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REQUIRED cont	SUPPLIED
	YES NO - WHY NOT
<p>HOME BUILDING ACT REQUIREMENTS (2 copies) In the case of an application for a complying development certificate for residential building work (within the meaning of the Home Building Act 1989) attach the following:</p> <ul style="list-style-type: none"> ▣ in the case of work by a licensee under the Act: <ul style="list-style-type: none"> ▣ a statement detailing the licensee’s name and contractor licence number, and ▣ documentary evidence that the licensee has complied with the applicable requirements of the Act, or ▣ in the case of work done by another person: <ul style="list-style-type: none"> ▣ a statement detailing the person’s name and owner-builder permit number, or ▣ a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act. <p>A certificate purporting to be issued by an approved insured under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.</p> <p>TREE APPROVAL Has approval been obtained for the removal of trees or cutting of the foliage or tree roots (including neighbours trees) covered under Council’s Tree Preservation Order? Please quote DA (Tree) approval number _____. If you tick No, you will be required to lodge a DA (Tree) accompanied by building plans.</p> <p>COST SUMMARY REPORT Required for works of \$100,000 or greater Go to www.warringah.nsw.gov.au ‘Planning and Development - Online forms’</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>

SIGNATURE

Initials of customer service officer accepting application.

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