



Central Coast Council
**Development
Application Form**

Development Application Form

1 TYPE OF DEVELOPMENT APPLICATION

Development Application

- Local Development (*refer to Statement of Environmental Effects checklist*)
- Integrated Development (*refer to Statement of Environmental Effects checklist*)
- Designated Development (*Environmental Impact Statement required*)
Note: An application under the Water Management Act must be attached to your Development Application

Modify Development Consent (Under sections 4.55 and 4.56 of the *Environmental Planning and Assessment Act 1979*)

- Section 4.55(1) Modification involving minor error, misdescription or miscalculation
- Section 4.55(1A) Modification involving minimal environmental impact
- Section 4.55(2) Other modifications
- Section 4.56 Modification by a consent authority of consents granted by the Court

Review of Determination (Under section 8.2 of the *Environmental Planning and Assessment Act 1979*)

- Section 8.2(1)(a) Review the determination of an application for development consent
- Section 8.2(1)(b) Review the determination for the modification of a development consent
- Section 8.2(1)(c) Review of a decision to reject and not determine an application for development consent

2 APPLICATION DETAILS

Applicant's Name

Lot Section DP / SP

Address of Proposed Development

BRIEF DESCRIPTION OF PROPOSAL

Is the proposal located in a Mine Subsidence area (*Plans must be approved by MSB prior to lodgement*) Yes No

EXISTING DEVELOPMENT / USE

3 TOTAL PROJECT VALUE (excluding value of the land)

\$ Works greater than \$500,000 in value to provide an estimation in accordance with Council's "Estimating Cost of Works" guide (available on Council's website)

DWELLINGS, ADDITIONS AND ANCILLARY DEVELOPMENT

Are any variations sought to the provisions of DCP 2013: Chapter 2.1 – Housing and Ancillary Structures? Yes No

Note: Development applications for dwelling houses, ancillary development or additions are required to be notified if variations are proposed to the provisions for setbacks, site coverage, floor space ratio and building heights detailed in Chapter 2.1

PRINCIPAL CERTIFIER

Do you intend to nominate Central Coast Council Building Certification as your Principal Certifier?(See the Central Coast Council Building Certification page on Council's website for more information on this service) Yes No

OFFICE USE ONLY

DA No: / / Date: / /

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PRIVACY NOTIFICATION

The information provided in this application and supporting documentation, is required to enable it to be assessed by Council and relevant State agencies. In accordance with the *Government Information (Public Access) Act 2009*, the application and supporting documentation will be placed on Council's website in full; with the exception only of the information provided in owners and applicants details following. Additionally, members of the public are entitled to access and take copies of the application and supporting documentation.

Persons identified on the application may apply to Council to access or amend the information at any time.

4 APPLICANT'S DETAILS

Name(s)

Postal Address

Telephone

Mobile

Email

Fax

Is the applicant of this application an employee/councillor of Central Coast Council or have a relationship to any staff, which may potentially present a conflict of interest?

Yes

No

If yes, please state name(s) of the person who is an employee/councillor with whom there is a relationship

Please state the nature of the relationship with that person (e.g. family member, friend, business partner)

If the application is lodged on behalf of a company, are the shareholders/position holders or persons with a pecuniary interest in the company an employee/councillor of Central Coast Council or have a relationship to any staff, which may potentially present a conflict of interest?

Yes

No

If yes, please state name(s) of the person who is an employee/councillor with whom there is a relationship

Please state the nature of the relationship with that person (e.g. family member, friend, business partner)

Has any person with a financial interest in this application, made a political donation or gift as outlined in section 10.4 of *Environment Planning and Assessment Act 1979*? (SEE NOTE 6)

Yes

No

Would you like your determination to be :

Posted

OR

Emailed

Signature of Applicant(s)

Date

/ /

COPYRIGHT INDEMNITY

The applicant hereby grants a royalty free, non-exclusive licence or will obtain the grant of such a licence to the Council to copy, reproduce, republish, transcribe or distribute the documents lodged with this development application for the purpose of notification of the development application, assessment of the development application and compliance with the provisions of the *Government Information (Public Access) Act 2009*. As far as is permitted by law, the applicant hereby indemnifies the Council against any damages or claim arising from the exercise of such a licence.

Development Application Form

5 OWNER'S DETAILS (Must be completed)

Name(s)				
Postal Address				
Telephone		Mobile		
Email			Fax	

Is the owner of the land an employee/councillor of Central Coast Council or have a relationship to any staff, which may potentially present a conflict of interest?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state name(s) of the person who is an employee/councillor with whom there is a relationship			
Please state the nature of the relationship with that person (e.g. family member, friend, business partner)			
If the land is owned by a company, are the shareholders/position holders or persons with a pecuniary interest in the company an employee/councillor of Central Coast Council or have a relationship to any staff, which may potentially present a conflict of interest?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state name(s) of the person who is an employee/councillor with whom there is a relationship			
Please state the nature of the relationship with that person (e.g. family member, friend, business partner)			
Signature of Owner(s)		Date	
		/ /	
The names and signatures of all owners should be shown in this section.			
If signing on behalf of a Company, please print your name and position.			
Name			
Position			

Reminder: All development within Central Coast LGA requires an application under section 305 of the *Water Management Act 2000* for the determination of water and sewer requirements including contributions (where applicable). These applications can be considered concurrently.

OFFICE USE ONLY

DA No:	Date:	CCO name:
CC No:	/ /	

Development Application Notes

1 TYPES OF DEVELOPMENT

Local Development is all types of development that requires consent (other than those listed below).

Integrated Development requires development consent from Council and other State Government Authority (ies) (refer to the Integrated Development (ID) checklist).

Designated Development requires the preparation of an Environmental Impact Statement (EIS) under the provisions of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*.

Council or the Minister for Planning may be the consent authority.

Section 8.2 Review applications must be lodged within timeframes as prescribed by the *EP&A Act*.

A Statement of Environmental Effects (SEE) must accompany all applications. The SEE includes written information about the proposal that cannot be readily shown on your application or plans. (See Eco-Info 25-Preparing a SEE)

NOTE: Contributions under sections 7.11/7.12 of the *EP&A Act* may be levied, dependent upon the type of development, in accordance with Council's Development Contribution Plans.

2 APPLICATION DETAILS

It is important that the property is accurately identified by its legal description.

If the proposed development is located in a mine subsidence district, plans must be approved by the Mine Subsidence Board prior to lodgement of the application with Council.

3 TOTAL PROJECT VALUE

The total project value should include all of the costs (eg. building, labour costs, construction, landscaping, carparking, drainage, fencing etc) but should not include the cost of land. Works over \$500,000 in value to provide estimation in accordance with "Estimating Cost of Works" guide. In the case of shop, office or factory fitout, also include cost of internal equipment, shelving, etc.

4 APPLICANT(S)

Anyone can apply for approval but if the applicant is not the owner of the land, then the owner's written consent to lodge the application is required. All correspondence and notice of determination will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application. By signing this application, you are acknowledging that you have read the notes and instructions on this form and the accompanying checklist, and have included all the requested information as it applies to this application.

5 OWNER(S)

The names and signatures of all owners should be shown in this section.
(Written authority from the owner is required if a solicitor or agent is acting on behalf of the owner).

For application made on Crown land, whether leased or not, the owner's details must be signed by an officer of the Department of Lands who is authorised for these purposes, or Council's Authorised Officer if acting as custodian. (This must be signed prior to lodgement of an application)

If the property is owned by a Company, the application must be executed using the Company Seal or the appropriate director's signature. Any person signing on behalf of the Company must state the authority by which that person acts and print your name and position.

If signing on behalf of an Owners Corporation, signatures required are as follows:

1. where the proposed development is within the internal walls of the unit, the unit owner only
2. where the proposed development is in a courtyard or on common property,
 - all unit owners, or
 - the common seal of the Owners Corporation and signed by the secretary of the Owners Corporation or
 - a copy of the meeting minutes approving the works and signed by the Secretary of the Owners Corporation.

By signing, you are giving consent to the applicant identified on this form to lodge this application with Council.

6 POLITICAL DONATIONS

Persons who make a relevant planning application to Council are required to disclose reportable political donations & gifts 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.

(Refer Council's website for a Disclosure Statement Form or contact Council)

1. Political donation means political donations to a party, elected member, group or candidate of \$1000 or more (or smaller donations totalling \$1000 or more),
2. "Gifts" means a gift within the meaning of Part 6 of the *Election Funding & Disclosure Act 1981* and includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

A person with relevant financial interest may include an applicant, landowner or someone who will obtain a financial gain from the application.

7 REGIONAL PLANNING PANEL (RPP)

If the development application is to be determined by the RPP, one additional CD/USB and two additional full sets of DA documentation is to be submitted, inclusive of amended plans.

8 DIGITAL REQUIREMENTS AND NAMING CONVENTIONS

All applications for development with a value of over \$1M must be lodged with a correctly formatted CD digital data disc or USB drive in addition to the paper copies.

- All files (including written documents and plans) submitted must not be locked or password protected.
- Individual files must not exceed 20MB (preferably under 10MB). Large files must be split into smaller size files.
- The CD or USB file names must exactly matches all names of hardcopies and documents submitted with this application.