



Hawkesbury City Council

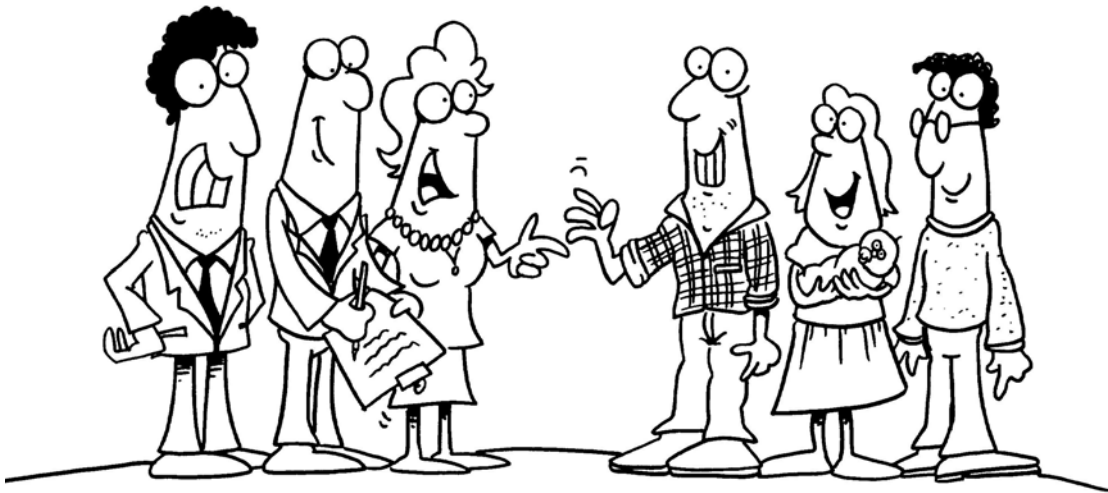
Guidelines for Submitting Applications

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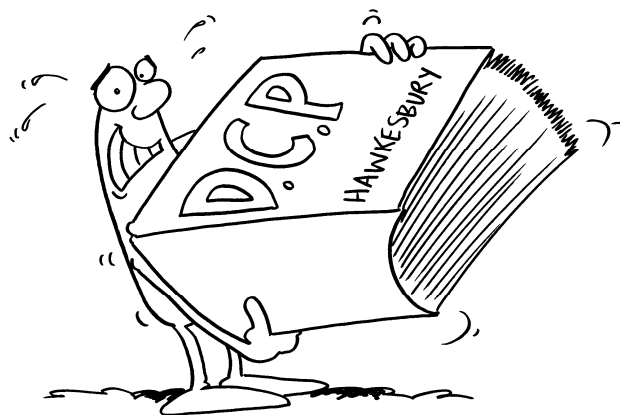
The process of lodging your development application need not be complicated if you fully understand the process and the steps the application must take on the way.

Council's building and town planning staff are happy to assist you. Advice and guidance in respect to the Council requirements and information required to process your application promptly can be provided prior to lodgement.



The Building Surveyors and Town Planners are available between 8:30am to 10:30am weekdays. Call 4560 4565 for more information.

If the proposed building work is minor, check to see whether it is **exempt**. For example, some open decks and certain types of fences / pergolas whilst they must be built to the standards required by the Building Code of Australia, do not require approval. To determine whether the proposal is exempt you need to read the Development Control Plan (DCP) 'Exempt and Complying Development'. A copy is available on Council's web site - www.hawkesbury.nsw.gov.au or from Council's Administration Centre, 366 George Street, Windsor.



The Application Form

Description of Proposal

Provide a description of the proposal and indicate the type of work ie. Earthworks, Demolition, Building. Also include details of the proposed use of the land or building.



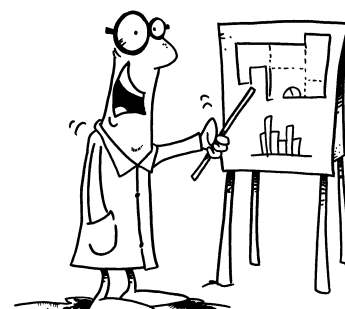
Estimated Cost of Development

Estimate the total value of works (include GST) for the proposal. This must include the cost of materials and all labour costs. If demolition or land modification ie excavation or fill is required, these costs must also be included in the estimated value. All external works such as driveways and landscaping must also be included.

Type of Application, Certificate or Approval

Development Consent

Development Consent is required, in most cases, for the use of land, building, and works (including dams, landfill, etc.) Check Council's land use matrix which can be found in the Local Environmental Plan (LEP). A copy is available on Council's web site - www.hawkesbury.nsw.gov.au or from Council's Administration Centre, 366 George Street, Windsor. Development consents are usually valid for 5 years.



Building Construction Certificate

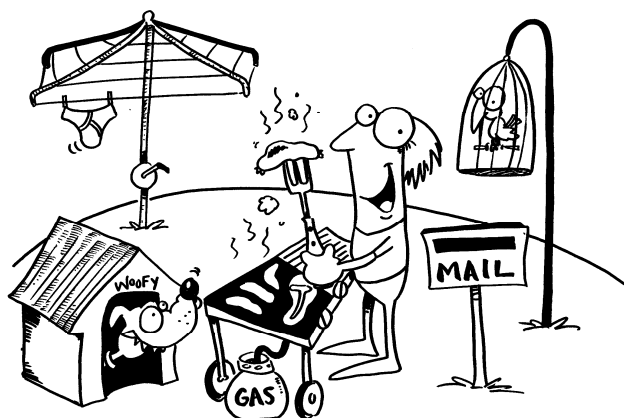
Every development that involves building works will require a construction certificate. The plans and specifications submitted with a construction certificate application must contain enough detail to ensure that the works comply with the relevant standards and are consistent with the terms of development consent.

Construction certificates can be issued either by Council or by an accredited certifier. If you choose Council, then the construction certificate can be applied for, and issued (in most cases) at the same time as your development consent. Construction certificates are valid for the life of the development consent.

You must have your Construction Certificate prior to starting work.

Complying Development

If your proposal is not 'exempt', then the next thing is to check is whether it meets the criteria for '**complying development**'. This category of development seeks to streamline the application process by providing a single certificate that covers pre-defined development conditions as well as meeting the structural standards required by the Building Code of Australia. The criteria to determine whether an application is complying development is contained in the 'Exempt and Complying Development' chapter of the DCP. Complying Development Certificate can be issued by Council or by an accredited Private Certifier. A Complying Development Certificate lapses after 2 years.



Engineering Construction Certificate (Civil Works)

Every development that involves civil engineering or earth works will require a construction certificate. The plans and specifications submitted with a construction certificate application must contain enough detail to ensure that the works comply with the relevant standards and are consistent with the terms of development consent.

Construction certificates can be issued either by Council or by an accredited certifier. If you choose Council, then the construction certificate can be applied for at the same time as your development consent. Construction certificates are valid for the life of the development consent.

You must have your Construction Certificate prior to starting work.

Integrated Development

Some development proposals, need other kinds of approvals from state agencies. A proposal is known as **integrated development** if you need development consent and one or more approvals. For example, a building that is subject to a heritage conservation order must also have a permit issued by the NSW Heritage Council. You still need to apply direct to the State authority for the issue of a licence/permit, however early advice of their approval is given in the integrated development consent. The following questions should help you to determine whether the proposed works require a licence/permit and if so, the Act under which those approvals are required.

Roads & Traffic Authority - Will the development affect a public road, a Crown road, a highway, a main road, a freeway or a tollway?
If yes, you will need a consent under Section 138 of the Roads Act 1993.

NSW Fisheries - Do you want to carry out aquaculture?
If yes, you need a permit under Section 144 of the Fisheries Management Act 1994.

Heritage Council- Does your development involve a building, a place or land that has a permanent conservation order, an interim conservation order or an interim heritage order protecting it, or which is listed on the State Heritage Register?
If yes, you need an approval under Section 57 of the Heritage Act 1977.

National Parks & Wildlife Service - Will it destroy, damage or otherwise harm an Aboriginal relic that is known to exist on the land you want to develop?
If yes, then you need an approval under Section 90 of the National Parks and Wildlife Act 1974.

Rural Fire Service - Is the development a subdivision or school, child care centre, hospital, hotel, motel, or other tourist accommodation; or, housing for Older People or People with a Disability (SEPP5); or a Group Home (SEPP9); and on designated bushfire prone land?

If yes, you will need authority under Section 100B of the Rural Fires Act 1997.

Environmental - Is the proposal designated development?
Protection
Authority If yes, you are likely to need a licence under Section 47 of Section 48 of the Protection of the Environment Operation Act 1997.
Will the development cause pollution of water?
If yes, you will require a licence under Section 43(d) of the Protection of the Environment Operations Act 1997.

Department of - Is the development within 40 metres of a stream,
Infrastructure
Planning & Natural If Yes, are you going to excavate the land, remove
Resources material from the land or do anything which will obstruct or detrimentally affect the water flowing in a stream, river, creek, lake or lagoon?
If so, you will need a permit under Part 3A of the Rivers and Foreshores Improvements Act 1948.

Do you propose to build pumps (or the like) to obtain water, or build pipes (or the like) to carry water from a natural watercourse?
If yes, then you need a permit under Section 16A of the Water Act 1912.

Property Description

This section asks you to provide details on the location and description of the land. The lot and DP/SP number can be found on the Certificate of Title or on a rates notice. If the development is over more than one property please include details of all properties.

For Subdivision Only

The majority of subdivisions are developments that require development consent. However, some boundary adjustments can be Complying Development. To determine whether a boundary adjustment requires development consent or complying development certificate, you need to read the Development Control Plan (DCP) 'Exempt and Complying

Development'. A copy is available on Council's web site - www.hawkesbury.nsw.gov.au or from Council's Administration Centre, 366 George Street, Windsor.

You need to provide details of the number of existing lots and the number of additional lots to be created. You also need to nominate whether the subdivision will include the creation of a new road or no new road.

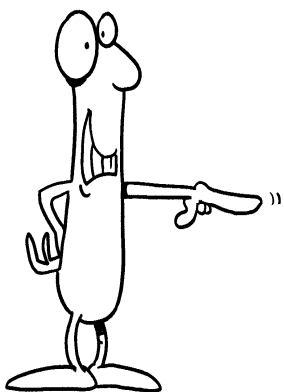


Applicant's Details

The applicant can be either yourself or an agent chosen by the owner of the land to act on their behalf in the management of their application including amendment to, or withdrawal of, the application. All correspondence and communication is directed to the applicant until the application is finalised.

Owner/s Details

It is a requirement that all owners of the property sign the application. If the owner of the property is a company, then a director or company secretary must sign the application. Where this is the case, then the Australian Business Number (ABN) is also required.



Applications will not be accepted unless they have ALL owners signatures.

Builder's Details (Construction Certificate Only)

This is the builder you are nominating to undertake the construction part of this application. You do not have to make this

decision at this stage but you must inform Council of your nominated builder prior to commencing work. This should be done in writing detailing the builders name, contact address, telephone number and licence number.

If you use a licensed builder and the value of work is over \$12,000 they must provide you with Home Owner Warranty Insurance.

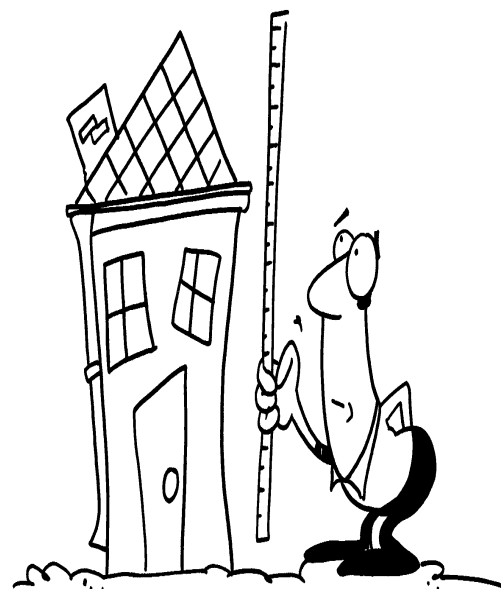
If you choose to be an Owner builder and the value of work is over \$5,000 you will need to obtain an Owner Builder Permit from the Department of Fair Trading. Also if the value is above \$12,000 you will be required to complete an Owner Builder course. For further information contact the Department of Fair Trading on 133 220.

Appointment of a Principal Certifying Authority (PCA)

The role of the PCA is to ensure that the development is carried out in accordance with the approved plans, specifications, any conditions listed in the development consent or complying development certificate and certifies that the construction has been built in accordance with the Building Code of Australia or any relevant standards.

It is the owner's responsibility to appoint a PCA. This can be Council or an accredited certifier, but once chosen, must remain the same throughout the construction process.

It is in the interests of all owners to sight the inspection results / compliance certificates, regardless of whether you use Council or an accredited certifier.



If you tick the box on the application form this will appoint Council as your PCA.

If you nominate Council as your PCA, inspections can be arranged with 24 hours notice. Results are issued at the time of inspection. On completion of the development you may apply for an Occupation Certificate, if the development complies with all relevant standards and conditions of consent.

If you choose an accredited certifier as your PCA you are obliged to notify Council in writing of who this is at least 2 days before work starts.

Statement of Environmental Effects

This is a written statement which demonstrates that the applicant has considered the impact of the proposed development on the natural and built environment. The statement should also contain information as to any proposed methods to mitigate any adverse effect that may arise from the proposal.

The aim of the Statement of Environmental Effects is to appraise the suitability of the land for the development. It should detail, (where applicable) the following issues:

- Compliance with Statutory and Council DCP requirements.
- Suitability of the land for development. Consider flooding, drainage, tidal inundation, land slip, soil erosion, mine subsidence, bushfire and similar risks.
- Proposed vehicle access and egress. Adequacy for any loading, unloading, turning or parking.
- Proposed landscaping of the site and whether any existing trees should be preserved.
- The physical character, location, siting, bulk, scale, shape, size, height, density, design or external appearance of the development.
- The siting of any building or works on the land and their relation to development on neighbouring land (especially consider overlooking and over shadowing).
- Impact on the landscape, streetscape or scenic quality of the locality.
- The existing and likely future amenity of the neighbourhood.
- The amount of traffic likely to be generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried.
- Whether public transport will be necessary to serve the development, and present availability and adequacy of public transport.

- Whether existing utility services are adequate to serve the development (ie, water, sewerage, power, stormwater drainage, telephone) or, in rural areas, whether services are available on site.
- The impact on the natural environments.
- The impact on the built environment or items of natural heritage.
- Social and economic effects of the development.
- Any special heads of consideration specified in an environmental planning instrument (eg, relating to heritage and conservation, scenic protection, wetlands, water catchment areas, escarpments, etc).
- Any special circumstances relating to the site or the locality.

Materials to be used

If you are applying for a complying development certificate or a construction certificate this section must be completed. The information is required by the Australian Bureau of Statistics and contributes to key economic indicators for the country. If there are 2 or more different material types used, then please nominate the primary material type.



Attachments

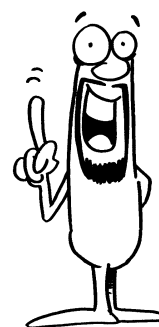
Provide a list of plans, diagrams and specifications, with a brief description of the plan. Also a list of corresponding plan numbers, that you are submitting with your application.

Snap Shot of the Development Process

The development process goes through a number of steps before you can commence construction of your development.

The steps usually include:

- Development of the Idea
- Prelodgement
- Lodgement of the Application
- Referrals/Notification
- Assessment
- Determination
- Approval
- Construction.



Developing the Idea

- You consider an idea for a development proposal.
- The idea is then refined.

Tips to consider

- *Think your proposal through in detail.*
- *Make sure it is what you really want and is reasonable.*
- *Be prepared to consider and make changes.*

Prelodgement

Initially

- Do I need approval?
- Find out what are the requirements for your proposal.

How and where can I find assistance?

- Hawkesbury City Council Customer Service on (02) 4560 4565
- Hawkesbury Local Environment Plan (LEP)/ Development Control Plan (DCP);
- Internet/Council's Web site.

- Building code of Australia (BCA) /Australian Standards (AS) & relevant guidelines.

Consultation/discussion with Council

- Develop preliminary concept plans for discussion.
- Discuss your proposal with Council officers.
- Find out the details to be lodged with the application.
- Further discussions with Council officers if required.

Lodgement of Application

- Ensure the form is completed correctly, often if information has to be sought from the applicant after it is lodged, this will delay the process.
- Ensure all the necessary information, plans and checklists are provided with adequate and correct details.
- Ensure all matters raised and discussed at prelodgement are also addressed in the application.

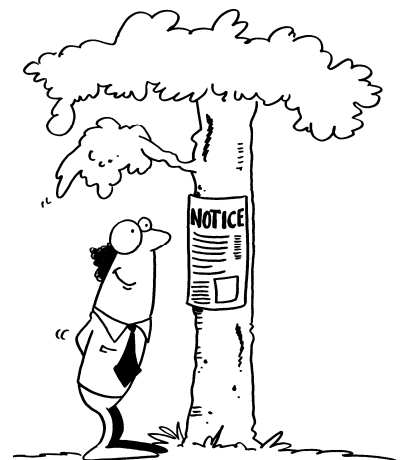


Referrals

Your application may be referred another government agency for comment, to expert Council staff or consultants for technical advise.

Notification

Many applications are notified to surrounding property owners and affected residents. The minimum period is 14 days. This is completed by a mail out and depending on the proposal the application can also be advertised in the local paper. **To assist in the notification process an A4/A3 copy containing the site plan, elevation and sections plans is required from the applicant.**



Assessment

Council's legal obligations in the Assessment process include looking at:

- *Environmental Planning & Assessment Act.*
- *Hawkesbury Local Environmental Plan 1989.*
- *Hawkesbury Development Control Plan.*
- *Building Code of Australia.*
- *Various Australian Standards.*

Determination

- Council's options for determination are set out under the EP&A Act:
 - Approval (with conditions);
 - Refusal;
 - Deferred Commencement.
- Appeal / Right of review under EP&A Act.
- The Decision is made usually with Conditions imposed.
- About 98% of all applications are determined under delegated authority. i.e. by Council staff rather than going to a Council meeting for Councillors to decide.

Approval

- Conditions imposed on the Development Consent.
- Additional information may be required before a Construction Certificate can be issued.
- Construction Certificate (Building Approval) is required before construction can commence.

Construction

- Read and understand all conditions prior to commencing works.
- Ensure all other approvals have been obtained (i.e. Sydney Water).
- Arrange for the relevant inspections during construction (conditions of consent).

Then you are on your way to building. Just remember this process takes time as many factors are taken into consideration.

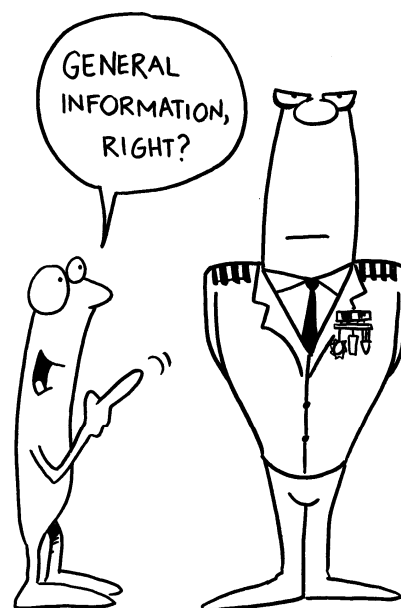
General Information

Fee quote

Quotes on fees can be obtained over the telephone on (02) 4560 4565 or at our office.

Long Service Levy

The NSW Government has placed a levy on all building and construction work in NSW the levy is payable on work costing \$25,000 or more. Fees can be paid direct to the Long Service Levy Payments Corporation or to Hawkesbury City Council who acts as an agent for the Corporation. Owners/Builders and non-profit organisations may seek an exemption of up to 50% of the levy payable. For further information call 13 14 41.



Amending plans

Plans can change during the construction process - things shown on paper are often hard to imagine in three dimensional reality. To change the plans, or a condition on the development consent you need to lodge an application to amend the development consent and submit details in support of the proposed changes.

Amended applications follow the same process as the original development application. Where the amendment changes any of the external structure, it will be readvertised to neighbours. Fees are payable, and depending on the changes proposed, a new Construction Certificate may also be required.

Extension of time

Development approvals from Council usually have a life of up to 5 years. This may be extended by a further year provided that an application is made at least 2 months prior to the end of the consent period. After a consent has lapsed, a fresh application is required.

Withdrawing or cancelling an application

Only the applicant can withdraw an application prior to the determination being made. Where this is the case and depending on the level of assessment undertaken, some of the fees may be refunded. Requests to withdraw an application must be made in writing, by the applicant. Any funds refunded will however be returned to the signatory of the original cheque. Where a cash payment has been made this will be returned to the applicant.

Applicants Checklist

- Application form completed correctly
- Relevant Checklist/s attached with all boxes ticked to indicate that the information has been supplied
- Six (6) Copies of Plans and supporting information attached
- Payment of relevant fees and charges

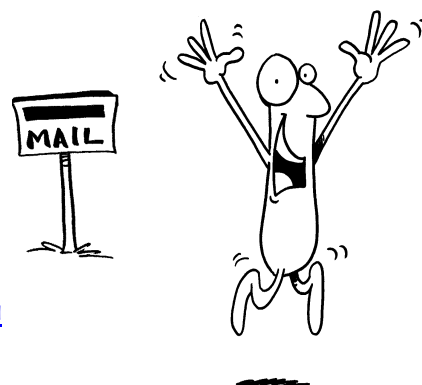
Further Information

For further information contact Council's Town Planning Services Division.

Address all correspondence to:

The General Manager
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Enquiries: (02) 4560 4565
E-mail: council@hawkesbury.nsw.gov.au
Website: www.hawkesbury.nsw.gov.au



This document contains important information.
If you do not understand it, contact
the Telephone Interpreter Service on 131450.

English

This document contains important information.
If you do not understand it please contact the Telephone
Interpreting Service on 131 450 and ask them to contact
Hawkesbury City Council on 02 4560 4444.

Arabic

تحتوي هذه الوثيقة على معلومات مهمة
إذا لم تفهما الرجاء الاتصال بخدمة الترجمة الهاتفية
واطلب منهم 131 450 على الرقم
أن يتصلوا ببليدية مدينة هوكسبري
02 4560 4444 على الرقم

Chinese

這份文件載有重要的資訊。如果你不了解它，
請致電 131 450，電話傳譯服務，
要求他們接線(02) 4560 4444
聯絡 Hawkesbury City Council 查詢。

Hindi

इन कागज़ों में आवश्यक जानकारी दी गई है।
यदि आप इसे समझ नहीं पायें तो कृपया दूरभाष
दुभाषिया सेवा से 131 450 पर सम्पर्क करें तथा
उनसे हाक्सबरी सिटी कौन्सिल से 02 4560 4444
पर मिलाने को कहिये।

Filipino- Tagalog

Ang dokumentong ito ay mayroong mahalagang impormasyon.
Kung hindi ninyo nauunawaan ito pakitawagan ang Telephone
Interpreting Service sa 131 450 at hilingin sa kanila na tawagan
ang Hawkesbury City Council sa 02 4560 4444.

Macedonian

Ovoj dokument sodr`i va`na informacija.
Ako ne go razbirate ve molime da se javite na slu`bata za
tolkuvawe preku telefon (Telephone Interpreting Service) na
131 450 i pobarajte da go kontaktiraat Hawkesbury City Council na
02 4560 4444