

## PARRA CERTIFICATION ADDITIONAL INFORMATION FORM

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 , Application & Contact Details

#### 1. Property details

Address



Application reference  
(CC, CDC or LA No.)

\_\_\_\_\_ / \_\_\_\_\_ / **20**\_\_\_\_\_ e.g CC/1/2014

#### 2. Contact details

(where not the applicant)

name:

phone:

email:

### PART 2 - Additional Documentation Details

#### 3. Indicate document type

Please tick (✓)

1. Plan/drawing

7. Surveyors Plan/Certificate

2. Smoke Alarm Certificate

8. Basix Certificate

3. Waterproofing Certificate

9. Glazing Certificate

4. Landscape Plan/Certificate

10. Termite Certificate

5. Engineering Plan/Certificate

11. Other

6. Hydraulic Plan/Certificate

### PART 3 - Digital Requirements

As of 1st July 2010, 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 digital data disc will not be accepted.**

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. Files not to exceed 50mb.

**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.

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

Eg: *Architectural 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](http://www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge)

#### OFFICE USE ONLY

Date Received: