COMBINED DEVELOPMENT & CONSTRUCTION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 78A)

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Property Details

Property details

unit:	house:
street:	
suburb:	postcode:
lot:	DP/SP etc:

Note: Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council **cannot** accept this application.

Development Description and Proposal Details

Type and cost of proposed development - Please tick (✓)

Signage/advertising		Use of land/building		Carrying out of works		Subdivision	
Earthworks		Construct a building		Demolition		Other	

Detailed Description of proposed development

Online Service Portal

You can log onto www.cityofparramatta.nsw.gov.au 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: **DA/**	DA Fee: **$**	Lodged via Post
Reference: CC/	Receipt #:	Lodged in person
Date:	CC Fee $	
	Receipt #:	

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Proposed use of the building
Please tick (P)

	Single dwelling
	Residential flats, dual occupancy, multi unit, serviced apartments
	Mixed use development (i.e. mix of residential, office & commercial)
	Accommodation - hotel, motel, boarding house, hostel
	Offices
	Retail
	Factory, service station
	Warehouse, showroom
	Public buildings, halls, educational, laboratories
	Outbuildings, garages, pergolas, pools, signs
	Other (please describe)

Number of dwelling units/ gross floor area

	No. Existing	No. Proposed
Studio units	#	#
1 bedroom units	#	#
2 bedroom units	#	#
3 bedroom units	#	#
4 or more bedroom units	#	#
Total gross floor area (commercial/retail/ residential)	#	#

Operating Details

	No. Existing	No. Proposed
Number of staff/employees	#	#

Working hours:

Monday	to	to
Tuesday	to	to
Wednesday	to	to
Thursday	to	to
Friday	to	to
Saturday	to	to
Sunday	to	to

Parking and loading facilities:

	No. Existing	No. Proposed
Number of parking spaces	#	#
Number of loading bays	#	#

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Development Details

Integrated development (s91a of EPAA) - Please tick (✓)

Is this application for Integrated Development? yes ☐ no ☐

Integrated development is development that requires licences or approvals from other Government Departments. If this is an Integrated Development, please select from the appropriate boxes below.

- ☐ Item or place under an Interim or Permanent Conservation Order or Interim Heritage Order - **Heritage Act 1977**
- ☐ Involve works for irrigation, water supply or drainage, changing or preventing a change in the course of a river, preventing the land from flooding - **Water Act 1912**
- ☐ Impact upon a crown road, highway, main road, a freeway or a toll way - **Roads Act 1993.**
- ☐ An Aboriginal place declared (under the **National Parks and Wildlife 1974**) over the land, or any Aboriginal relics on the land
- ☐ Dredging or reclamation of waters - **Fisheries Management Act 1994**
- ☐ Within 40 metres of a watercourse - **Water Management Act 2000**
- ☐ Impact on marine vegetation such as removal of seagrasses, mangroves, sea lettuce or blackfish - **Fisheries Management Act 1994**
- ☐ Erect a structure; carry out works etc, on a public road under the **Roads Act 1993.**
- ☐ An EPA Licensed activity - **Protection of the Environment Operations Act 1997**
- ☐ Aquaculture - **Fisheries Management Act 1994**
- ☐ Alterations or improvements within a mine subsidence district or subdivision of land within - **Mine Subsidence Compensation Act 1961**
- ☐ Grant of mining lease - **Mining Act 1992**
- ☐ **Petroleum (Onshore Act) 1991**
- ☐ **Rural Fires Act 1997**

Staged development

Are you applying for a staged development consent? yes ☐ no ☐

If you answered yes to this question, please attach written details of the staging proposed.

Approval under s68 Local Government Act 1993

Please tick (✓) yes ☐ no ☐

Generally, Section 68 refers to approvals relating (but not limited to) structures or places of public entertainment, water supply, sewerage and stormwater drainage work, management of waste community land, public land and of other activities to ensure compliance, refer to Local Government Act 1993, Section 68 and Regulation.

Approvals under s138 Roads Act 1993

Please tick (✓) yes ☐ no ☐

Does this application propose any form of alteration to Council's road reserve, i.e. Driveway, footpath reconstruction, drainage connection, outdoor dinning and the like?
If yes, full details of the layout of the proposed driveway crossing, drainage connections including temporary structures and the like are required to be provided with the Development Application.

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Development Details (continued)

Heritage & Conservation (see LEP 2011 or LEP 2007)

Please tick (✓)

Is the building an item of environmental heritage or in a conservation area?	yes		no	
Are you demolishing all or any part of the building?	yes		no	
Are you altering or adding to any part of the building?	yes		no	
Is tree removal proposed?	yes		no	

Current use

Current or last known use:

Is this use still operating? yes no

If the premises is currently vacant, when did the last use cease?

Miscellaneous Property Details

Does Council require your presence for access to the site?	yes		no	
Provide contact details on the last pages of this form Is there a dog on the property?	yes		no	
Is there a swimming pool on the property?	yes		no	
Does the application propose tree removal?	yes		no	

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Construction Description and Proposal Details

Type of proposed construction	Please tick (✓)
Awnings, Pergolas and Open Structures	
Garages	
Swimming Pools	
Additions and Alterations - ground floor	
Additions and Alterations - first, second or third floor	
New Dwellings - single storey	
New Dwellings - two or three storey	
Dual Occupancy / Duplex	
Building Class 2 to 9 Structures and any works associated with these buildings as outlined in the Building Code of Australia	

Builder/Owner Builder Details

Name	
Contractor license /permit number in case of owner builder	
Address	
Contact details	

Long Service Levy

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

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Appointment of Accredited Certifier and Principal Certifying Authority

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

Package including Construction 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 City of Parramatta Council to issue the Construction 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:

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Australian Bureau of Statistics Details

Information to be collected for Australian Bureau of Statistics

Materials to be used

Please tick (✓) which best describes the materials from which the proposed work will be constructed.

Walls	Code		Roof	Code		Floor	Code	
brick veneer	12		aluminium	70		concrete	20	
full brick	11		concrete	20		timber	40	
single brick	11		concrete tile	10		other	80	
concrete block	11		fibrous cement	30		unknown	90	
concrete/masonry	20		fibreglass	80				
concrete	20		masonry/terracotta shingle tiles	10		**Frame**		
steel	60		slate	20		timber	40	
fibrous cement	30		steel	60		steel	60	
hardiplank	30		terracotta tile	10		other	80	
timber/weatherboard	40		other	80		unknown	90	
cladding-aluminium	70		unknown	90				
curtain glass	50							
other	80							
unknown	90							

Particulars of the proposal

1. Area of the land (m²). — 1.
2. Gross floor area of existing building (m²). — 2.
3. Current uses of all or parts of the building(s)/land e.g. vacant. — 3.
4. Does the site contain a dual occupancy? — yes ☐ no ☐
5. Gross floor area of the proposed addition or new building (m²). — 5.
6. Proposed uses of all parts of the building(s)/land. — 6.
7. Number of pre-existing dwellings. — 7.
8. Number of dwellings to be demolished. — 8.
9. Number of dwellings proposed. — 9.
10. Number of storeys the proposed building will consist of? — 10.

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Fire Safety Schedules

Fire Safety Schedule (for the whole building and the land on which it is situated)

Item	Measure	Existing measure? YES/NO	Proposed to be upgraded? YES/NO	If yes, enter the proposed standard of performance (eg. AS2118)
1	Access panels, doors and hoppers to fire resisting shafts			
2	Automatic fail safe devices			
3	Automatic fire detection and alarm systems			
4	Automatic fire suppression systems			
5	Emergency lifts			
6	Emergency warning and intercommunication systems			
7	Exit signs			
8	Fire control centres and rooms			
9	Fire dampers			
10	Fire doors			
11	Fire hydrant systems			
12	Fire seals (protecting openings in fire resisting building components)			
13	Fire shutters			
14	Fire windows			
15	Hose reel systems			
16	Lightweight construction			
17	Mechanical air handling systems			
18	Perimeter vehicle access for emergency vehicles			
19	Portable fire extinguishers			
20	Safety curtains in proscenium openings			
21	Smoke and heat vents			
22	Smoke dampers			
23	Smoke detectors and heat detectors			
24	Smoke doors			
25	Solid core doors			
26	Stand-by power systems			
27	Wall wetting sprinkler and drencher systems			
28	Warning and Operational signs			
29	Building occupant warning system			
30	Fire and Smoke Alarms			
31	Illuminated exit sign as emergency lighting			
32	Other			
33	Other			

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Accompanying Documentation Checklist

✓ = Document required.
⊗ = Document required if applying for a Construction Certificate or Complying Development Certificate.
• = Document may be required.

NB: Multiple copies are required

	New Residential Dwellings	Alteration & Additions to Residential Dwellings	Swimming Pools & Spas	New Dual Occupancies	Multi Unit / Town Housing	Residential Flat Buildings & Seniors Living	Commercial & Industrial Buildings	Child Care Centres	Subdivision / Demolition	Advertising / Signage	**Applicant Checklist (✓)**	**Council Checklist (✓)**
Floor Plan (1:100 scale / 1:200)	✓	✓	•	✓	✓	✓	✓	✓	•	•		
Elevation Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	•	✓		
Section Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Registered Site Survey Plans - Must be prepared & signed by Registered Surveyor with Registration Number (A1 size, 1:200 scale) to Australian Height Datum (AHD). • Digital copies of plans must be in the same scale as hard copy plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Shadow Diagrams	•	•	•	•	✓	✓	•	•	•	•		
Building Specifications	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Energy Certificate e.g. BASIX	✓	•	•	✓	✓	✓	✓	✓	na	na		
Notification Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Landscaping Plan	✓	•	•	✓	✓	✓	✓	✓	•	•		
Erosion & Sediment Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	•		
OSD / Stormwater Drainage Plan (1:100 / 1:200 scale) A1 size	✓	✓	✓	✓	✓	✓	✓	✓	✓	•		
Drainage Checklist (pages 17-21)	✓	✓	✓	✓	✓	✓	✓	✓	✓	na		
Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	•	•		
External Finishes & Materials	✓	•	✓	✓	✓	✓	✓	•	•	✓		
Structural Details	✓	✓	✓	✓	✓	✓	✓	✓	•	✓		
Heritage Impact Statement	•	•	•	•	•	•	•	•	•	•		
Aboriginal Archaeolog. Statement	•	•	•	•	•	•	•	•	•	•		
Photomontage	•	•	•	•	✓	✓	✓	•	•	•		
SEPP 65 Statement	na	na	na	na	•	✓	•	na	na	na		
Contamination Report	•	•	•	•	•	•	•	•	•	•		
Flora and Fauna Statement	•	•	•	•	•	•	•	•	•	•		
Design Review Panel referral	na	•	na	na	•	•	•	na	na	na		
Social Impact & Cultural Statement	•	•	•	•	•	•	•	•	•	•		
Digital Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Detailed Cost Estimate	✓	✓	✓	✓	✓	✓	✓	✓	✓	na		
Political Donation Statement	•	•	•	•	•	•	•	•	•	•		

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Accompanying Documentation Checklist (continued)

Document copies required

- Council requires 4 hardcopies of all documents outlined in the checklist outlined on the previous page excluding the photomontage for which only 2 hardcopies are required.
- If the development is integrated and/or concurrence is required then 2 additional copies are required.
- All accompanying documents need to be digitalised.

Site, floor, elevation & section plans

Plans and drawings must include the following:

- Plans are to be **A3** size or larger
- Plans to scale, 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
- Section plan shows driveway gradient
- Levels to the Australian Height Datum
- Alterations/additions or modifications are to be coloured/shaded/ highlighted/bubbled
- Trees on subject and adjoining properties are to be shown

I have fulfilled these requirements: yes ☐ no ☐

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 25MB 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 - (Relevant Property Address).pdf
Application Form - (Relevant Property Address).pdf
Statement of Environmental Effects - (Relevant Property Address).pdf
Waste Management Plan - (Relevant Property Address).pdf
Internal Residential Floor Plans - (Relevant Property Address).pdf

My disc contains files which are named correctly and their content exactly matches hardcopies submitted with this application: yes ☐ no ☐

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PART 12 - Accompanying Documentation Guide (continued)

Other plans, statements and reports

Notification plans	To allow Council to notify adjacent properties of this proposal A4 size site and elevation plans are required.
Building specifications	Detailed specifications of structure in accordance with the Building Code of Australia (BCA).
Erosion and sediment control	Indicate where soil has been disturbed on plans.
External finishes and materials	Samples and/or colour charts are suitable.
Landscape plans	To be prepared by a qualified landscape architect.
Shadow profiles	Required for buildings of 2 storeys or greater at 9am, 12pm and 3pm (Winter Solstice).
Drainage plan	This is a stormwater concept plan of hydraulics and on-site stormwater detention (OSD) calculations if required. This must be on paper **A3** or larger.
Waste management plan	Meet the objectives of section 4.3.5 of the Parramatta Development Control Plan (DCP) 2005.
Energy & sustainability Performance certificate	Can be sourced from www.basix.nsw.gov.au. Also required for alterations and additions of $50,000 or more and swimming pools of 40,000 litres or more.
Heritage impact statement	If the subject site is a heritage item or is in a conservation area. See Heritage DCP or LEP on Council website.
Aboriginal archaeological Statement	For "high and medium" sensitivity sites.
Contamination report	If the site is potentially contaminated.
Flora and fauna report	If requested by Council.
SEPP 65 verification statement	For structures 3 storeys or greater having a residential component see www.planning.nsw.gov.au.
Social impact & cultural Statement	If the site is greater than 5000 m².

I have fulfilled these requirements: yes ☐ no ☐

Design Review Panel

DRP provides independent professional advice to Council regarding design quality of:

- All residential flat buildings 3 storeys in height or greater
- All high density housing
- All mixed use development 3 storeys in height or greater
- Draft master plans required under Parramatta Local Environment Plan 2001
- Any other development which, in the opinion of the Manager Development Services, or the Council, is likely to benefit from design review.

If your proposal is described by any of these then 6 additional copies of plans (A3) and accompanying documents are to be submitted with this application along with an additional fee which can be found at www.cityofparramatta.nsw.gov.au/development.

I have fulfilled these requirements: yes ☐ no ☐

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Detailed Cost Summary (This must be completed for development up to & including $3,000,000)
Note: Page 12-16 are not available for viewing on Council's website from 1 October 2011

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.

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: _____
_____
_____

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Quantity Surveyor's Report (This only is required to be completed for Development over $3,000,000)

Note: Page 12-16 are not available for viewing on Council's website from 1 October 2011

A Quantity Surveyor's report is required for all developments over $3,000,000 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 Manuals 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: _____

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Quantity Surveyor's Report (This only is required to be completed for Development over $3,000,000)

Note: Page 12-16 are not available for viewing on Council's website from 1 October 2011

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	%

COMBINED DEVELOPMENT & CONSTRUCTION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 78A)

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Applicant/s Details and Declaration
Note: Page 12-16 are not available for viewing on Council's website from 1 October 2011

family name (or company & ABN):	
full given names OR company contact person:	
Unit/House No:	Street Name:
Suburb:	Postcode:
Home Phone:	Mobile:
Office Phone:	Email: (mandatory as all correspondence will be done via email)

Do you consent to receiving further information requests via email?

Applicant/s 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 employee/Councillor of City of Parramatta Council. yes ☐ no ☐

If yes, please state relationship:_____

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes ☐ no ☐

Applicant/s signature

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 City of Parramatta Council, and
- all gifts made to any local councillor or employee of City of Parramatta 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 City of Parramatta 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 ☐

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Owners Details and Declaration - Note: Page 12-16 are not available for viewing on Council's website from 1 October 2011

family name (or company & ABN):	
full given names OR company contact person:	
Unit/House No:	Street Name:
Suburb:	Postcode:
Home Phone:	Mobile:
Office Phone:	Email:

Owner/s 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 employee/Councillor of City of Parramatta Council. yes ☐ no ☐

If yes, please state relationship:_____

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.

Owner(s) Consent Requirements (Please ☑ where applicable)

☐ **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownerships below)

☐ **Company / Organisation** - If the owner is a company, owner's consent is to be provided in two (2) 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.

Please note that it can take a minimum of 8 weeks for Council to be notified of a change of ownership.

Owner/s signature - ALL OWNERS ARE TO SIGN

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- The purpose of this form is to confirm that your stormwater design and OSD drawings (where necessary) have been prepared in line with Council requirements.
- It will ensure that quality submissions are lodged with necessary and correct information to prevent delay of the assessment of the development application
- A correctly completed form is required to enable lodgement of your DA/s96.
- It is essential that the Design Engineer carefully reads this checklist as any inaccurate or incomplete checklists will prevent the lodgement of your application.
- N/A shall be indicated adjacent to any details or information that are not relevant.

PROPERTY DETAILS

1. Property Details	Unit No:	House No:
Address	Street:	
	Suburb:	Postcode:
Lot/DP/SP etc	Lot:	DP/SP etc:
	DA Number: (office use only)	

TYPE OF DEVELOPMENT

MINOR DEVELOPMENTS NO OSD

May include single and secondary dwellings, alterations and additions with No OSD.

PAGE 18

MAJOR DEVELOPMENTS with OSD

May include duplexes, townhouses, residential flat buildings, commercial premises, major developments.

PAGE 19-22

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Minor Developments - No OSD

Stormwater Drainer/ Plumber (or Engineer's) Details & Declaration

This form is to be completed by a Licensed Drainer/Plumber (or a Registered Stormwater Engineer).

Company Details	Company & ABN:	
Engineering Details:	Registered Engineer Reference (NPER) if held:	
	Licence no & ABN:	
Family Name:	Full Given Name(s):	
Postal Address	Suburb:	Postcode:
Contact Details	Office phone:	Mobile:
	Fax:	Email:

I confirm that:

- **A true diagram or drawing of the stormwater system is attached.**
- **I am the Licensed Stormwater Drainer /Plumber (or Engineer) responsible for designing the stormwater system associated with this development proposal AND**
- **I certify that this proposal will meet accepted standards of good stormwater practice, Council and Australian Standards and will not cause nuisance or adversely affect this or other properties, AND**
- **There is no Council drainage line within or adjacent to this property, AND**
- **in my opinion, the existing stormwater drainage system is adequate to receive the storm-water from this new development OR I have proposed a new stormwater drainage system which will be adequate for the total site drainage needs from the existing and new devel-opment.**

Stormwater Drainer / Plumber or Engineer's Signature:

date:

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Major Developments - OSD required

This portion of the form is to be completed by a registered and practising stormwater engineer.

Registered Stormwater Design Engineer's Details

Company & ABN:

Registered Stormwater Design Engineer Reference (NPER):

Is the Engineer accredited to carry out Design of Stormwater & OSD Systems: **Y/N**

Full Given Name(s):

Suburb: Postcode:

Office phone: Mobile:

Registered Stormwater Design Engineer's Checklist

	ITEMS	Yes (✓)	No N/A (✓)
1.	**Registered Stormwater Design Engineer** Name, Signature, and Registration of the **Stormwater Design Engineer** are clearly indicated on the submitted design documentation.		
2.	**Flood Prone Land** The site is (wholly or partly) **affected by flood** as indicated on a current s149 planning certificate **AND:** Flood Level information has been obtained from Council by completing a **Flood Enquiry Application form.** This is attached. 20 year and 100 year ARI flood inundation extent line and levels (to m AHD) are clearly indicated on submitted Plan No. ……... **AND/OR:** There is a **Council stormwater** pipe, channel or watercourse **traversing the site** or within close proximity to the site AND an upstream catchment Overland Flow Assessment Report is attached for a 1 in 20 and 1 in 100 year ARI storm event flow running through site (including hydrological and hydraulic calculations). This information is attached as **Attachment - B** Overland flow paths within the site are identified on Plan No. ……		

3. **Private Easements**

Existing easement - drainage is proposed through adjoining private properties.

The site already benefits from an existing drainage easement AND an up to date Certificate of Title has been provided to confirm this benefit. AND an engineer or licensed plumber has certified that the proposed system (including connection to Council's stormwater system) is adequate and operational. Written confirmation of this is attached.

OR,
New easement - drainage proposed through adjoining private properties.

A new easement(s) over downstream property/ies is required to enable the site and/or the OSD system to be drained by gravity AND this is indicated on submitted Plan No. ……...

The permission of all affected downstream property owners has been obtained for such easement(s) AND written approval of this is attached.

An engineer (or licensed plumber) has certified that the proposed system (including connection to Council's stormwater system) is adequate and operational. Written confirmation of this is attached.

4. **Stormwater Design Preparation and Documents:**

A **site inspection** was undertaken in preparation of the stormwater system design.

A survey by a Registered Surveyor has been prepared to AHD and is attached.

- The stormwater system and OSD system are designed in accordance with:
  - Councils **Stormwater Disposal Policy (2015)** and other relevant Policies
  - Council's **Development Design Guidelines (2015)**, Policies and Engineering Specifications and DCP 2011.
  - **Upper Parramatta River Catchment Trust On Site Detention Handbook** (Ed 3 or 4) (unless overridden by Council's Policies)
  - **Australian Standards and National Construction Codes (2015)**.
- **Stormwater designs are consistent** with architectural and landscape designs for the development and correspond with levels, building locations, requirements of any Flood/Overland Flow Assessment, trees to be retained or planted, utilities, services and easements.
- Stormwater designs adequately incorporate **Water Sensitive Urban Design Principles** and are generally in accordance with **Council's DCP 2011**, **Development Design Guidelines (2015)** and **WSUD Technical Guidelines for Western Sydney (2004),** and/or other approved reference.
- The submitted **stormwater plans**:
  - are based on a Survey Plan prepared by a registered surveyor
  - provide spot levels to mAHD and contours (with extensions into adjoining properties)
  - provide location of any existing easements
  - provide locations of existing trees and structures
  - are to a 1:100 scale

5. **On Site Retention (OSR) and Water Sensitive Urban Design (WSUD):**

The site is greater than 2000m^2 and WSUD/OSR requirements of Council's DCP 2011 have been addressed.

Full details of the OSR/WSUD system are attached.

6.	The site immediately **drains to a Council Reserve** or other Council land and Council does not accept a piped drainage line across this land. As a result OSD is not proposed and an OSR/WSUD system is proposed instead. Full details of the OSR/WSUD system are attached.		
7.	The site immediately **drains to a floodway and OSD here is predicted to adversely affect mainstream flooding.** A demonstration of this is attached. As a result OSD is not proposed and an OSR/WSUD system is proposed instead. Full details of the OSR/WSUD system are attached.		
8.	**For Development Requiring OSD** **Residential Development (Duplexes)** The OSD system comprises below ground tanks as required for residential development. **Non residential development only**: The **depth of above ground detention basins** does not exceed 300mm in landscaped areas and 150mm over impervious surfaces.		
9.	**OSD Design** The OSD design (DWG Nos ……..) is generally consistent with the requirements of the Upper Parramatta River Catchment Trust On Site Detention Handbook (Ed 3 or 4). and showing the following details: • Site layout showing all buildings, pathways, roadways and landscaped areas; • Areas to be drained to OSD • Location, levels and extent of all detention tanks, pits and pipes • Location and levels of all collecting stormwater system including downpipes, surface collection pits, grated drains and Water Sensitive Urban Design (WSUD) and OSR features • Areas of the site that by-pass detention system/s • Location of any other constraints, e.g. easements, Sydney Water Assets (water/ sewer pipes) & Electricity Overhead Cables; **OSD storage tank detail designs** (or OSD storage basins for non-residential development) and surface collection pits include: • All design dimensions including levels and inverts to AHD and OSD volumes • Cross-Sectional details • Discharge Control Pit/s • Safe and practical maintenance access The above details are shown on A1 or A3 size plans with a scale of 1:100 and/or 1:50 **The OSD storage volume** has been calculated using the Upper Parramatta River Catchment Trust On Site Detention Handbook (3rd or 4th edition) calculation sheet. The completed Design Summary Calculation Sheet has been signed by the Stormwater Design Engineer and attached as **Attachment - C.** **The areas of the site** (including roofs) to be drained to any rainwater collection system and to the OSD system have been determined and are clearly indicated on Plan No. ……		

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9.	**OSD Design (continued)** The remaining percentage of the total site area not drained to the roofwater and OSD systems is ……..% (to be not more than 15%). This is not a 'drowned outlet'. Because the designed **discharge flow rate** is greater than 30l/s, a connection to the nearest Council stormwater pit has been shown with associated levels. Overland flow from adjacent properties has been intercepted and disposed separately without discharging into any proposed OSD system.		

Registered Stormwater Design Engineer's Declaration

I confirm that, as the Registered Stormwater Design Engineer responsible for designing the stormwater system associated with this development proposal, that I have done so with a full understanding of the relevant Council requirements and have read, understood and completed this checklist accurately.

Registered Stormwater Design Engineer's Signature: date:

Council Development Engineer's Notes

Development Engineer Name:

Signature: date: