



# DEVELOPMENT APPLICATION

Made under the Environmental Planning and Assessment Act 1979 (Section 4.12)  
Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

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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	<input type="checkbox"/>	Use of land/building	<input type="checkbox"/>	Carrying out of works	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Earthworks	<input type="checkbox"/>	Construct a building	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other	<input type="checkbox"/>

### Detailed Description of proposed development




Online Service  
Portal

You can log onto [www.cityofparramatta.nsw.gov.au](http://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: <b>DA/</b>	DA Fee: \$	Lodged via Post	<input type="checkbox"/>
Date:	Receipt #:	Lodged in person	<input type="checkbox"/>



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**Proposed use of the building**  
Please tick (P)

<input type="checkbox"/>	Single dwelling
<input type="checkbox"/>	Residential flats, dual occupancy, multi unit, serviced apartments
<input type="checkbox"/>	Mixed use development (i.e. mix of residential, office & commercial)
<input type="checkbox"/>	Accommodation - hotel, motel, boarding house, hostel
<input type="checkbox"/>	Offices
<input type="checkbox"/>	Retail
<input type="checkbox"/>	Factory, service station
<input type="checkbox"/>	Warehouse, showroom
<input type="checkbox"/>	Public buildings, halls, educational, laboratories
<input type="checkbox"/>	Outbuildings, garages, pergolas, pools, signs
<input type="checkbox"/>	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	#	#
<b>Working hours:</b>		
Monday	to	to
Tuesday	to	to
Wednesday	to	to
Thursday	to	to
Friday	to	to
Saturday	to	to
Sunday	to	to
<b>Parking and loading facilities:</b>		
Number of parking spaces	#	#
Number of loading bays	#	#



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## Development Details

### Integrated development (S4.47 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 dining 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.

### Subdivision (if proposed please complete)

Please tick (✓)

Subdivision Type:

Torrens Title

☐

Strata

☐

Current number of Lots \_\_\_\_\_

Proposed number of lots \_\_\_\_\_



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## Development Details (continued)

### Heritage & Conservation (see Local Environmental Plan and Development Control Plan)

Please tick (✓)	Is the building an item of environmental heritage or in a conservation area?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Are you demolishing all or any part of the building?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Are you altering or adding to any part of the building?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
	Is tree removal proposed?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

### 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:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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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Portal

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## Accompanying Documentation Checklist for Alterations and Additions to Dwellings

Requirement	Description	Supplied:
Owner's Consent	<b>ALL</b> owners of the property <b>MUST</b> sign the application form; if the property has been recently purchased; a letter from your solicitor/conveyancer may be required to confirm ownership as Council's records may not be up to date.	<input type="checkbox"/>
Site Plan	Birds eye view of the property – existing and proposed development.	<input type="checkbox"/>
Floor Plan	Internal floor plans – showing existing and proposed development	<input type="checkbox"/>
Elevations	External elevations showing works to be completed. Window placement and any privacy screening devices should be clearly noted on these plans	<input type="checkbox"/>
Sections	Cross sections through the dwelling	<input type="checkbox"/>
BASIX Certificate	Required for works \$50,000 or greater. Certificate must have been generated less than 3 months before lodgement. Please refer to: <a href="https://www.planningportal.nsw.gov.au/planning-tools/basix">https://www.planningportal.nsw.gov.au/planning-tools/basix</a>	<input type="checkbox"/>
Shadow Diagrams	Required for two storey developments, showing the shadowing impact on neighbouring properties, their rear yards and windows	<input type="checkbox"/>
Statement of Environmental Effects & Compliance Table	Document detailing the development proposal and how it complies with the Council's controls. Template is available at: <a href="https://www.cityofparramatta.nsw.gov.au/development-buildingforms">https://www.cityofparramatta.nsw.gov.au/development-buildingforms</a>	<input type="checkbox"/>
Drainage Plan	Plan of the stormwater disposal system – existing and/or proposed	<input type="checkbox"/>
Stormwater Checklist	Document detailing how stormwater from the property will be disposed of. Template is available at: <a href="https://www.cityofparramatta.nsw.gov.au/development-buildingforms">https://www.cityofparramatta.nsw.gov.au/development-buildingforms</a>	<input type="checkbox"/>
Waste Management Plan	Document detailing waste management during any demolition stage, the construction stage and then occupation stage. Template is available at: <a href="https://www.cityofparramatta.nsw.gov.au/development-buildingforms">https://www.cityofparramatta.nsw.gov.au/development-buildingforms</a>	<input type="checkbox"/>
Heritage Impact Statement (HIS)	Required for properties that are Heritage listed or within a Heritage Conservation Area (HCA). A HIS details the potential impacts of the proposal on the Heritage listing of the property, neighbouring property or how the proposal meets the requirements of the HCA.	<input type="checkbox"/>
Erosion & Sediment Control Plan	Plan showing methods undertaken to ensure that soil disturbed during the development does not leave the site	<input type="checkbox"/>

### Privacy & Personal Information Protection Notice

**Purpose of collection:** Council is collecting your personal information in order to enable Council or its agents to process this application.

**Intended recipients:** The intended recipient of the information is City of Parramatta Council.

**Supply:** While the supply of this information is compulsory, the personal information you provide will enable Council to process this application.

**Access/Correction:** The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan.

Your personal information may be disclosed to third parties where legislation requires or where you give permission for third party access.

You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

**Storage:** Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150



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## Accompanying Documentation Checklist for All Other Developments

<p>✓ = Document required. ⊗ = Document required if applying for a Construction Certificate or Complying Development Certificate. • = Document may be required.</p> <p><b>NB:</b> Multiple copies are</p>	New 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 / 1:200 scale)	✓	•	✓	✓	✓	✓	✓	•	•		
Elevation Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	✓	•	✓		
Section Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Demolition Plan (1:100 / 1:200 scale)	✓	✓	✓	✓	✓	✓	✓	✓	na		
<b>Registered Site Survey Plans</b> - Must be prepared & signed by Registered Surveyor with Registration Number (A1 size, 1:200 scale) to Australian Height Datum (AHD). All surveys to meet the Conveyancing (General) Regulation requirements.	✓	✓	✓	✓	✓	✓	✓	✓	✓		
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	✓	✓	✓	✓	✓	✓	✓	✓	•		
Stormwater Checklist (attached)	✓	✓	✓	✓	✓	✓	✓	✓	na		
Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	•	•		
External Finishes & Materials	✓	✓	✓	✓	✓	✓	•	•	✓		
Heritage Impact Statement	•	•	•	•	•	•	•	•	•		
Aboriginal Archaeological Statement	•	•	•	•	•	•	•	•	•		
Photomontage	•	•	•	✓	✓	✓	•	•	•		
SEPP 65 Statement & Plans for DEAP	na	na	na	na	✓	•	na	na	na		
Digital 3D Model (requirements attached)	na	na	na	na	✓	•	na	na	na		
Contamination Report	•	•	•	•	•	•	•	•	•		
Public Domain and Alignment Drawings	na	na	•	✓	✓	•	na	•	na		
Biodiversity Assessment Report	•	•	•	•	•	•	•	•	•		
Arborist Report	•	•	•	•	•	•	•	•	•		
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 a digital version of all documents on either a USB or a CD as outlined in the checklist on the previous page. Council will request the applicant to provide hardcopies when required.
- A hard copy of this application form must be provided at lodgement.

### Site, floor, elevation & section plans

Plans must include the following:

- 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
- 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 are to be lodged on a form of digital data storage i.e. CD-ROM, DVD-ROM or USB containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

**Apart from application forms, hardcopies are no longer a requirement for the lodgement of a Development Application. Applications without a correctly formatted digital data disc or USB 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.

yes

☐

no

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## 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 National Construction Code.
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 sized <b>A1</b> .
Waste management plan	Meet the objectives of section of the Development Control Plan.
Energy & sustainability Performance certificate	Can be sourced from <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> . 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 Local Environmental Plan and Development Control Plan.
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 <a href="http://www.planning.nsw.gov.au">www.planning.nsw.gov.au</a> .
Social impact & cultural Statement	If the site is greater than 5000 m <sup>2</sup> .

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
- Any other development which, in the opinion of the Manager Development and Traffic Services Unit, or the Council, is likely to benefit from design review.

If your proposal is described by any of these then 1 additional copy 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](http://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)**  
**Please note pages 9 - 13 will not be displayed online**

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.

<b>A. Total Estimated Cost of Works (including GST)</b>	
Parking / Garaging Area (m <sup>2</sup> )	
Total Construction Area (exc. Parking / Garaging) (m <sup>2</sup> )	
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	\$
<b>A. TOTAL Genuine estimate of development costs</b>	<b>\$</b>

## **B. Cost of Works used to determine Section 7.12 Contributions**

Please note that certain development types require the payment of Section 7.12 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 7.12 Contributions, therefore the Section 7.12 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 S7.12 Contributions.

Fittings	\$
Project management	\$
Disabled access	\$
Energy and water efficiency measures	\$
<b>B. Total</b>	<b>\$</b>

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: \_\_\_\_\_

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)

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 7.12 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 7.12 Contributions, therefore the Section 7.12 Contributions are generally based on a lower amount.

\$  **B. Cost of Works used to determine Section 7.12 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)**

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

DEVELOPMENT DESCRIPTION: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

DEVELOPMENT DETAILS:	
Gross Floor Area – Commercial	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup>
Gross Floor Area – Other	m <sup>2</sup>
Total Gross Floor Area	m <sup>2</sup>
Total Site Area	m <sup>2</sup>
Total Car Parking Spaces	
Total Development Cost	\$
Total Construction Cost	\$
Total GST	\$

ESTIMATE DETAILS:	
<b>Excavation</b>	\$
Cost per square metre of site area	\$/m <sup>2</sup>
<b>Demolition and Site Preparation</b>	\$
Cost per square metre of site area	\$/m <sup>2</sup>
<b>Construction – Commercial</b>	\$
Cost per square metre of commercial area	\$/m <sup>2</sup>
<b>Construction – Residential</b>	\$
Cost per square metre of residential area	\$/m <sup>2</sup>
<b>Construction – Retail</b>	\$
Cost per square metre of retail area	\$/m <sup>2</sup>
<b>Car Park</b>	\$
Cost per square metre of site area	\$/m <sup>2</sup>
Cost per space	\$/space
<b>Fit-out – Commercial</b>	\$
Cost per m <sup>2</sup> of commercial area	\$/m <sup>2</sup>
<b>Fit-out – Residential</b>	\$
Cost per m <sup>2</sup> of residential area	\$/m <sup>2</sup>
<b>Fit-out – Retail</b>	\$
Cost per m <sup>2</sup> of retail area	\$/m <sup>2</sup>
<b>Professional Fees</b>	\$
% of Development Cost	%
% of Construction Cost	%



# DEVELOPMENT APPLICATION

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Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

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## Applicant/s Details and Declaration

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 sent 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.

Applicant/s signature

yes ☐ no ☐

## 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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## Owner's Details and Declaration—Please note pages 9 - 13 will not be displayed online

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.

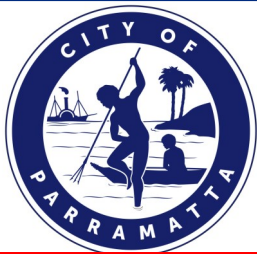
In addition to an up to date ASIC Company Extract and other relevant supporting documentation.

- ☐ **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 engineering, stormwater designs 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.

## GENERAL ENGINEERING REQUIREMENTS

	ITEMS	Yes (✓)	No N/A (✓)
1.	<b>Site Works</b> A separate earthworks plan that indicates Cut/Fill as proposed <ul style="list-style-type: none"> <li>• Maximum cut shown in mm.</li> <li>• Maximum fill shown in mm</li> <li>• Extent in m<sup>2</sup></li> <li>• Volume in m<sup>3</sup></li> </ul> Retaining walls are proposed for all abrupt changes in ground level and shown on the engineering plans. Retaining wall top and bottom RLs are provided on the engineering plans and a typical section provided for all boundary walls and for all other retaining walls >600mm. A geotechnical report is required where significant excavation is proposed i.e. basements or where there are site stability and/or contamination concerns. Where rock anchors are required, the location is identified on the engineering plans.		
2.	<b>Vehicular Access</b> Driveway profile from kerb to garage along the driveway centre line. Existing levels between the kerb and the front property boundary are proposed to be maintained. Driveway gradients, transitions and clearance comply with AS2890.1 The proposed vehicular crossing complies with Council's standard drawings. A minimum 6m clearance has been provided from the tangent point of all nearby intersections or road curves.		





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## TYPE OF DEVELOPMENT

### MINOR DEVELOPMENTS NO OSD

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



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### MAJOR DEVELOPMENTS with OSD

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



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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:

	ITEMS	Yes (✓)	No N/A (✓)
1.	A true diagram or drawing of the stormwater system is attached.		
2.	I am the Licensed Stormwater Drainer /Plumber (or Engineer) responsible for designing the stormwater system associated with this development proposal AND		
3.	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		
4.	There is no Council drainage line within or adjacent to this property, AND		
5.	in my opinion, the existing stormwater drainage system is adequate to receive the stormwater 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 development.		
6.	A charged system is proposed – a minimum 1.6m hydraulic head is provided.		
7.	Drainage is proposed to connect to an existing system – an indicative plan of the existing system is provided.		
8.	Absorption trenches are proposed – the design capacity and clearance from structures and boundaries comply with Council's Design Guidelines.		

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.	<b>Registered Stormwater Design Engineer</b>  Name, Signature, and Registration of the <b>Stormwater Design Engineer</b> are clearly indicated on the submitted design documentation.		
2.	<b>Construction of New Stormwater Infrastructure</b>  If construction of new stormwater infrastructure within the road network or public space is proposed, design details including pipeline long-sections is provided.		
3.	<b>Flood Prone Land</b>  The site is (wholly or partly) <b>affected by flood</b> as indicated on a current s149 planning certificate <b>AND:</b>  Flood Level information has been obtained from Council by completing a <b>Flood Enquiry Application form</b> . 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. ....  1% AEP and 5% AEP flood inundation extent and levels are clearly marked on the engineering plans.  The building footprint lies entirely outside areas subject to High Hydraulic Hazard during the 1% AEP flood event.  <b>AND/OR:</b> There is a <b>Council stormwater</b> pipe, channel or watercourse <b>traversing the site</b> 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 <b>Attachment - B</b> Overland flow paths within the site are identified on Plan No. ....		



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<p>4.</p>	<p><b>Private Easements</b></p> <p><b>Existing easement - drainage is proposed through adjoining private properties.</b></p> <p>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 inclusive of calculations to demonstrate sufficient capacity.</p> <p><b>OR,</b></p> <p><b>New easement - drainage proposed through adjoining private properties.</b></p> <p>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. ....</p> <p>The permission of all affected downstream property owners has been obtained for such easement(s) AND written approval of this is attached.</p> <p>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.</p> <p><u>Either of the following to be provided with any application proposing a new private easement:</u></p> <ul style="list-style-type: none"> <li>- Evidence of agreement for easement with neighbouring properties in principle or,</li> <li>- Evidence of notification to neighbour about the easement.</li> </ul>		
<p>5.</p>	<p><b>Stormwater Design Preparation and Documents:</b></p> <p>A <b>site inspection</b> was undertaken in preparation of the stormwater system design.</p> <p>A survey by a Registered Surveyor has been prepared to AHD and is attached.</p> <ul style="list-style-type: none"> <li>The stormwater system and OSD system are designed in accordance with: <ul style="list-style-type: none"> <li>Council's <b>Stormwater Disposal Policy (2015)</b> and other relevant Policies</li> <li>Council's <b>Development Design Guidelines (2015)</b>, Policies and Engineering Specifications and DCP 2011.</li> <li><b>Upper Parramatta River Catchment Trust On Site Detention Handbook</b> (Ed 3 or 4) (unless overridden by Council's Policies)</li> <li><b>Australian Standards and National Construction Codes (2015).</b></li> </ul> </li> <li><b>Stormwater designs are consistent</b> 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.</li> <li>Stormwater designs adequately incorporate <b>Water Sensitive Urban Design Principles</b> and are generally in accordance with <b>Council's DCP 2011, Development Design Guidelines (2015)</b> and <b>WSUD Technical Guidelines for Western Sydney (2004)</b>, and/or other approved reference.</li> <li>The submitted <b>stormwater plans:</b> <ul style="list-style-type: none"> <li>are based on a Survey Plan prepared by a registered surveyor</li> <li>provide spot levels to mAHD and contours (with extensions into adjoining properties)</li> <li>provide location of any existing easements</li> <li>provide locations of existing trees and structures</li> <li>are to a 1:100 scale.</li> </ul> </li> </ul>		
<p>6.</p>	<p><b>On Site Retention (OSR ) and Water Sensitive Urban Design (WSUD):</b></p> <p><b>If the proposal includes 5 or more dwellings, site is greater than 2000m<sup>2</sup> and WSUD/ OSR requirements of Council's DCP 2011 have been addressed.</b></p> <p>Full details of the OSR/WSUD system are attached e.g. MUSIC modelling has been provided.</p>		



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7.	<p>The site immediately <b>drains to a Council Reserve</b> 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.</p> <p>Full details of the OSR/WSUD system are attached.</p>		
8.	<p>The site immediately <b>drains to a floodway and OSD here is predicted to adversely affect mainstream flooding.</b> A demonstration of this is attached. As a result OSD is not proposed and an OSR/WSUD system is proposed instead.</p> <p>Full details of the OSR/WSUD system are attached.</p>		
9.	<p><b>For Development Requiring OSD</b></p> <p><b>Residential Development (Duplexes)</b> The OSD system comprises below ground tanks as required for residential development.</p> <p><b>Non residential development only:</b> The <b>depth of above ground detention basins</b> does not exceed 300mm in landscaped areas and 150mm over impervious surfaces.</p>		
10.	<p><b>OSD Design</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Site layout showing all buildings, pathways, roadways and landscaped areas;</li> <li>• Areas to be drained to OSD</li> <li>• Location, levels and extent of all detention tanks, pits and pipes</li> <li>• Location and levels of all collecting stormwater system including downpipes, surface collection pits, grated drains and Water Sensitive Urban Design (WSUD) and OSR features</li> <li>• Areas of the site that by-pass detention system/s</li> <li>• Location of any other constraints, e.g. easements, Sydney Water Assets (water/sewer pipes) &amp; Electricity Overhead Cables;</li> <li>• An overland emergency surcharge path has been provided for the OSD system.</li> <li>• Overland flow from local upstream catchment is not being drained into the OSD system, but is being intercepted and discharged independently.</li> <li>• Where OSD is beneath the driveway, that it doesn't conflict with the proposed driveway profile.</li> </ul> <p><b>OSD storage tank detail designs</b> (or OSD storage basins for non-residential development) and surface collection pits include:</p> <ul style="list-style-type: none"> <li>• All design dimensions including levels and inverts to AHD and OSD volumes</li> <li>• Cross-Sectional and Long-Section details with all relevant levels including all necessary elements that have been provided for each proposed OSD tank.</li> <li>• Discharge Control Pit/s</li> <li>• Safe and practical maintenance access</li> </ul> <p>The above details are shown on A1 or A3 size plans with a scale of 1:100 and/or 1:50</p> <p><b>The OSD storage volume</b> has been calculated using the Upper Parramatta River Catchment Trust On Site Detention Handbook (3rd or 4th edition) calculation sheet.</p> <p>The completed Design Summary Calculation Sheet has been signed by the Stormwater Design Engineer and attached as <b>Attachment - C.</b></p> <p><b>The areas of the site</b> (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. ....</p>		



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10.	<b>OSD Design (continued)</b>  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 <u>not</u> a 'drowned outlet'.  Because the designed <b>discharge flow rate</b> 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.		
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## 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:





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## Digital 3D Model Requirements Checklist

- Any development 3 storeys or more
- Within the CBD only, any development involving alterations to external form

### Model Format

The format of the model to be supplied to City of Parramatta Council should be a basic (.3DS).

The size of the file should not exceed 5MB.

A SketchUp File must be provided as well to check for consistency of data and detect possible corruption of the 3ds file.

1. Trimble Sketch Up (.skp)
2. General 3D format (.3ds)

### Model Coordinates

The model must be orientated to north and centred to (0,0,0) coordinates.

- ◆ X – Axis: 0
- ◆ Y – Axis: 0
- ◆ Z – Axis: 0
- ◆ Model orientated to North Facing

### Model Unit of Measure

Modelling units must be set in Meters (m), within 2 decimal places 00.00m

- ◆ Meters (m)

### Model Details

Elements that are to be shown in the model should be, massing / shrink wrap of the building, with floor plates and all faces in the model normalised.

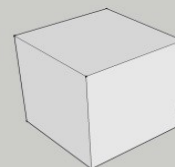
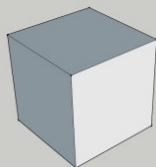
- ◆ Defining Features of Building
- ◆ Floor Plates
- ◆ Ground Plane Extends to Site Boundary
- ◆ All faces in the model to be **Normalised**

Elements in the model that should be **EXCLUDED**:

- ◆ All internal elements or modelling
- ◆ Duplicated line work
- ◆ Gaps or missing elements
- ◆ Camera positions deleted

(Faces in Blue = Not Normalised)

(Faces in White = **Normalised**)



### Model Textures

Textures in the model must be sizes of powers of two, the format of the textures is to be (.jpg) (.png) (.tiff) and (.tga). All textures used in the model must be provided with the exception of colours.

- ◆ **512 x 512 pixels (preferred texture size)**
- ◆ 1024 x 1024 pixels
- ◆ 2048 x 2048 pixels
- ◆ 4096 x 4096 pixels



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## Model Naming Convention

- 3D\_StreetNumber\_StreetName\_Suburb\_DA
- 3D\_StreetNumber\_StreetName\_Suburb\_S96

## 3D Model Acquisition Checklist

- ☐ SketchUp File (.skp)
- ☐ General .3ds File (.3ds)
- ☐ Model North facing
- ☐ Site Boundaries (Cadastre)
- ☐ Model centred to 0,0,0
- ☐ Model Unit (Meters) & 2 Decimal Places 00.00m
- ☐ Model with Defining Features of the Building Shown
- ☐ Ground Plane Extends to Site Boundary
- ☐ Floor Plates
- ☐ Faces in model all normalised
- ☐ Model texture supplied (if applicable)
- ☐ Model named according to naming convention

## PARRA CERTIFICATION

*"for all your building certification & inspection needs."*

Email: [parracertification@cityofparramatta.nsw.gov.au](mailto:parracertification@cityofparramatta.nsw.gov.au)

Phone: 9806 5684

### Do you need a Construction Certificate?

- ⇒ Once your Development Application has been approved by Council, your next step may be to apply for a Construction Certificate and nominate a Principal Certifying Authority (PCA) to carry out inspections.
- ⇒ Did you know that legislation requires **you**, as the owner, **to appoint the PCA** and not your builder/architect?
- ⇒ City of Parramatta Council boasts a Certification Team with many years of combined experience in the industry. We take building regulation and customer service seriously and we are working hard to ensure that our residents and local businesses can have a real alternative to private certifiers.
- ⇒ We can offer you a complete package, from pre-Construction Certificate advice to the issuing of your Final Occupation Certificate, and everything in between.
- ⇒ Our strategic and practical experience will be used to ensure your project runs smoothly. We measure our successes on the success of your development.

If you have any further questions, no matter how big or small, please don't hesitate to contact Parra Certification on 9806 5684 or alternatively by email at: [parracertification@cityofparramatta.nsw.gov.au](mailto:parracertification@cityofparramatta.nsw.gov.au)