



Made under the Environmental Planning and Assessment Act 1979 (NSW) SS 4.27; 4.28 and 4.12,  
the Environmental Planning and Assessment Regulation 2000 (NSW), Cl126, Sch 1 P42

If you need help lodging your form, contact us		Office use only		
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	2024	
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	C001553	
<b>Customer Service Centres</b>	<b>Manly</b> Townhall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b>	June 2020
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b>	Environmental Compliance
			<b>Application No.</b>	
			<b>Receipt No.</b>	

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information

<b>ABOUT THIS FORM</b>
Use this form to apply for a complying development certificate for proposed building work identified in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or for Modification of a previously issued Complying Development Certificate.
<b>WHAT IS COMPLYING DEVELOPMENT?</b>
Complying development is development that complies with the design standards and provisions of State Environmental Planning Policy (Exempt Complying Development Codes) 2008 ("the Code").
An application for a complying development certificate ('CDC') is determined by the issue of a CDC. An applicant may lodge an application for a CDC with Council in respect of any complying development and, depending on the type of development and whether notification is required: the determination time frame is 20 days or in any case 10 days.
Complying development is also subjected to conditions of approval to protect surrounding uses during the construction works and the life time of the development.
It is the responsibility of the applicant to ensure that the proposed development complies with all of the complying development requirements stipulated under the code, Council's Local Environment Plan and the Building Code of Australia ('the BCA'). Council has no discretionary authority to vary the complying development standards, as a certifying authority is prevented from issuing a CDC for building work unless the proposed building (not being a temporary building) will comply with the relevant requirements of the BCA (as in force at the time the application for the certificate was made).
<b>WHEN CAN I LODGE AN APPLICATION FOR A COMPLYING DEVELOPMENT CERTIFICATE?</b>
You can only lodge an application for a CDC once you have checked and are satisfied that the proposal meets the design standards and provisions of the Code or other relevant planning instrument and only once you have prepared building plans, specifications and certified engineering details and other documentation referred in the checklist that forms part of the CDC application form. If your development does not meet the criteria and requirements you must lodge a development application. Note. A single application for a CDC may be made for development comprising the concurrent erection of new single storey or two storey dwelling houses if each is to be erected on existing adjoining lots.
<b>NOTIFICATION REQUIREMENTS</b>
Under clause 130AB of the Environmental Planning and Assessment Regulation 2000, a certifying authority that receives an application for a CDC must notify neighbours/occupiers who live within 20 meters of a proposed development. All applicants are encouraged to discuss their proposal with their neighbours/occupiers prior to lodging an application for a CDC. Note: Some structures such as pools, fences, decks, car ports and sheds are not required to be notified to neighbours at the discretion of Council.
<b>FURTHER INFORMATION</b>
Please contact Council's Building Certification team for further information on lodging an application for a CDC

## Part 1: Development Details?

<b>PLEASE TICK ONE</b>			
New Complying Development Certificate			
Modification of previously issued Complying Development Certificate	CDC NO	/	
<b>Property Details</b>			
Lot		DP/SP	
Unit/House Number			
Street			
Suburb		Postcode	

## Part 2: Approval Policy

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	
State Environmental Planning Policy (Affordable Housing) 2009	
State Environmental Planning Policy (Infrastructure) 2007	
Other	

## Part 3: Complying Development Policy

Please specify the code below under which the works are proposed if you are proposing works under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.			
Housing Code		Commercial and Industrial Alterations Code	
Rural Housing Code		Commercial and Industrial (New Buildings and Additions) Code	
Housing Alterations Code		Subdivisions Code	
General Development Code		Demolition Code	
Fire Safety Code		Transitional Housing Code (until 14/07/2019)	
<b>Type of Development</b>			
New dwelling		Ancillary development (pool and outbuildings)	
Alterations & additions to dwelling		Change of use	
Demolition		Advertising signs	
Secondary dwelling (granny flat)		Internal shop fit out	
Construction of a new Group Home		Fire Safety Code	

## Part 4: Development Details

Estimated Cost of Development	\$
Description of works	

## Part 5: Applicant Details

Company Name			
Surname		Given Name	
Address			
Phone No		Mobile No	
Email Address			
Signature			

### OWNERS CONSENT

As the owner(s) of the property, I/We give consent to this application & permit authorised Council personnel to inspect the property

Title			
Given Names			
Family Name			
Organisation Name			
ABN Number			
Address		Postcode	
Business phone		Mobile phone	
Email			
Signature			

### COMPANY/ORGANISATION

If the owner is a company, owner's consent is to be provided in one or more of the following ways:

- Execution of Owners Consent Form (or other document to the same effect) in accordance with section 127(1) of the Corporation Act 2001.
- Common seal affixed to, and execution of, owners consent form (or other document to the same effect) in accordance with S127 (2) of the Corporation Act 2001

Together with an up to date ASIC company extract and other relevant support documents.

### 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.

### STRATA TITLE/OWNER'S CORPORATION

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:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter on strata management letterhead
- Minutes signed by the owner's corporation, clearly stating the words 'supported for lodgement of a Exemption Application'.

## Part 5: Applicant Details Continued

<b>SIGNING ON OWNER(S) BEHALF</b>			
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.).			

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for the authorised Council Officer/s to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant/s

## Part 6: Demolition and Excavation?

Does the proposed development involve the demolition or removal of a wall near a side or rear boundary?	Yes		No	
Does the development involve the excavation of the subject property adjacent to side or rear boundary?	Yes		No	
If there is a wall on the adjoining property adjacent to the wall to be demolished or removed, is it less than 0.9m from the boundary?	Yes		No	
If you answered yes to the above questions, a professional engineer's report detailing the method of maintaining support to the wall on the adjoining property is required to be submitted with this application				

<b>CONTAMINATION</b>				
If the development is for the purposes of a new building, or the alteration of or addition to an existing building, to which Part 5A of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 applies, is the land on which the development is to be carried out:				
Used, or was it formerly used, for a purpose listed in Table 1 to clause 3.2.1 of the document entitled Managing Land Contamination Planning Guidelines, SEPP 55-Remediation of Land and published in 1998 by the Department of Urban Affairs and Planning and the Environment Protection Authority?	Yes		No	
On the list of sites notified under section 60 of the Contaminated Land Management Act 1997?	Yes		No	

<b>Asbestos</b>				
If any bonded asbestos or friable asbestos material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of the material?	Not applicable		m2	

<b>TREES</b>				
Are you proposing to remove or prune a tree that is listed as a significant tree on Council's register as a result of the proposed works? If yes, you must obtain approval before lodging this application.	Yes		No	
If you have obtained a tree permit from Council to remove or prune a tree, a copy of the permit is to be provided with this application. Have you provided a copy?	Yes		No	
Are the proposed works setback at least 3 metres from any existing protected tree on the premises? If no, you need to amend your application to ensure all works are setback 3m from any protected tree.	Yes		No	

## Part 7: Builder or Owner Builder Details

<b>ASBESTOS</b>				
	Licensed Builder		Owner Builder	To be Advised
Name/s				
Address				
Phone No		Mobile phone		
Email Address				
Builders Licence No				
Owner-Builder Permit No				

## Part 8: Levy & Insurance

LONG SERVICE LEVY		
If the value of the work is \$25,000 or more, the Building and Construction Industry Long Service Levy must be paid before a complying development certificate can be issued.		
The levy can be paid online through the Long Service Payment Corporation website or alternatively, the levy can be paid to Council, who are agents for the Long Service Payments Corporation, or to the Corporation when lodging this application.		
Has the Long Service Levy been paid?		
(please ensure you have attached a copy of the levy payment receipt)	Yes	No
(Long Service Levy must be paid prior to the complying development certificate being issued)	Yes	No
(the value of works is below the threshold)	Yes	No

HOME WARRANTY INSURANCE		
If you are using a licensed builder for residential work exceeding \$20,000, a certificate of home warranty insurance must be provided to confirm that it has been obtained.		
Has a certificate of home warranty insurance been provided?		
(Please attach copy)	Yes	No
(Home warranty insurance must be paid prior to the complying development certificate being issued)	Yes	No
(The value of works is below the threshold)	Yes	No

## Part 9: Appointment of Principal Certifying Authority

Do you wish to appoint Northern Beaches Council as the Principal Certifying Authority?	Yes	No
If you appoint Council as the Principal Certifier (PC) for building certification services, you are required to complete a PC agreement form that accompanies your application and return the form to Council. A Notice of Commencement of Works is included in the agreement and needs to be completed and returned Council.		
If you do not appoint Council as the PC then you must notify Council in writing of your appointed PC two (2) days prior to the commencement of work.		
Please note: Works cannot commence until a Principal Certifier has been appointed and Council is notified.		

## Part 10: Application Fees:

Fee are calculated on a scale based on the contract value of work. Please refer to Council's fees and charges that can be accessed on Council's website for the list of applicable fees.	
At the time of lodging the application the following fees are applicable:	
1. Application fee, (at lodgement of the application),	
2. Long service payment (if the estimated cost of works is \$25,000 or more), at lodgement of the application,	
3. Security deposit (at lodgement of the PC agreement),	
4. Section 7.11 & 7.12 Contributions (at lodgement of the PC agreement),	
If Council is appointed as the Principal Certifier then further fees will be required once the complying development certificate has been issued. A schedule of outstanding fees will be forwarded with the certificate.	
Payment by Mail:	Cheque or credit card. If paying by credit card, a credit card authorisation form will be required and can be downloaded at <a href="http://www.northernbeaches.nsw.gov.au?council/forms/">http://www.northernbeaches.nsw.gov.au?council/forms/</a>
Payment in Person:	Cash, cheque or credit card. All cheques are to be made out to 'Northern Beaches Council'.

Part 11: Australian Bureau of Statistics Information (building work only)

This is required to be completed for the purposes of providing information to the Australian Bureau of Statistics.

ALL BUILDING WORK	
Area of land?	m2
Total floor area of existing building?	m2
Total floor area of proposed addition or new building?	m2
Total number of storeys (including underground storeys)?	

RESIDENTIAL BUILDING ONLY	
Number of dwellings proposed to be built?	
Number of existing dwellings?	
Number of dwellings to be demolished?	

Does the site contain a dual occupancy?	Yes	No
If the development is a dual occupancy are the dwellings attached?	Yes	No

MATERIALS TO BE USED					
Place a tick in the box which best describes the materials the new work will be constructed of:					
Walls	Code	Tick	Roof	Code	Tick
Full brick (double)	FB		Aluminium	AL	
Brick veneer	BV		Concrete	CO	
Single brick	SB		Concrete tile	CT	
Concrete block	CB		Fibrous cement	FC	
Concrete	CO		Fibreglass	FG	
Steel	ST		Slate	SL	
Fibrous cement	FC		Steel	ST	
Hardiplank	HP		Terracotta tile	TT	
Timber/weatherboard	TM		Other	OT	
Cladding-aluminium	AL		Unknown	UN	
Curtain glass	GL				
Other	OT				
Unknown	UN				
Floor	Code	Tick	Frame	Code	Tick
Concrete	CO		Timber	TM	
Timber	TM		Steel	ST	
Other	OT		Other	OT	
Unknown	UN		Unknown	UN	

## Part 12: Application Submission Matrix

The following matrix provides a guide as to the information that needs to be submitted with the application for the complying development certificate.

	No. of copies	Demolition	New Residential Dwelling	Residential Dwelling – Alts & Adds	Dual Occupancy / Secondary Dwelling	Garage & Outbuildings	Swimming Pool	Commercial / Industrial Building	Signage & Advertising	Change of Use / Shop Fitout
Complying Development Application Form	1	X	X	X	X	X	X	X	X	X
CD ROM or USB	1	X	X	X	X	X	X	X	X	X
Complying Development Application Fees	1	X	X	X	X	X	X	X	X	X
Notification Plans	6	X	X	X	X	X	X	X	X	X
Survey Plan	1	X	X	X	X	X	X	X	X	X
Site Plan	1	X	X	X	X	X	X	X	X	X
Floor, Elevation & Section Plans	1		X	X	X	X		X	X	X
Structural Engineering Plans	1		X	X	X	X	X	X		X
Building Specifications	1		X	X	X	X	X	X	X	X
Waste Management Plan	1	X	X	X	X	X	X	X		X
BASIX Certificate (+ Amendments as Required)	1		X	X	X	0	0			
Sediment and Erosion Control Plan	1	X	X	X	X	X	X	X		0
Landscape Plan	1		X	X	X	0		X		
Sydney Water Stamped plans (Tap In)	1		X	X	X	X	X	X		
Dilapidation Report	1	0	0	0	0			0		0
Geotechnical Survey	1		0	0	0		0	0		
Stormwater Management Plan	1		X	X	0	0		0		
Onsite Stormwater Detention (OSD) Plan	1		X	X	0			0		
Fire Safety Measures Schedule	1			X				0	0	X
BCA Report	1			0	0			0		0
Acoustic Report	1		0	0	0			0		
Bushfire Report	1		0	0	0	0		0		
Heritage Impact Statement	1		0	0	0	0		0		
Arborist Report	1		0	0	0	0	0	0		
Species Impact Statement	1		0	0	0	0		0		
Flora and Fauna Assessment	1		X	0	0	0		0		
Traffic & Parking Report	1			0						

X Indicates information is required with the complying development certificate application.

0 Indicates information may be required with complying development certificate application.

## Part 13: Complying Development Certificate Application Checklist

This checklist must be completed with every application for a complying development certificate. Applications will not be accepted unless all required information as outlined in the attached matrix is received by Council. The applicant is required to confirm (in the appropriate column) that all required information has been provided.

SUBMISSION REQUIREMENT	Applicant Use		Office Use
	Yes	No	
<b>General Plan Requirements</b>			
<p>Plans must be drawn to scale (preferably 1:100 or 1:200 and the scale identified on each plan. Free hand, single line or illegible drawings will not be accepted.</p> <p>The following information must be provided on all plans and documents:</p> <ul style="list-style-type: none"> <li>• Property description including Lot and DP number, house/unit number, street name and suburb</li> <li>• Architect/designer name, contact details and date of drawing</li> <li>• Location of true north</li> <li>• Measurements in metric</li> <li>• BASIX commitments (where relevant)</li> <li>• Buildings, or parts of building to be demolished to be indicated</li> <li>• Highlight in colour all proposed additions</li> <li>• Details of any proposed smoke alarm system</li> </ul>			
<b>CD ROM or USB</b>			
<p>CD Rom or USB to include a copy of all plans/documents associated with the application, and to be in PDF format.</p> <p>Each document is to be scanned separately and labelled in accordance with the titling referred to in the Digital Requirements of this document.</p>			
<b>Notification Plan</b>			
<p>The plan must be 1 page only and identifies the height and external configuration of all elevations of the building.</p> <p>The plans are to include the following information:</p> <ul style="list-style-type: none"> <li>• Applicants name, property number, street/road name, suburb and lot number (DP/SP)</li> <li>• Measurements/Dimensions</li> <li>• The position of true north</li> <li>• Outline of building, or parts of building to be erected or demolished</li> <li>• Draftsman/Architect name and date</li> </ul>			
<b>Survey Plan</b>			
<p>Information must include:</p> <ul style="list-style-type: none"> <li>• Plan to show building setbacks in relation to site boundaries</li> <li>• Plan to scale preferably 1:100</li> <li>• Plan to show all existing structures</li> <li>• Plan to show all existing vegetation on site</li> <li>• Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve</li> <li>• Plan to show north point, drawn to true north. Plan to show location of any easements/restrictions/services affecting the site. Note. If a development standard applying to the development requires that development must be set back from any registered easement, the following are also required: (i) a copy of the certificate of title for the lot on which the development is to be carried out, and (ii) if the land is subject to a registered easement-a title diagram for the lot and any adjoining lot that benefits from the easement.</li> </ul>			
<b>Site Plan</b>			
<p>Information must include (where relevant):</p> <ul style="list-style-type: none"> <li>• Plan to scale (preferably 1:100)</li> <li>• Location of new and existing buildings in relation to site boundaries and all buildings and structures on adjoining land</li> <li>• Location of any windows on adjoining land facing the proposed new dwelling</li> <li>• Proposed finished levels of the lot indicating extent of cut and fill, floor levels of buildings, street kerb invert levels and stormwater drains</li> <li>• Location dimensions and area of any impermeable surfaces (including driveways) covering the lot</li> <li>• Location dimensions and area of private open space</li> <li>• Layout of stormwater drainage including the lawful point of drainage discharge</li> <li>• Location of vehicle access and car parking including dimensions, gradient and cut and fill</li> <li>• Proposed landscaping and treatment of the land (including plant types and their height and maturity)</li> <li>• Site protection details during construction</li> <li>• Swimming pool volume calculations</li> </ul>			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
<b>Floor Plan</b>			
<p>Information must include (where relevant):</p> <ul style="list-style-type: none"> <li>Plan to scale (preferably 1:100)</li> <li>Outline of existing building/development on site (shown dotted)</li> <li>Room names, areas and dimensions</li> <li>Window and door locations and sizes</li> <li>Floor levels and steps in floor levels (RLs)</li> <li>Access for disabled (if in a new public building)</li> <li>Wall structure type and thickness</li> </ul>			
<b>Elevation Plans</b>			
<p>Information must include (where relevant):</p> <ul style="list-style-type: none"> <li>Plan to scale (preferably 1:100)</li> <li>All elevations must be shown whether proposed or not</li> <li>Outline of existing building/development on site (shown dotted)</li> <li>Location/position of all buildings/structures on adjoining land (showing street number and street address)</li> <li>Exterior cladding type and roofing material/colour</li> <li>Window sizes and location</li> <li>Stormwater drainage pipes (downpipes and gutters)</li> <li>Chimneys, flue exhaust vents, duct inlet or outlet</li> <li>Reduced Levels (AHD) for ridge and floor as a minimum</li> </ul>			
<b>Section Plan</b>			
<p>Information must include (where relevant):</p> <ul style="list-style-type: none"> <li>Plan to scale (preferably 1:100)</li> <li>Outline of existing building/development on site (shown dotted)</li> <li>Section names and where they are shown on plan</li> <li>Room names</li> <li>Details of chimneys, fire places and stoves</li> <li>Roof pitch and covering</li> <li>Site works, finished and proposed floor and ground levels in RLs (indicate cut, fill and access gates)</li> </ul>			
<b>Structural Engineering Plans And Specialist Reports</b>			
<p>Information must include (where relevant):</p> <ul style="list-style-type: none"> <li>Site and soil investigation report.</li> <li>Method of termite protection.</li> <li>Footing, wall bracing, roof truss, floor joists and bracing layout plans.</li> <li>Structural engineer's details for all reinforced concrete, retaining wall and structural steel components.</li> <li>All engineering documentation must be certified by a practising professional engineer.</li> </ul>			
<b>Building Specifications</b>			
<ul style="list-style-type: none"> <li>The specifications are a written statement that should be up to date and include (where relevant):</li> <li>The construction of the building to specific BCA standards and materials to be used.</li> <li>Type and colour of external finishes.</li> <li>Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars.</li> <li>The method of drainage, effluent disposal of water supply.</li> <li>Any other details relevant to the construction of the building.</li> <li>Details of Termite protection</li> </ul>			
<b>Basix (Sustainability) Certificate</b>			
<ul style="list-style-type: none"> <li>Applications cannot be accepted without this certificate (where it is required). You can generate a BASIX Certificate on the BASIX website at <a href="http://www.basix.nsw.gov.au/basixcms/">www.basix.nsw.gov.au/basixcms/</a></li> <li>For new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40,000 litres or greater, a current BASIX certificate must accompany the application</li> </ul>			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Waste Minimization And Management Plan			
<p>A Waste Management Plan is to be prepared in accordance with Council's Development Control Plan.</p> <p>The Waste Minimization and Management Plan is a standard pro-forma document (available on Council's website), that must be completed and signed by the application.</p>			
Sediment And Erosion Control Plan			
<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill. The plan is address the following:</p> <ul style="list-style-type: none"> <li>Plan at a scale of 1:100 or 1:200.</li> <li>Location of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures.</li> </ul>			
Landscape Plan			
<p>Required for new development, and alterations/additions that result in changes to the landscaped area of the site, as outlined in the submission matrix. The plan is to address the following:</p> <ul style="list-style-type: none"> <li>Plan at 1:100 or 1:200 for larger sites.</li> <li>To be prepared by a suitably qualified person (the designer and their qualifications shall be provided on the plan).</li> <li>Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed.</li> <li>Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works.</li> <li>Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements.</li> <li>Cross reference to the plan, indicating plant species, quantities and pot sizes at planting.</li> <li>Layout and construction details of all garden beds, turf areas, edging, paving and fencing.</li> <li>Details and specifications are to be provided for all elements of the design.</li> <li>Method of tree protection for those trees to be retained.</li> <li>Location of any drainage works proposed.</li> <li>Details of planter boxes, if proposed.</li> </ul>			
Sydney Water Stamped Plans			
<p>A set of plans must be stamped by a Sydney Water Tap In Agent.</p>			
Dilapidation Report			
<p>A Dilapidation report is to be prepared which includes a photographic survey of adjoining properties detailing the physical condition of those properties, both internally and externally, including walls, ceilings, roof, structural members and other such items. The report is to be prepared by an appropriately qualified person agreed to by both the applicant and the owner of the adjoining properties.</p> <p>If access for undertaking the dilapidation survey is denied by an adjoining owner/s, the applicant must demonstrate, in writing, to Council's satisfaction attempts have been made to obtain access and/or advise the affected property owner of the reason for the report and these attempts have been unsuccessful.</p>			
Geotechnical Survey			
<p>Where the property is identified as being in a Geotechnical Risk Area by Council's Planning Instruments, then a geotechnical survey is to be prepared by a suitably qualified geotechnical engineer:</p> <ol style="list-style-type: none"> <li>In accordance with current Manly Development Control Plan</li> <li>Form 2 - Geotechnical Risk Management policy for Pittwater</li> <li>In accordance with the requirements of WDCP and WLEP</li> <li>In accordance with the Northern Beaches Development Control Plan</li> </ol>			
Soil & Stormwater Management Plan			
<p>A detailed stormwater management plan is to be prepared in accordance with Council's Specification for On-site Stormwater Management 2003 and Specification for Stormwater Drainage.</p> <p>The stormwater management plan and designs are to be prepared by a suitably qualified engineer with experience in hydrology and hydraulics.</p>			
Onsite Stormwater Detention (OSD) Plan			
<p>A system of Onsite Stormwater Detention (OSD) or Onsite Stormwater Retention (OSR) is to be provided in accordance with Council's Specification for On-site Stormwater Management 2003.</p> <p>The stormwater management plan and designs must be prepared by a suitably qualified engineer with experience in hydrology and hydraulics.</p>			

SUBMISSION REQUIREMENT CONTINUED	Applicant Use		Office Use
	Yes	No	
Fire Safety Measures Schedule			
<p>Information should include (where relevant – not required for dwellings and outbuildings):</p> <ul style="list-style-type: none"> <li>Proposed alteration to existing building (BCA Classes 2-9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety.</li> <li>A schedule of fire safety measures listing all existing and those proposed to be installed in the building.</li> <li>In addition to the above, if the development involves a change of use of a building (other than a dwelling house or a building or structure that is ancillary to a dwelling house): <ul style="list-style-type: none"> <li>A list of Category 1 fire safety provisions (as defined by the EP&amp;A Regulations) that currently apply to the existing building, and</li> <li>A list of Category 1 fire safety provisions that are to apply to the building following its change of use,</li> <li>A list of the existing and proposed essential fire and other safety measures that apply to the building.</li> </ul> </li> </ul>			
BCA Report			
<p>Required at the discretion of Council. May include complicated change of use, multi-storey residential, commercial and/or mixed residential/commercial.</p> <p>Report must establish compliance with the Building Code of Australia (BCA). Non-compliances with the deemed-to-satisfy provisions of the BCA must be justified against the performance requirements of the BCA. The Report is to be prepared by a person suitably accredited by the Building Professionals Board.</p>			
Alternate Solution Report - Performance Requirements			
<p>Report is to be prepared by a competent fire safety practitioner.</p>			
Bushfire Report			
<p>Required where site is mapped as bushfire prone. One of the following reports shall be submitted to confirm compliance with Planning for Bush Fire Protection 2006:</p> <ul style="list-style-type: none"> <li>A bushfire assessment report prepared by a suitably qualified person for development that falls under the provisions of 'Integrated Development' under Section 91 of the Environmental Planning and Assessment Act 1979; or</li> <li>A bushfire assessment report contained within the Statement of Environmental Effects (SEE), for development other than a single dwelling, or alterations/additions to a single dwelling; or</li> <li>A bushfire assessment report for single dwellings or alterations/additions to a single dwelling. Such report is contained within the 'Single Dwelling Application Kit' published by the Rural Fire Service, available at <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a></li> </ul>			
Heritage Impact Statement And/Or Conservation Plan			
<p>Required where the application proposes development, involving any changes either to, or in the vicinity of:</p> <ol style="list-style-type: none"> <li>A heritage listed item, or site</li> <li>All, or any part of, a conservation area.</li> </ol> <p>Report to be prepared by a suitably qualified person.</p>			
Arborist Report			
<p>Required where application proposes removal of significant trees, or where proposal may impact on the health of existing trees that Council deems worthy of retention.</p> <p>Report to be prepared by a suitably qualified person.</p>			
Species Impact Statement			
<p>Required where site is identified as critical habitat, or where development is likely to cause a significant impact on threatened species, populations or ecological communities, or their habitats.</p> <p>Report to be prepared by a suitably qualified person.</p>			
Flora And Fauna Assessment			
<p>Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna. A 7 part Test of Significance (under the EP&amp;A Act 1979), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of impact.</p> <p>Report to be prepared by a suitably qualified person.</p>			
Roads And Maritime Services Certificate			
<p>Required where:</p> <ol style="list-style-type: none"> <li>the development is for the purposes of a new building, or the alteration of or addition to an existing building, to which Part 5A of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 applies, and</li> <li>the total gross floor area of the new building or the existing building as altered or added to will be 5,000 square metres or more, and</li> <li>the site on which the development is to be carried out has direct vehicular or pedestrian access to a classified road or to a road that connects to a classified road where the access (measured along the alignment of the connecting road) is within 90 metres of the connection.</li> </ol>			

SUBMISSION REQUIREMENT CONTINUED		Applicant Use		Office Use
		Yes	No	
Contaminated Land Statement				
<p>Required where the development is proposed to be carried out on:</p> <p>(a) land used, or formerly used, for a purpose listed in Table 1 to clause 3.2.1 of the document entitled Managing Land Contamination Planning Guidelines, SEPP 55-Remediation of Land and published in 1998 by the Department of Urban Affairs and Planning and the Environment Protection Authority, or on</p> <p>(b) land that is on the list of sites notified under section 60 of the Contaminated Land Management Act 1997-----a statement issued by a qualified person certifying that:</p> <ul style="list-style-type: none"> <li>the land is suitable for the intended purpose of the development having regard to the contamination status of the land, or</li> <li>the land would be so suitable if the remediation works specified in the statement were carried out.</li> </ul>				
Other Relevant Documentation				
<p>Required at the discretion of Council. May include complicated change of use, multi-storey residential, commercial and/or mixed residential/commercial.</p> <p>Report must establish compliance with the Building Code of Australia (BCA). Non-compliances with the deemed-to-satisfy provisions of the BCA must be justified against the performance requirements of the BCA.</p> <p>Report is to be prepared by a person suitably accredited by the Building Professionals Board.</p>				
Confirmation of submission of all required documentation		Office Use		
Signature of applicant (confirming submission of all required documentation)				
		Initials of officer accepting application		

## Part 14: Fire Safety Schedule

This is required to be completed for the purposes of providing information to the Australian Bureau of Statistics.

ALL BUILDING WORK				
Section 168 of the Environment Planning and Assessment Regulations 2000				
This section only needs to be completed if your proposed development relates to a Class 2-9 building (not a residential dwelling or outbuilding). A fire safety schedule and a current Annual Fire Safety Statement is required for all existing buildings.				
Item	Measure	Existing measure? YES	Proposed to be upgraded? YES	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 lighting			
6	Emergency lifts			
7	Exit signs			
8	Early warning and intercommunication systems			
9	Fire control centres and rooms			
10	Fire blankets			
11	Fire dampers			
12	Fire doors (and self-closing devices)			
13	Fire hydrant systems			
14	Fire seals protecting openings in fire-resisting components of the building			
15	Fire safety & emergency evacuation procedure			
16	Fire shutters			
17	Fire windows			
18	Hose reel systems			
19	Lightweight construction (walls, ceilings, column/beam protection)			
20	Mechanical air handling systems			
21	Perimeter vehicle access for emergency vehicles			
22	Portable fire extinguishers			
23	Pressurising system			
24	Required exit doors (exit latches)			
25	Safety curtains in proscenium openings			
26	Smoke and heat vents			
27	Smoke control system			
28	Smoke dampers			
29	Smoke detectors and heat detectors			
30	Smoke doors			
31	Solid core doors (and self-closing devices)			
32	Sound Systems and Intercom Systems for Emergency Purposes			
33	Stand-by power systems / Emergency generator backup			
34	Wall-wetting sprinkler and drencher systems			
35	Warning and operational signs			
36	Other			

This page is blank

**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**

[Part 15: Fees To Accompany This Application](#)

The fees for this application are available on Council's website by typing the words "fees and charges" into the search engine. Alternatively you may contact Council's customer Services to obtain a quote

CREDIT CARD DETAILS			
Please charge my	Mastercard	Visa	American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

OFFICE USE ONLY																
Application No.																

**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**