

# APPLICATION FOR DEVELOPMENT AND/OR CONSTRUCTION

## TYPE OF APPLICATION

You may select more than one application type.

Please also nominate (if applicable).

Where integrated development concurrence is required please nominate relevant legislation.

Please select the Planning Policy you are applying under.

Application for approval to start building work associated with a development consent (of a BCA classified structure).

Application for approval to start construction works associated with subdivision (roads, drainage, etc.)

Application to finalise a subdivision certificate and linen release.

### Development Application

(under the *Environmental Planning and Assessment Act 1979*)

DA No.

Consent Expiry Date

Extension of Consent S4.54

Review of Determination S8.2

Modification S4.55/56

Designated Development S4.10

Integrated Development S4.46

List relevant Acts

### Section 68 Local Government Act 1993

Sewage Management System

Operate Caravan Park or Camping Ground

Manufactured Home

Other

Solid Fuel Heater

### Complying Development Certificate

State Environmental Planning Policy (Name and Number)

Penrith Local Environmental Plan (Policy Name)

### Construction Certificate

Related DA No.

### Subdivision Works Certificate

Related DA No.

### Subdivision Certificate

Title: Strata  
No. of lots existing

Torrens  
No. of lots proposed

Stratum

Community

Related DA No.

Road: Yes No

## OFFICE USE ONLY

Receipt Number

Amount

Application Numbers

.....● Include all work associated with the application. Eg construction of single dwelling, landscaping, garage, demolition.

## DESCRIPTION OF THE PROPOSAL

### VARIATION TO A DEVELOPMENT STANDARD

Does the proposal include a variation to a Development Standard (LEP, SREP or SEPP)?

Yes

No

Details of variation

.....● Estimated or contract value of the works. Council may request verification through builders quote or by a Quantity Surveyor.

### VALUE OF WORK PROPOSED

Must include materials, labour costs and GST. Subdivision applications are to provide details of costs of construction.

Major developments are to provide Capital Investment Value (CIV) where required.

.....● Location of the proposal. All details must be provided.

### PROPERTY DETAILS

Lot No./Sec No.

DP/SP No.

Land No. (Office Use)

Street No.

Street Name

Suburb

Post Code

.....● This must be completed to include details of ALL owners. If there are more than two owners please attach a separate authority.

### OWNER'S DETAILS

#### Owner 1

First Name

Surname

#### Owner 2

First Name

Surname

.....● If the owner is a company, an ASIC extract or company seal must be provided to authorise the signatory. If the property is subject to strata or community title the application must have authorised consent from the Body Corporate.

#### Postal Address

Street No.

Street Name/PO Box

Suburb

Post Code

Contact Phone Number

Email Address

Company Name (if applicable)

Name of signatory for company

Position held by signatory

.....● This must be completed to include signatures of ALL owners (see above note).

## OWNER'S CONSENT

As owner/s of the property the subject of this application I/we consent to the application. I/we grant permission for Council Officers to enter the premises for the purpose of assessment of this application and to conduct inspections relative to this application.

### Owner 1/Company Signatory

Print Signature Date

### Owner 2

Print Signature Date

.....● All correspondence relating to the application will be directed to the applicant. The applicant may be, but is not necessarily, the owner. The applicant's name will appear on the consent.

## APPLICANT DETAILS

Name/Company Name

Street No. Street Name 1 / PO Box

Street Name 2

Suburb Post Code

.....● Council will use this email for correspondence. This field is mandatory, please print clearly.

Contact Phone Number Email Address

Company Contact Name and ABN (if applicable)

.....● If 'yes', you must provide details about how the advice has been incorporated into the design. This may be included in the SoEE.

## PRELODGEMENT/URBAN DESIGN REVIEW PANEL

Have you attended a PL/UDRP meeting regarding this application? Yes No

Reference No.

.....● Complete this section only if you are applying for a Construction Certificate or a Complying Development Certificate.

## BUILDER/OWNER BUILDER DETAILS

Please Nominate

Licensed Builder Owner Builder  
First Name Surname/Company Name Licence No.

### Postal Address

Street No. Street Name

Suburb Post Code

Contact Phone Number Email Address

.....● This field is mandatory for Construction Certificate and Complying Development Certificate applications.

## FLOOR AREA

Gross Floor Area of Proposal (if applicable)

Existing Proposed Total  
+ =

## SUBMISSION REQUIREMENTS

The matrix identifies the minimum information (plans and supporting documents) required for the most common types of developments.

This matrix is a guide only and Council reserves the right to request additional information as necessary.

- ✓ Indicates this information must be provided.
- Indicates this information may also be required (refer to the relevant policies or contact Council for further details before lodging your application).

MATRIX OF INFORMATION TO ACCOMPANY APPLICATION	SUBMISSION REQUIREMENTS														Construction Certificate	Complying Development Certificate	Applicant Checklist	Council Checklist - supplied Y/N	
	Residential Dwellings	Alterations or Additions to Residential Dwellings	Garage, Outbuilding, Awning Carport, etc	Farm Building	Swimming Pool	Dual Occupancy / Secondary Dwelling	Multi Unit Housing	Commercial / Industrial Building	Alteration and Additions to Commercial/Industrial	Demolition	Subdivision of Land	Septic Tank (Sewage Management)	Advertising Sign	Home Business					
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan	✓	✓	✓	✓		✓	✓	✓	✓		○	✓		✓	✓	✓	✓		
Elevation Plan	✓	✓	✓	✓	○	✓	✓	✓	✓			✓		✓	✓	✓	✓		
Section Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	○		✓	✓	✓	✓		
Specifications														✓	✓				
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
BASIX	✓	○			○	✓	✓								○	○			
Shadow Diagrams	○	○				○	✓	○	○							○			
Landscaping	✓	○	○	✓		✓	✓	✓	○		✓				○	○			
Erosion/Sediment Control	✓	✓	○	○	○	✓	✓	✓	○	✓	○	○	○			○			
Drainage Plan to AHD (Stormwater) Drainage Plan (Effluent)	✓	✓	✓	✓	✓	✓	✓	✓	✓	○	○	✓			✓	○			
Waste Management Plan	✓	○	○	○	✓	✓	✓	✓	○	✓			○	○	○	○			
External Colour Schedule	✓	✓		✓		✓	✓	✓	✓						○	○			
Site and Soil Assessment Report	○	○	○			○					○	○		○		○			
Engineer Details															✓	✓			
Disability Access Report							○	○	○										

## ADDITIONAL REQUIREMENTS

- Bushfire Prone Land will require lodgement of a Bushfire Assessment Report with DAs and/or a Bush Fire Attack Level (BAL) Assessment for CDCs
- Flood Affected Land will require floor levels to (Australian Height Datum) AHD
- Section 88b Instruments may require additional information, eg. developer approval
- Applications for Septic Systems will require a Wastewater Report
- Construction Certificates and Complying Development Certificates will require a Contract for Undertaking Work.
- Impacts to native vegetation (including grassland) will require an assessment under the NSW Biodiversity Offset Scheme and may require a Biodiversity Assessment Report or a Test of Significance.

.....● If lodging in person at the counter, please allow at least 30 minutes for duty officer review and application processing.

.....● Applications for Subdivision Certificates require one original set of plans and documents, two sets of copies, and a USB containing digital versions of all files.

.....● Details of any pecuniary interest to be disclosed here.

.....● All political donations must be disclosed.

.....● The form must be completed correctly and all required information and copies of plans/ documents provided before the application can be accepted.

## LODGEMENT

Applicants are required to submit the following:

- **1 complete set of all plans and documentation in hard copy**, and
- **1 complete set of all plans and documentation in electronic format**

✓ Plans and documents submitted in PDF

✓ Electronic modelling data files in their true file type

✗ No folder structures    ✗ No security settings or passwords    ✗ No CDs

.....● All different plan and report types require batched PDF files. For example, building work or architectural plans (e.g. containing site plan, floor plan, sections and elevations) are to be in one file and named as 'architectural plans'. Other plan types are also to be in one file and clearly named (e.g. 'stormwater plans' or 'engineering plans').

**Applications that do not meet the above requirements will not be accepted.**

USBs lodged will be retained by Council.

## PECUNIARY INTEREST

Is the applicant an employee of Penrith City Council, or is the application being submitted on behalf of an employee of Penrith City Council?

Yes    No

Does the applicant have a relationship to any staff or Councillor of Penrith City Council, or is the application being submitted on behalf of someone who has such a relationship?

Yes    No

If the answer is 'yes' to any of the above the relationship must be disclosed

## POLITICAL DONATIONS

All donations and gifts made by any person with a financial interest in the application (from 2 years prior to this application up to the time it is determined), must be disclosed including:

- all reportable donations made to any Councillor of Penrith City Council, and
- all gifts made to any Councillor or employee of Penrith City Council.

Any disclosure must be made in a statement accompanying the relevant application by the person who makes the application. If a further donation or gift is made after the lodgement of the application, a further statement must be provided within seven days after the donation or gift is made.

Is a disclosure statement required?

Yes    No

If yes, has it been attached to the application?

Yes    No

## PRIVACY NOTICE

All information contained in your application including plans and supporting documents may be available for public access or disclosure under the *Government Information (Public Access) Act 2009 (GIPA)* and other legislation.

## ACCEPTANCE OF APPLICATION

Council will not process applications that are incomplete or non-complying with lodgement requirements. These will not be accepted or may be returned to applicants within fourteen (14) days.

## CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

**PHONE:** (02) 4732 7777

**FAX:** (02) 4732 7958

**EMAIL:** council@penrith.city

**WEB:** penrith.city

## APPLICANT'S DECLARATION

I declare that all particulars supplied are correct and all information required, as outlined in the above matrix, has been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.

I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. I understand and the copyright owner acknowledges that this material may be made publicly available at Council offices, on Councils website and to third parties on request both during and after the assessment is completed.

Signature/s

Date

## PAYMENT DETAILS

You can pay in person at one of our offices by cash, credit card or cheque. You can also mail your application with payment by cheque or credit card authorisation (the form is available on the Penrith City Council website). Contact Council for an application fee quote.

## OFFICER'S NOTES

Officer

Date

## CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751, or

**PHONE:** (02) 4732 7991

**FAX:** (02) 4732 7958

**EMAIL:** [council@penrithcity.nsw.gov.au](mailto:council@penrithcity.nsw.gov.au)

**WEB:** [www.penrithcity.nsw.gov.au](http://www.penrithcity.nsw.gov.au)