

APPLICATION FOR DEVELOPMENT AND/OR CONSTRUCTION

TYPE OF APPLICATION

Please tick the type/s of applications required

DEVELOPMENT APPLICATION

Please also nominate below (if applicable)

Designated Development	Modification (S96)	DA No
Integrated Development	Extension of Consent	DA No
Advertised Development	Review of Determination	DA No
Other		

SUBDIVISION

Number of lots

Subdivision Certificate

Existing

Strata

Proposed

Land/Torrens Title

Road Yes
 No

Community Title

Related DA No.

Does the Subdivision include works other than a road? Yes No

CONSTRUCTION CERTIFICATE

Related DA No.

COMPLYING DEVELOPMENT CERTIFICATE

Please select the Planning Policy you are applying under

State Environmental Planning Policy (Name and Number)

Penrith Council Local Environmental Plan (Policy Name)

INSTALL A SEWERAGE MANAGEMENT SYSTEM

(Section 68 Local Government Act 1993)

Aerated (Brand and Model)

On Site Disposal or Pump Out

Irrigation Trench Disposal

OTHER APPROVALS

(Section 68 Local Government Act 1993)

.....
Planning and/or Building Construction Applications/Certificates under the Environmental Planning and Assessment Act 1979, or Local Government Act 1993.

.....
Please note, applications for Construction Certificates or Complying Development must be accompanied by a contract for undertaking of certification work.

OFFICE USE ONLY

Receipt Number

Date

Amount

Application Number(s)

PROPERTY DETAILS

Lot No/Sec No. DP/SP No. Land No. (Office Use)

Street No. Street Name

Suburb Post Code

Description of current and previous use/s of the site

Is this use still operating? Yes No
If no, when did the use cease?

DESCRIPTION OF THE PROPOSAL

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.

APPLICANT DETAILS

Name / Company Name

Street No. Street Name 1 / PO Box

Street Name 2

Suburb Post Code

Contact Name

Contact Phone Number Email Address

Location of the proposal. All details must be provided.

Provide details of the current use of the site and any previous uses. Eg vacant land, farm, dwelling, car park.

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

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

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.

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

.....● 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

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). If the property is subject to strata or community title the application must have consent from the Body Corporate.

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

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

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

.....
.....
.....

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

MATERIALS TO BE USED

Please Nominate

Walls	Roof	Floor	Frame
Brick Veneer	Tiles	Concrete	Timber
Double Brick	Fibre Cement	Timber	Steel
Concrete	Aluminium	Other	Aluminium
Fibre Cement	Steel		Other
Curtain Glass	Other		
Steel			
Aluminium			
Other			

Gross Floor Area of Proposal (if applicable)

Existing	Proposed	Total
	+	=

INTEGRATED DEVELOPMENT

Fisheries Management Act	Heritage Act
National Parks and Wildlife Act	Roads Act
Water Management Act	Rural Fires Act
Protection of the Environment Operations Act	Other

PRE LODGEMENT/URBAN DESIGN REVIEW PANEL

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

Reference No.

.....● This is required to be completed for the Australian Bureau of Statistics.

.....● If the development is Integrated and requires approval under another Act, please nominate which approvals are required.

.....● If you answered 'yes' to this question, you are required to include a written summary within your submission about how the advice has been incorporated into your design. This may be included in your statement of environmental effects.

LODGEMENT

Electronic lodgement removes the need for multiple hard copies of plans and documents, and helps us assess your application more efficiently. You need to provide:

- **1 complete set of all plans and documentation in hard copy format** (see rules below), and
- **1 complete set of all plans and documentation in electronic format** (see rules below), on a CD or USB.
- **Applications that require neighbour notification are to supply 6 hard copy A4 notification plans** (see rules below).

Upon release of the determination, we will send all documentation and plans in an electronic format to the email address you provided in your application.

If you require hard copy documents and plans with your determination, a printing and postage fee will apply. We will contact you prior to release of the determination to confirm the fee (see applicant's declaration on page 6 to nominate this option).

RULES FOR ELECTRONIC COPIES

All DAs should be accompanied by an electronic copy of all plans and supporting documents. Where an electronic copy is not provided, a scanning fee will apply. Any CD/USB provided becomes Council's property.

Electronic documents must be:

- ✓ virus free
- ✓ submitted in PDF format
- ✓ Electronic modelling data, eg. MUSIC files and flood models must be submitted in their true file type (eg. sqz) and

Electronic documents must not be:

- ✗ protected by security settings or passwords, or
- ✗ stored within folder structures

Electronic plans

All different plan and report types require individual PDF files. For example building work or architectural plans (eg 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 individually named for example stormwater plans or engineering plans

Reports or assessments are also to be saved and named separately. For example the statement of environmental effects, traffic, contamination or geotechnical report.

File names must include the name of the file/document first, followed by the address of the property.

RULES FOR HARD COPIES

- ✓ All DAs should be accompanied by an electronic copy of all plans and supporting documents (see above)
- ✓ all plans are folded to A4 size
- ✓ only originals of subdivision certificates are rolled
- ✓ notification plans:
 - are A4 size
 - are kept separate from other plans, and
 - do not include any floor plans that affect your right to privacy

MAJOR APPLICATIONS

- Additional CDs /USBs will be required for major and integrated developments
- An appointment is required to lodge an advertised or integrated development (please contact Council on the below number to make an appointment)
- Certain applications may require the submission of additional information not listed in the guide

Please contact the Development and Environmental Health team on 4732 7991 to confirm documentation required.

SUBMISSION REQUIREMENTS

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

- ✓ Indicates this information must be provided.
- ❖ Indicates this additional information must be provided if applying for a Construction Certificate or Complying Development Certificate.
- ◇ 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	Residential Dwellings	Alterations or Additions to Residential Dwellings	Garage, Outbuilding, Awning Carport, etc	Farm Building	Swimming Pool	Dual Occupancy	Multi Unit Housing	Commercial / Industrial Building	Alteration and Additions to Commercial / Industrial	Demolition	Subdivision of Land	Septic Tank (Sewage Management)	Advertising Sign	Home Business	Applicant Checklist	Council Checklist - supplied Y/N
	Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Floor Plan	✓	✓	✓	✓		✓	✓	✓	✓		◇	✓		✓		
Elevation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	❖		
Section Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	◇	❖		
Specifications	❖	❖	❖	❖	❖	❖	❖	❖	❖	✓		✓	◇	❖		
Statement of Environment Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
BASIX	✓	◇			◇	✓	✓									
Shadow Diagrams	◇	◇				◇	◇	◇	◇							
Notification Plan (A4)	✓	✓	✓	✓	✓	✓	✓	◇	◇					✓		
Landscaping	◇	◇	◇	✓		✓	✓	✓	◇			✓				
Erosion/Sediment Control	✓	✓	◇	◇	◇	✓	✓	✓	◇	✓	◇	◇	◇			
Drainage Plan to AHD (Stormwater)	✓	✓	✓	✓	✓	✓	✓	✓	✓	◇	◇	✓				
Drainage Plan (Effluent)																
Waste management	✓	◇		◇	✓	✓	✓	✓	◇	✓				◇		
External Colour Schedule	✓	✓		✓		✓	✓	✓	✓							
Building Sustainability Rating Certificate	✓	✓				✓	✓	◇	◇		◇					
Site and Soil Assessment Report	◇	◇	◇			◇					◇	◇		◇		

Are all electronic files supplied in PDF format? Yes No

If no, what other file types are included? (eg. sqz)

APPLICANT'S DECLARATION

Checklist must be completed prior to declaration.

I declare that all particulars supplied are correct and all information required, as outlined in the above matrix, have 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. In doing so I understand and the copyright owner acknowledges that this material may be made publicly available at Councils offices, on Councils website and to third parties on request both during and after the assessment is completed.

I require determination documents in hard copy. I understand that a printing and postage fee applies and that i will be contacted prior to release of the documents to confirm this fee.

Signature/s

Date

.....
All political donations 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.

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

OFFICE USE ONLY

Additional Information required before the application will be accepted

This is an electronic Development Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Value of work acceptable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Declaration signed and matrix checklist completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Satisfactory to Lodge? Yes No

Responsible 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

WEB: www.penrithcity.nsw.gov.au