

Development and/or Construction Certificate Application Form

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Under Section 4.12 Environmental Planning and Assessment Act 2017

FOR OFFICE USE ONLY	Date lodged <input type="text"/>	Application Number <input type="text"/>
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ABOUT THIS FORM

This form is required to be filled out to request approval to undertake development within the Port Stephens Local Government Area where Council is the consent authority.

[The development application process page](#) which is available on Council's website will help you complete your application.

Failure to submit the relevant information or pay the appropriate fees may result in the application being returned or its assessment being delayed.

To lodge the application, this form must be filled in, duly signed by the applicant and properties' owners and provided to Council together with all the required supporting documentation.

Lodgement can be done at Council's Administration Building, by mail or email. Application and accompanying documentation may be provided in electronic format.

- If you choose to lodge the application in electronic format, please visit the [Council website](#) and follow the guidelines described.
- If you choose to lodge the application in paper form a scanning fee will apply.

PRIVACY

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system. Council will display plans and reports (which may be subject to copyright law) online on its DA Tracker portal for the required exhibition period of the application. Following this period plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. Section 79 of the Environmental Planning and Assessment Act 1979 (NSW), requires Council to make applications and accompanying information, including plans, publicly available during the submission period.

THIS FORM IS TO BE USED FOR DEVELOPMENT APPLICATIONS (DA), CONSTRUCTION CERTIFICATES (CC) OR A COMBINED DA/CC.

PLEASE SELECT WHAT YOU ARE APPLYING FOR: DA CC DA/CC

PART A

Property details

Unit/Street Numbers	Street Name	Suburb	Postcode	Lot Number	DP/SP
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Value of development

The estimated value of the development or building / subdivision works:

The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plant, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.

Applicant details

First Name

Family Name

Company/organisation/agency

Position

Description of proposed development

Residential

New | Alteration

Dwelling house (1 storey single dwelling)

Dwelling house (2+ storey single dwelling)

Semi-detached dwelling (dwelling on its own lot attached to only 1 other dwelling)

Secondary dwelling ("granny flat" under 60m² or 40% surface of main dwelling)

Dual occupancy (2 dwellings on one lot of land)

Attached dwellings (3+ dwellings, attached on separate lots)

Multi-dwelling housing (3+ dwellings on 1 lot of land each with access at ground level)

Residential flat building

Other residential items:

(please tick as required)

Pergola

Enclosure

Retaining walls

Carport

Garden Structure

Cabana

Swimming Pool

Garage

Patio Cover

Fence

Shed

Other

Non residential

New | Alteration

Commercial / Retail / Office

Change of Use (please describe below existing use of the site and proposed hours of operation – Monday to Sunday)

Industrial

Home Business / Home Industry

Infrastructure

Community Facility

Tourism

Other non residential items:

(please tick as required)

Signage

Demolition

Earthworks (including landfill, clearing, dams etc)

Temporary Event / Land Use

Subdivision

Number of lots existing

Number of lots proposed

Strata subdivision

Torrens title

Community title

Other

Briefly describe your proposal, including all components, any demolition and the proposed/existing use/s.

THIS PAGE APPLIES TO DEVELOPMENT APPLICATION (DA) ONLY

Integrated development

Integrated development is development that in order for it to occur requires development consent and approval from one or more of the authorities listed below (refer to the [DA Guide](#) for more information). Please tick as required.

A cheque made payable to the relevant agency must be provided by the applicant (\$340 to RMS and \$320 to any other authority). Council will forward it together with a copy of this Development Application to the authorities you have selected.

Responsible Authority	Approval being sought
Council or RMS for classified roads	Erect or interfere with a structure; remove a tree; or carry out a work in or cover a public road Pump water into a public road from any land adjoining the road Connect a road (whether public or private) to a classified road
Department of Primary Industries - Fisheries	Carry out aquaculture, dredging, or cut, remove or destroy marine vegetation or net/dam/weir
Heritage Council of NSW	Revocation/modification conservation orders/state heritage item
National Parks and Wildlife Service	Works within area of relics or Aboriginal place
Environment Protection Authority	Environment protection licence to authorise carrying out of scheduled development work at any premises Environment protection licence to authorise carrying out of scheduled activities at any premises Environment protection licence to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity
Rural Fire Service	Bushfire safety - subdivision of land or use of fire prone land for a school, child care centre, hospital, hotel, motel, senior housing or any other purpose prescribed by the Rural Fires Act 1997
Office of Water	Water use or water management or activity approval on waterfront land
Various	Other uses are listed in s91 related to mining, mine subsidence and off shore petroleum

Designated development

Designated Development would generally be a type of Local Development that has the potential for significant environmental effects as defined in Schedule 3 of the Environmental Planning & Assessment Regulation 2000. Is the application defined as designated development?

No **Yes** – please submit Environmental Impact Statement that has been prepared in accordance to the Director General's requirements issued by the Department of Planning and Infrastructure.

Environmental impact

Is your proposal on land that is, or is part of, critical habitat, or is your proposal likely to have a significant affect on threatened species, populations, ecological communities or their habitats?

No **Yes** – please attach a Species Impact Statement (SIS) that has been prepared in accordance with the Director General's requirements issued by the Office of Environment and Heritage.

Other approvals

Are you applying for approval for one of the matters listed under Section 68 of the Local Government Act 1993? If so, please provide the relevant documentation as outlined in the [supporting documentation guide](#) on the [Council website](#).

Carry out stormwater drainage work	Operate a system of sewage management
Install a manufactured home, moveable dwelling or associated structure on land	Operate a caravan park, camping ground or a manufactured home state
Install, construct or alter a waste treatment device	Other

Are you applying for works within the road reserve in accordance to section 138 of the Roads Act 1993

No **Yes** – please attach the Roads Act Application form (available from the [Council website](#)) and required documentation.

Principal certifying authority

I appoint Port Stephens Council as Principal Certifying Authority for the development.

No **Yes** – you are required to complete the PCA - Appointment of Port Stephens Council as Certifying Authority form (available from the [Council website](#)). For more information about the agreement please see Schedule of PCA requirements.

Builder or owner builder details

Previous development consent (if applicable)

Builder	Owner builder (Owner Builder Permit required if value of building is over \$10,000)	To be advised
Name (or Company)		
Address		Post Code
Email		Licence number
Phone	Mobile	

Subdivision works

Number of lots created	Road works length
Lineal metres of drainage	Number of water quality structures

Australian Bureau of Statistics schedule

Number of dwellings	Number of dwellings to be demolished	Number of pre-existing dwellings
Maximum number of storeys (including garage, attic room or storage level)		
Gross floor area of addition or new building	m ²	

Documentation to be provided with your Construction Certificate application

If you are applying for a Construction Certificate together with your DA, in addition to the documentation required for the DA (see last page of this form) "specifications and construction details" must be supplied.

If you are applying only for a Construction Certificate the "specifications and construction details" must be supplied together with a set of plans that fully describe the approved development at the DA stage. Not all the documents required and approved with the DA are required.

Council can process your application and issue a Construction Certificate without the following documents; however you should be aware that commencement of work will be delayed until these details are supplied:

Hunter Water written confirmation/stamped plans

Prior to the commencement of work written confirmation must be provided by Hunter Water Corporation (HWC) stating that the approved works do not impact upon existing or proposed HWC infrastructure. A copy of HWC's written confirmation or stamped plans shall be provided to Council within 10 days of issue.

Home Warranty Insurance Option

Prior to the first inspection we require a copy of the contract of insurance (under Part 6 of the Home Building Act 1989) if the value of specified works is over \$20,000.

Owner Builder Permit

Prior to the first inspection we require a copy of the Owner Builders Permit if the value of work is over \$10,000. It can be obtained from "Service NSW" once your proposed development has received approval from Council. If the value of works is over \$20,000 you may also be required to undertake a short course prior to the issue of your permit.

Property details

Unit/Street Numbers Street Name Suburb Postcode Lot Number DP/SP

Applicant details

First Name

Family Name

Company/organisation/agency

Position

Address

Post Code

Email

Phone

Mobile

Please indicate preferred method of contact

Australia Post

Email

I hereby make application to Council for permission to develop as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I undertake to develop in conformity with such approval and Acts & Codes, and to indemnify the Council of Port Stephens against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out the above work or any other work within the road reservation at the above premises. I/We the Applicant/Owner/s authorise the use of all documents associated with this development application for the purposes of the development assessment process. I/We indemnify Council under the Environmental Planning and Assessment Act 1979 (NSW) and the Copyright Act 1968 (Cth), with regard to documents subject to copyright law. By signing this form I advise I have taken all reasonable steps to obtain copyright owner's consent. I have/will advise Council in writing if this is not the case.

Applicant's signature

Date (DD/MM/YYYY)

Owner's consent

ALL owners of the land to be developed must sign the application. If the land is Crown Land, an authorised officer of the NSW Department of Lands must sign the application. If the owner is a company, then two directors, a director and a secretary or an authorised delegate must sign the application and state their position. If the property is under strata or community title, if any works are proposed on common property the common seal of the owner's corporation must be stamped on this form as well as the owner's signature. An original signature must be provided and every owner must sign the form.

As owner/s of the land to which this application relates, I/we consent to this application. I/we also consent to authorised Council officers entering the land to carry out inspection relating to this application. I/we accept that all communication regarding the application will be through the nominated applicant.

Name/s (and position/s if a company)

Address

Signature/s

Date (DD/MM/YYYY)

Common seal to be attached here if required

Application will not be accepted without signatures

Probity

Is the applicant or owner a staff member, councillor or contractor of Port Stephens Council or is the applicant or owner related to someone who is a staff member, councillor or contractor of Port Stephens Council?

No

Yes - please state relationship

Political gifts and donations

Have you, or any person with a financial interest in this application, made a political donation or gift (greater than \$1,000) in the previous two years?

No

Yes - please submit a **Statement of Disclosure of Political Donations and Gifts form** with your application.

Documentation to supply with your DA based on the development type

		DEVELOPMENT TYPE																						
		Dwelling House (1 storey)	Dwelling House (2+ storey)	Semi-Detached Dwelling	Secondary Dwelling	Dual Occupancy	Attached Dwellings	Multi-Dwelling Housing	Residential Flat Building	Alterations /Additions	Outbuildings (i.e. pergolas)	Pools	Commercial / Retail / Office	Change of Use	Industrial	Home Business / Home Industry	Community Facility	Tourism	Signage	Demolition	Earthworks	Temporary Event / Land Use	Subdivision	
SUPPORTING DOCUMENTATION PLANS	PLANS	Elevation Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Erosion Sedimentation Plan	B	B	B	B	B	B	B	B	B	B	B	B		B	B	B	B		B	✓			DCP
	Floor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓						
	Landscape Plan					✓	✓	✓	✓				✓		✓	✓	✓	✓						DCP
	Notification Plan (A4)		✓	✓	✓	✓	✓	✓	✓	2**			✓	✓	✓	✓	✓	✓					✓	DCP
	Sections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓				✓		
	Signage Plan																			✓				
	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Site Analysis Plan*	B	B	✓	✓	✓	✓	✓	✓	B	B		✓		✓	✓	✓	✓						✓
	Stormwater Drainage Plan	B	B	✓	✓	✓	✓	✓	✓	B		B	✓		✓	✓	✓	✓						✓
	Survey Plan/Reference Levels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓				✓		✓
	BASIX Certificate	✓	✓	✓	✓	✓	✓	✓	✓	C		C												
	Subdivision Plan																							✓
	REPORTS	Demolition Plan																				✓		
Statement of Environmental		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Waste Management Plan		B	B	B	B	B	B	B	B	B	B	B	B		B	B	B	B						

- ✓ Mandatory. Application will not be accepted without this documentation.
- * Can be incorporated on site plan
- 2** For 2+ Storey Structure
- C BASIX certificate is also required for residential alteration/additions with a value greater than \$50,000 and pools with more than 40,000 litres.
- B Beneficial. It will facilitate and speed up the assessment process. May be requested during assessment if not provided at lodgement
- DCP The DCP contains specific lodgement requirements for these documents and development types. Please refer to the relevant section of the DCP.

Other documentation commonly requested with a DA based on other conditions

Document / Plan	Condition
Bushfire Assessment Report	For development on bushfire prone land
Cut and Fill Plan	Where the proposal includes cut/fill and/or retaining walls
Cost Summary Report	The estimated cost of the development is between \$100,000 and \$3million
Detailed Cost Report	When the estimated cost of the development is over \$3million. Must be signed by a Quantity Surveyor
Driveway Profile	Where the difference in level between the kerb and the garage floor is greater than +/- 600mm
Flora and Fauna Survey	Development located on land or in proximity to areas of environmental significance (see DCP)
Flood Study	Development in flood planning area or below the flood planning level (FPL) (see DCP)
Geotechnical Report	Significant bulk excavation works are proposed and for major subdivisions
Waste Water Report	Required where a lot does not have access to the reticulated sewer system that require on-site waste water disposal
Shadow Diagrams	Where residential development proposed is two storeys in height and/or potentially overshadows neighbours

For more information about all the documents that you might be required to provide with your development application (DA) please review the [supporting documentation guide](#) or use the [DA Enquirer](#) tool on the [Council website](#).