

Application Number

Date Lodged

**FURTHER INFORMATION**

**Narrabri Shire Council**  
 46-48 Maitland Street  
 PO Box 261  
 NARRABRI NSW 2390  
 Tel: 02 6799 6866  
 Fax: 02 6799 6888  
 council@narrabri.nsw.gov.au

# Complying Development Certificate Application

## Property

Lot and DP numbers are found on the Certificate of Title or on a Rates Notice.

Note: Not all properties have section numbers

<b>Lot No</b>	<b>Section No</b>	<b>DP No</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Street No</b>	<b>Street Name</b>	
<input type="text"/>	<input type="text"/>	
<b>Town</b>	<b>State &amp; Postcode</b>	
<input type="text"/>	<input type="text"/>	

## Owner

This section must be completed and signed by ALL owners.

Companies will need to either provide their ACN or attach letterhead correspondence indicating the approval to lodge the application

<b>Names / Company Name</b>	
<input type="text"/>	
<b>Australian Company Number (ACN) (Provide when the owner is a company)</b>	
<input type="text"/>	
<b>Postal Address</b>	
<input type="text"/>	
<b>Town</b>	<b>State &amp; Postcode</b>
<input type="text"/>	<input type="text"/>
<b>Telephone Number</b>	<b>Fax Number</b>
<input type="text"/>	<input type="text"/>
<b>Email Address</b>	
<input type="text"/>	

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

<b>Owner 1 Signature</b>	<b>Owner 1 Name (please print)</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Owner 2 Signature</b>	<b>Owner 2 Name (please print)</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Applicant

The Applicant is the owner or agent chosen by the owner of the land to act on their behalf in the management of the application.

All correspondence and communication is directed to the Applicant

Name / Company Name

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Postal Address

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Town

---

State & Postcode

---

Telephone Number

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Fax Number

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Email Address

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I /We hereby apply for Development Consent and/or a Construction Certificate to carry out the Development described below. I/We grant consent to Narrabri Shire Council for the release of any plan(s) and documents submitted in relation to this development application for the purposes of Council fulfilling its requirements under the *Government Information (Public Access) Act 2009*. To assist the progress of this Application, I/We agree to copies of correspondence being forwarded to the owner/s.

Signature

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Applicant Name *(please print)*

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Date

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## Proposal

Tick the boxes that best describe the proposal

### Single dwellings, granny flats & associated development / building

#### Class 1a

- New Single Dwelling
- Additions/Alterations to dwelling

#### Class 10a

- Garage / Carport
- Shed
- Deck
- Pergola / Awning

#### Class 10b

- Swimming Pool
- Retaining Wall
- Fence
- Rainwater Tank

Other structure *(provide details):* \_\_\_\_\_

Demolition *(provide details)* \_\_\_\_\_

### Commercial, industrial, multi-residential, dual occupancy & subdivision developments

- Commercial development
- Industrial development
- Change of building use
- Demolition *(provide details)* \_\_\_\_\_
- Other \_\_\_\_\_
- Subdivision *(Boundary Adjustment Only)* \_\_\_\_\_
- Shop fit-out
- Community building
- Temporary use of a building
- Signage

## Description

Detailed description of the proposed development and detail all works and any proposed use.

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## Appointment

### Appoint Council as the Principal Certifying Authority (PCA)

For inspections and the issue of Certificates. The PCA Agreement form must be completed and signed by the person having benefit of the consent.

Should Council not be appointed PCA please specify who”

\_\_\_\_\_

## Value

### BUILDING ELEMENT

eg. Deck, garage (Metal clad or cavity brick),

AREA in m<sup>2</sup>

Rate per m<sup>2</sup>

Estimated Value

### Estimate Cost

Refer to the  
Guidelines - Building Cost  
Estimate

The value of works is used in  
fee calculations and to  
determine developer  
contributions.

\* For additional works and  
associated costs, please refer  
to "Guidelines— Building  
Cost Estimate"

Dwelling (Standard Timber Cladding)\*

\_\_\_\_\_ m<sup>2</sup>

x

\$ \_\_\_\_\_

=

\$ \_\_\_\_\_

Additions/Alterations

\_\_\_\_\_ m<sup>2</sup>

x

\$ \_\_\_\_\_

=

\$ \_\_\_\_\_

Verandah

\_\_\_\_\_ m<sup>2</sup>

x

\$ \_\_\_\_\_

=

\$ \_\_\_\_\_

Carport/kit shed

\_\_\_\_\_ m<sup>2</sup>

x

\$ \_\_\_\_\_

=

\$ \_\_\_\_\_

Garage

\_\_\_\_\_ m<sup>2</sup>

x

\$ \_\_\_\_\_

=

\$ \_\_\_\_\_

Please tick to attach additional details

**TOTAL VALUE OF WORKS** \$ \_\_\_\_\_

### Value of works

Council calculates the cost of works on the estimated 'market price' for the completed project. This may not necessarily reflect the actual cost of the development to the applicant, for example, an applicant may source materials free or second hand and use their own labour (owner-builder).

Council uses building cost indicators contained in the current addition of the Rawlinson's Construction Cost Guide. A list of the common development types and rates are included in the guidelines.

### Fees and Charges

Application fees and charges will be determined by Council based on the estimated cost provided above and are to be paid when you lodge the application. Please contact the Planning and Development Department if you require a quote of the applicable fees.

## Political Donations and Gifts

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years?

- No ▶ In signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.
- Yes ▶ Complete the Political Donation and Gifts Disclosure Statement from and lodge with this application.

**Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.**

## Builder

Builder details are required prior to issue of the Construction Certificate.

Owners should ensure all builders and tradespeople have a valid licence. Contact the Department of Fair Trading for further information or visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### Residential Work including dual occupancies and multi-residential development

**Builder Details** - Please nominate builder:

Name: \_\_\_\_\_ Licence No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Principal Contractor (builder)**

**Value of works \$20,000 and under:**

*The principal contractor for the work must be appropriately licensed. Builders details must be provided to the PCA prior to the release of the construction certificate (CC).*

**Value of works over \$20,000:**

**Home Building Compensation Fund Insurance** A copy of insurance from the Home Building Compensation Fund must be obtained by the principal contractor and be submitted to the PCA prior to the release of the CC.

**Owner Builder**

An **owner builder permit** is required when works exceed \$5,000. A copy of the permit, when applicable, must be submitted to the PCA prior to the release of the construction certificate.

### Commercial/Industrial development and all other development:

Provide **principal contractor details** as above including their name, address and licence number, prior to release of the CDC.

## ABS Data

The Australian Bureau of Statistics (ABS) uses this information as key economic indicators for the country. If there are two or more different material types to be used, then please nominate the primary material type.

Where multiple buildings apply, a separate attachment may be provided

### Development details

Complete the following details (where applicable)

**For each proposed new building, indicate:**

Number of storeys of the proposed building \_\_\_\_\_

Gross floor area of the existing building \_\_\_\_\_ m<sup>2</sup>

Gross floor area of the new building \_\_\_\_\_ m<sup>2</sup>

Gross site area of the land on which the building is to be erected \_\_\_\_\_ m<sup>2</sup>

Swimming pool \_\_\_\_\_ litres

**For each proposed new residential building, indicate:**

Number of existing dwellings on the site \_\_\_\_\_

Number of existing dwellings to be demolished \_\_\_\_\_

Number of dwellings to be constructed \_\_\_\_\_

Will the new building be attached to an existing building  Yes  No

Will the new building be attached to any other new building  Yes  No

Does the site contain a dual occupancy  Yes  No

## ABS Data Continued

Number of new units: \_\_\_\_\_

Number of additional units: \_\_\_\_\_

Current uses of the building: \_\_\_\_\_

Proposed uses of the building (if changed) \_\_\_\_\_

### Material to be used:

Please indicate the material to be used in the construction of the new building(s)

- |                 |   |   |  |                                |
|-----------------|---|---|--|--------------------------------|
| <b>1. FLOOR</b> | <input type="checkbox"/> Concrete       | <input type="checkbox"/> Timber             | <input type="checkbox"/> Other               |                                |
| <b>2. FRAME</b> | <input type="checkbox"/> Timber         | <input type="checkbox"/> Steel              | <input type="checkbox"/> Aluminium           | <input type="checkbox"/> Other |
| <b>3. ROOF</b>  | <input type="checkbox"/> Tiles          | <input type="checkbox"/> Concrete/slate     | <input type="checkbox"/> Fibre cement        | <input type="checkbox"/> Steel |
|                 | <input type="checkbox"/> Aluminium      | <input type="checkbox"/> Other              |  |                                |
| <b>4. WALLS</b> | <input type="checkbox"/> Brick (double) | <input type="checkbox"/> Brick (vener)      | <input type="checkbox"/> Concrete/stone      | <input type="checkbox"/> Steel |
|                 | <input type="checkbox"/> Fibre cement   | <input type="checkbox"/> Aluminium cladding | <input type="checkbox"/> Timber/weatherboard |                                |
|                 | <input type="checkbox"/> Curtain glass  | <input type="checkbox"/> Other              |  |                                |

## Privacy & Personal Information Protection Notice

**Purpose of Collection:** The information in this form will be used and disclosed for the purposes of communication with you, Council exercising its functions under *Environmental Planning and Assessment Act* and as required by law.

**Supply:** The application will be placed on public exhibition and published on Council's website. If you do not provide information (or any part of it) your application may not be accepted.

**Access/Correction & Storage:** Narrabri Shire Council will collect and store the information. You can access the correct information by contacting your local Council.

## Lodgement

You can lodge the completed application by:

**Mail:** PO Box 261, NARRABRI NSW 2390

**In Person:** 46-48 Maitland Street, NARRABRI NSW 2390

**Email:** council@narrabri.nsw.gov.au

**What Now:** For further information regarding your application please contact your local Council.