

Application Number

Date Lodged



Subdivision Construction Certificate

(including Civil Works)

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

This form is required to apply for a Subdivision Construction Certificate under the *Environmental Planning and Assessment Act 1979*. A Subdivision Construction Certificate will be required before any works can commence

Property

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

Note: Not all properties have section numbers

Lot No	Section No	DP No
_____	_____	_____
Street No	Street Name	
_____	_____	
Town	State & Postcode	
_____	_____	

Applicant / 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.

The application may only be made by a person who is eligible to appoint a principal certifying authority for the relevant development i.e. the owner's of the land.

All correspondence and communication is directed to the person/s.

Names / Company Name		

Australian Company Number (ACN) (Provide when the owner is a company)		

Postal Address		

Town	State & Postcode	
_____	_____	
Telephone Number	Fax Number	
_____	_____	
Email Address		

As owner of the land to which this application relates, I/we consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application. I accept that all communication regarding this application will be through the owner. I acknowledge that subdivision construction work cannot commence until a Construction Certificate is issued and a Principal Certifying Authority has been nominated in relation to such works, and that undertaking such works without a Construction Certificate is an offence under the provisions of the <i>Environmental Planning and Assessment Act 1979</i> .		
Owner 1 Signature	Owner 1 Name (please print)	Date
_____	_____	_____
Owner 2 Signature	Owner 2 Name (please print)	Date
_____	_____	_____

Development

Development Application

Date Issued

Subdivision

Stage

Approximate Starting Date

Cost of Construction

Works Approved

Roads Act Approval

Section 138 of the Roads Act 1993

Does this development involve roadworks on an existing public road, the opening of a public road or footpath area for public utility services, driveway access or stormwater drainage?

- No
- I have already obtained a Section 138 approval, and the attached plans demonstrate compliance with the approval requirements
- Yes ▶ If yes, a road opening fee must be paid. Council will subsequently issue a Road Opening Approval pursuant to Section 138 of the Roads Act 1993, either concurrently with any consent or upon receipt of required design plans/certification

Note: These approvals are not required at this stage and can be made at a later date. If these approvals are sought, full details of the layout of proposed driveway crossing, drainage connections and the like are required to be provided with the Development Application.

The Road Opening Approval is issued on the understanding that the applicant agrees to observe all the conditions attached to the approval and will not operate until Council is in receipt of any required property and environmental damage security (bond or bank guarantee)

Local Government Act Approvals

Section 68 of the Local Government Act 1993

To carry out your proposal you may need other approvals from Council. A list of matters relating to subdivision work requiring approval under Section.68 of the Local Government Act are contained below. These approvals are not required at this stage and can be made separately at a later date.

Note: Approvals for matters listed in the schedule must be obtained from Council prior to any works commencing on site.

Do you want Council to approve any other activity at the same time as this application?

- No
- I have already obtained the applicable Section 68 approval(s), and the attached plans demonstrate compliance with the approval requirements
- Yes ▶ Please tick the relevant boxes on the following page.

Water Supply, sewerage and Stormwater Drainage Work

- Connecting or extensions to Council’s reticulated water supply
- Installing/disconnecting a water meter
- Carry out sewerage work including connecting or extensions to Council’s sewerage system
- Carry out stormwater drainage work including connecting or extensions to Council’s stormwater drainage system (included kerbs, gutters, pipes and open drains and easements)

Management of Waste

- Transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place

Public Roads

- Swing or hoist goods across or over any part of a public road by means of a list, hoist or tackle projecting over the footway

Comments

Cost of Works

Part 15 Division 1 of the Environmental Planning and Assessment Regulation 2000 sets out how to calculate the fees for development applications. For development that involves a building or other works, the fee for your application is based on the estimated cost of the development. If you application is for integrated development or required concurrence from another state agency, you will need to include additional processing fees. If your development needs to be advertised to the public you may also need to include an advertising fee.

The **value of the development** is the genuine estimate of:

- a) The costs associated with the construction works, and
- b) The costs associated with the preparation of the site for the purpose for which it is to used.

The **capital investment value** of a project includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed mobile plant and equipment (but excluding land costs and GST). (cl245N EP&A Regulations).

Value of the development \$ _____

Capital Investment Value of Development \$ _____

Is Long Service Levy payment being paid with the application? Yes No N/A

Note: if the works are valued over \$25000 the long service levy must be paid prior to the release of the Construction Certificate.

If **‘no’** receipt number of payment _____

Privacy

The information you provide in this application is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* which will enable Council staff (or any appointed agent), and any relevant state agency, and the community to consider/assess your application under the *Environmental Planning and Assessment Act 1979* and other applicable State legislation. The supply of the information by you is voluntary, however, if you cannot provide or do not wish to provide the information sought, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. Address enquiries concerning this matter to Council's Public Officer.

Lodgement Details

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.

Inspection Checklist

162A of the Environmental Planning and Assessment Regulation 2000

If you are intending for Narrabri Shire Council to be your Private Certifying Authority for inspections, please indicate the type and number of inspections you consider applicable to the job.

These inspection fees will be levied upon lodgement of the PCA Contract with Council for signature.

Mandatory Critical Stage Inspections	Required	Number
Pre-start Inspection	<input type="checkbox"/>	_____
Site regarding and clearing	<input type="checkbox"/>	_____
Installation of erosion control measures	<input type="checkbox"/>	_____
Preservation measures installed for trees, vegetation or heritage sites as determined	<input type="checkbox"/>	_____
Site sampling and testing	<input type="checkbox"/>	_____
Formwork and reinforcement prior to placing of concrete	<input type="checkbox"/>	_____
Drainage line installation prior to backfilling and performance testing	<input type="checkbox"/>	_____
Water and sewer line installation prior to backfilling and performance testing	<input type="checkbox"/>	_____
Subgrade preparation (box inspection)	<input type="checkbox"/>	_____
Establishment of line and level for kerb and gutter placement	<input type="checkbox"/>	_____
Road Pavement construction (sub base gravel)	<input type="checkbox"/>	_____
Road Pavement surfacing (pre seal)	<input type="checkbox"/>	_____
Final Inspection (on maintenance)	<input type="checkbox"/>	_____
End of maintenance period	<input type="checkbox"/>	_____
Works as Executed (final acceptance)	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____
TOTAL NUMBER FOR COUNCIL PCA INSPECTIONS		_____

Please refer to Council's Fees and Charges for Inspection fee amount or Contact Council on the details below to obtain a quote.

Subdivision Construction Certificate Checklist

All documentation, including plans must be prepared to a scale which will enable easy assessment. An engineering scale in ink is preferred on A3 paper. Major applications may be submitted in larger formats paper subject to agreement.

The following information should be included on all plans and documents:

- Applicants name, block/house/shop/flat number, street/road name, town or locality and council's reference number
- Lot Number, section number, DP number. (Found on rate notice or land title)
- Measurements in metric
- The position of true north
- Scales drawing bar
- Revision number and date
- Draftsman/Architect name, signature and date of plan

Documentation required

	Yes	No	Checked
Development Consent Statement of Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>A Statement of Compliance is a written document listing these conditions and including a statement of how each condition has been complied with.</i>			
Site Plan (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All drawings to be signed by a Civil Engineer</i>			
Certification (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision, Drainage & Roadworks Plans (2copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are going to carry out work to do a subdivision (e.g building roads or a storm water drainage system):

- *The details of the existing and proposed subdivision layout (including the number of lots and the location of roads)*
- *The details of the consultation you have carried out with the public authorities who provide or will increase the services you will need (like water, road, electricity, sewerage)*
- *The existing ground level contours and the proposed ground level contours when the subdivision is completed*
- *Copies of any compliance certificates on which you rely*
- *Detailed engineering plans (2 copies)*

The detailed plans should include the following:

- *Earthworks*
- *Roadworks*
- *Road pavement*
- *Road furnishings*
- *Stormwater drainage (including on-site detention works/water quality control ponds)*
- *Water supply works*
- *Sewerage works*
- *Landscaping works*
- *Other structures*
- *Traffic management plan*
- *Soil and water management plan*
- *Stormwater or on-site detention drainage plans in accordance with Council's "on-site stormwater detention specification" ILSAX or drains model*
- *Vegetation Management Plan*
- *Council approved Sedimentation and Erosion Plan*

Where the plans lodged involved a modification to previously approved plans the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

Documentation required

Yes n/a Checked

RMS Road Occupancy Licence (1 Copy).....

RMS Road Occupancy Licence or Works Authorisation Deed (if required).

Indemnity Insurance.....

Public risk insurance \$20 million minimum (copy of certificate of currency required – Narrabri Shire Council should be mentioned on this certificate as an interested party)

Depending on the nature of works proposed the following information may be required to be submitted to Council for separate approval prior to commencement of works .

Traffic Control Plan

In accordance with RMS "Traffic Control Worksites" version 4 as amended

Traffic Management Plan

Geotechnical Certificate.....

Works shall not commence until such time as written approval has been issued by Council and the required notice to commence work lodged with Council.