



# BUSH FIRE ATTACK LEVEL (BAL) CERTIFICATE

FOR THE PURPOSES OF COMPLYING DEVELOPMENT

## Application Form



OFFICE USE ONLY

CertNo: ...91/.....  
 Parcel No: .....  
 Fee: .....  
 Receipt No: .....  
 Date: .....  
 (Rec type: 204)

Revision No. 23-11-2016

### PART 1 - APPLICATION DETAILS

#### INFORMATION FOR APPLICANT

- A Bush Fire Attack Level (BAL) Certificate only relates to development seeking approval as Complying Development in accordance with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. This application is not for the purposes of a Development Application or Construction Certificate
- Complying Development is not capable if the BAL is determined as BAL 40 or BAL FZ
- All Fees must be paid at time of lodgement
- Please ensure you submit all required information to minimise delays in assessing your application. You are advised that the Bush Fire Attack Level (BAL) will be determined based on the accuracy of all information supplied with the application. Council will not accept responsibility for its decisions where it is demonstrated that the information relied upon was due to the applicant's error.
- Further information regarding the BAL Risk Assessment process is available from the NSW Rural Fire Service website. [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

#### PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m <sup>2</sup>
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

#### APPLICANT DETAILS

Name	Company		
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email	Customer Reference		

#### DESCRIPTION OF DEVELOPMENT

Please indicate by 'X'

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Alterations/Additions to Existing Dwelling	<input type="checkbox"/> Other
---------------------------------------	---	--------------------------------

**Details** Please describe, e.g. Single Storey Dwelling with Attached Garage

#### SUPPORTING DOCUMENTATION

##### A Site Plan must accompany this application

The site plan must be legible, appropriately scaled and dimensioned (metres) indicating the positioning of the proposed development on the site. The Bush Fire Attack Level (BAL) will be determined based on land slope, vegetation category and distance of the proposed development to all vegetation hazards. It is essential the information contained on the site plan is sufficiently detailed to enable this level of assessment to occur.

Photos Attached (Where Applicable)	Yes	No
Other (eg registered survey plan)	Yes	No

## APPLICANT DECLARATION

I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We understand that Council will make its decision based on the accuracy of the information supplied with the application.

Applicant(s) Name	Date

## OWNER(S) DETAILS AND CONSENT

Name(s)	Company		
	Position Title		
Postal Address	PO Box	Telephone	
Suburb	State	Post Code	Mobile

I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.

Signature(s)
Name of Person signing (Please print)

Please indicate by 'X'	Private Land Owner	Sole Director	Director, Secretary & Company Seal
------------------------	--------------------	---------------	------------------------------------

**Note: All owner(s) of the land, the subject of this application, must sign this form.** If you are not the owner of the land, you must have all the owners sign the application.

**Note:** If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).  
**Note:** In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

**Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

**Note:** If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

## PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

## HOW TO LODGE YOUR APPLICATION

**Address the application to**

General Manager  
Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325

OR

General Manager  
Cessnock City Council  
DX 21502  
CESSNOCK

**Payment Method**

**By mail** - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person  
(between 9am – 4.30pm) at  
Council's Administration Building**

Cessnock City Council  
62-78 Vincent Street  
CESSNOCK NSW

*You will need to spend some time with a Help and Information Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application*

**Payment Method**

**In person** - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

**How to Contact Us**

Phone: (02) 4993 4100  
Fax: (02) 4993 2500  
Email: [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)  
[www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**Office Hours**

9am to 5pm Monday to Friday  
*\*Payments are accepted until 4.30pm*

Duty Officers are available weekdays:

Planning - 9am to 5pm  
Building - 9 to 10am & 1 to 5pm

**Fees**

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Help and Information Centre on (02) 4993 4100.

## CREDIT CARD PAYMENT AUTHORITY

*Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.*

*Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.*

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

**Payment Contact Name:** ..... **Payment Contact Phone Number:** .....