



# Application Guide

**Cessnock City Council**

## Information for the Preparation and Submission of A Development Application For a Temporary Event

Prior to reading this document you should acquaint yourself with the Development Application process. Please see the Building and Development Frequently Asked Questions page of Council's web site or read the brochure "*So you're considering building or developing in Cessnock City?*".

This Development Application Guide has been designed to assist you in the preparation and submission of a Development Application for a Temporary Event. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

**A checklist is provided that must be signed and submitted  
with your application.**

This Development Application Guide for a Temporary Event is believed to be a true and correct representation of extracts from Council's requirements in regard to the development of buildings. The information contained within this document is to be used only as a guideline and for further information you are advised to speak to one of Council's Customer Service staff in the first instance or Council's Development Assessment Officers.

## Frequently Asked Questions - Temporary Events

### What is a Development Application and do I need one?

Cessnock City Council is the approval body for all development within the Cessnock City Local Government Area. This means that you must gain Council's approval before you proceed with a proposal. The process ensures that your proposal meets the community's standards for the area in which you are building and the type of building you propose.

A Development Application is an application for Council to consider your proposal for development. The Application Form and accompanying documentation provide Council Officers with the information required to consider if your proposal meets the legislative and Council requirements.

Yes, you do need to submit a Development Application to Council if you wish to build a dwelling. You will also require a Construction Certificate before you can start building. You can apply for Council to process the Development Consent and Construction Certificate applications at the same time if you have finalised all construction plans and you are ready to build. Alternatively, you can have Council assess your Development Application and apply to Council or a Private Accredited Certifier for the Construction Certificate after the Development Application has been determined.

### What must I submit with my application?

When submitting your application you must have a completed application form, all required copies of plans and reports as set out in the *Development Application Document Checklist for Temporary Events* (attached to this guide) and a completed and signed checklist. **The checklist is attached to this application guide and must be completed, signed and submitted with your application form and documentation.**

Applicants are required to submit a Statement of Disclosure of Political Donations and Gifts if they have made a donation or gift to a Councillor or Council staff member in the two years prior to submitting the DA.

You are also obligated to submit to Council a Statement of Disclosure within 7 days of making a donation or gift up until the date that the Development Application is determined.

For more information regarding disclosures of Political Donations and Gifts and to obtain a Disclosure Form visit Council's website or Council's Customer Service Centre.

### Can I submit an electronic copy of my documentation?

Council will still require a hard copy of your application as outlined in the Development Application Document Checklist for Temporary Events, however, you can also submit documentation electronically either on CD or via email throughout the assessment process, as well as on CD in conjunction with your initial application.

If you are intending on submitting electronic copies of plans please note that Council's preferred file format is TIF and, where practicable, ensuring the file size is under 10 megabytes.

### How detailed do my plans have to be?

The requirements for your plans are specified in the Development Application Document Checklist for a Temporary Event (attached to this guide). Sample plans have been made available for you. These are available from Council's web site or from Council's Customer Service Centre.

### **What is a Statement of Environmental Effects (SoEE)?**

This is a statement generally in the form of a letter, report or by completing Council's standard SoEE form. The SoEE describes the proposed development and details how the proposal will affect various aspects of the Environment. Council's SoEE Standard Form is attached to the Development Application Form. The SoEE Standard Form is suitable for simple developments and should be expanded on where appropriate.

### **Will my neighbours be notified of my application?**

Generally your neighbours will only be notified of the application. Notification is undertaken in accordance with Council's Notification Policy, DCP 2010—Part B, which can be found on Council's website or by visiting Council's Customer Service Centre.

### **What is a DCP?**

A Development Control Plan (DCP) is a document that contains planning controls that are specific to a particular area/subject within the Local Government Area. It provides detailed information on the scope of development and guidance to those wishing to design a development and submit a development application (eg setbacks, building height, open space, waste management, energy efficiency).

### **What is a Council Policy?**

Council also uses a policy framework to control development. Policies are used for very specific issues facing the community within Cessnock. Information on policies can be found by visiting Council's Customer Services Centre, however, the applicability of any policy may not be determined until a thorough assessment of a development application is undertaken.

# Instructions for Completing the Development Application Form

## FORM

### Development Application Form

## USE

You wish to apply for a Development Consent. You will either use an independent Principal Certifier OR apply to Council for a Construction Certificate at a later date.

### **PLEASE NOTE:**

It is important to remember -

- In order to minimise processing time, applications must be clear, legible and contain correct and accurate information;
- Please complete the application form in either black or blue pen;
- All sections of the application form must be completed. An incomplete application form may result in the application not being accepted. If, after reading this guide, you are still unsure as to how to complete a section on the application form, please contact Council's Customer Service Centre for advice;
- Should you require more space than is provided, attach additional pages and note on the form that you have done so;
- Plans detailed on graph paper, lined paper or in pencil **will not** be accepted;
- The consent of **ALL** owners or a company seal must be obtained before an application can be accepted.

## All Forms—Part 1—Application and Site Details

### Question 1—Applicant Details

Council will only communicate with the applicant. All correspondence will be posted to the address supplied by the applicant.

### Question 2—Location of Property

List all properties subject to the application. If you require more space, note on the form that you have attached additional information. The Lot Number, Section and DP/SP is obtainable from your Rates notice or contact Council's Customer Service Centre.

Special access requirements include details of any issues that will affect Council Officer access to the property ie dogs, locked gates and how to access the key etc.

### Question 3—Owner's Consent

You must provide the details and signatures of all owners. It is a common mistake to submit an application with only one signature when there are several registered owners of the property (eg Mr Smith's signature only supplied when property is registered to Mr & Mrs Smith). Council cannot accept the application without the signatures of all owners.

There is a six to eight week delay from the date of settlement to when Council is notified of a change of ownership. If you have only just purchased the property and Council has not yet been notified of the change of ownership you will need to provide proof of ownership. This can be a solicitor's letter stating that settlement took place, the date of settlement and the new owner's name/s or a copy of the new certificate of title. Contact Council's Customer Service Centre if you are concerned.

If the property is owned by a Company, the application must be signed by either two Directors; or one Director and the Company Secretary; or one Director or Company Secretary and accompanied by the company seal. In the case of a company with a Sole Director, the signature of this Director will be sufficient. In all cases, please detail the title of each signatory on the application, eg Sole Director.

If the property is within a strata then the consent of the strata management is necessary.

In the case of Crown Land the owners consent must be signed by an Officer of the Department of Lands authorised for these purposes.

#### Principal Certifying Authority

If you are completing a combined DA/CC application form or a CC form, there is an additional declaration asking if the owner has read, understands and agrees to the PCA Service Agreement Specification and consents to the appointment of Council as the PCA. A copy of the PCA Service Agreement Specification can be obtained from Council's Customer Service Centre or from Council's web site.

## If you are using the DA Form, complete the next Section

### Question 4—Description of development

For a Temporary Event, tick the box for 'Use of Land/Building' and briefly describe everything that you want approved by Council.

### **Question 5—Septic Tank Approval**

Not applicable for a Temporary Event application.

### **Question 6—What is the gross floor area of the proposed buildings**

Not applicable for a Temporary Event application.

### **Question 7—Estimated cost of work**

Provide the estimated cost of the development, labour and materials or the contract price. If the garage is separate from the dwelling, show the estimated cost of the dwelling and the garage separately. Include GST in all calculations. Council may seek justification of the estimated cost from a builder or quantity surveyor.

In the case of an owner builder, please ensure that you include the cost of labour. If the amount is undervalued Council will reassess the cost using the CCC Building Cost Guide. Copies of the Guide are available on Council's website and from the Customer Service Centre.

### **Question 8—Integrated Development**

Integrated development is development that requires licences or approvals from State Government Departments. Most applications for dwellings are not integrated. To determine if your application is integrated Council has provided a checklist. "Is your application an integrated development?" can be found in the Frequently Asked Questions section of Council's Building and Development web pages or ask the Customer Service Section for a brochure.

If your application is integrated, list the Government Department/s and the relevant section of the Act on your application form. These can be easily found on the checklist. You will need to provide Council with a \$250.00 cheque (payable to the relevant Government Department) for each licence or approval required. Council will forward your application and your payment to the appropriate Government Department for approval prior to assessing your application.

### **Question 9—Critical Habitat & Threatened Species**

Not applicable for a Temporary Event application.

### **Question 10—Staged Development**

Not applicable for a Temporary Event application.

### **Question 11—Principal Certifying Authority**

Prior to the commencement of any building works, you must appoint a Principal Certifying Authority (PCA). The PCA will determine what inspections and certification is required to ensure compliance with the relevant Development Consent. The PCA will conduct the critical stage and other inspections, issue the Construction Certificate and/the Occupation Certificates.

The PCA may be either Council or an Accredited Certifier. If you wish to appoint Council as the PCA, answer 'YES' to this question. You will then need to apply to Council for a Construction Certificate prior to the commencement of any building works. You can apply at the same time as you are completing your Development Application by completing a separate Application for Construction Certificate form or by completing a combined DA/CC Application form.

If you wish to use an accredited certifier, answer No to this question and advise Council of the appointment using a Notice of Commencement Form.

### **Question 12—Notification of Commencement**

Not applicable for a Temporary Event application.

## All Forms—Checklist and Applicant’s Declaration

All of the documents detailed in the DA Document Checklist for Dwellings (attached to this Guide) must be provided with your application. Detach the checklist from the Guide, tick off that each document provides the stated detail and that you have provided the correct number of copies for each document, sign the last page of the document checklist and submit this with your application form.

If you do not provide the required documentation of an acceptable standard your application will not be accepted.

Site inspections are carried out prior to the assessment of any application. As a result of this inspection further information is sometimes required. A Council Officer will contact you soon after the initial inspection if this is the case.

### Question—Applicant’s Declaration

Please read the declaration carefully and have all applicants sign and date the application form.

## If you are using the DA Form—Complete the SOEE Standard Form

A Statement of Environmental Effects is to be submitted with all Development Applications other than ‘designated development’ or proposals having negligible environmental impact, eg Internal alterations. You must complete this form as a part of your Development Application for a dwelling.

If a ‘**YES**’ answer is given to any of the questions, you must provide details of the likely impact(s) and the proposed means of mitigating or reducing such impact(s).

The Statement of Environmental Effects form is not exhaustive and is only suitable for simple routine developments. It should be expanded on where appropriate. If insufficient space has been provided, attach additional pages.

## All Forms—How to Lodge This Application

Various methods for lodging your application are listed.

Application fees must be paid at the time of lodgement. If you wish to pay by credit card and are not submitting the application in person, please use the section provided on the front of the form for your credit card details. A quote for fees may be obtained by contacting Council’s Customer Service Centre.

# Cessnock City Council

## Development Application Document Checklist

### Temporary Event

The following information is required as part of your Development Application. Additional information may be relevant to your specific application. If you have ticked any of the 'not applicable' boxes, please discuss with a Customer Service Officer.

This checklist must be completed, signed and submitted with your development application.

<b>REQUIRED</b>	<b>Applicant</b>		<b>Office Use Only</b>		
	Yes	N/A	Yes	No	N/A
<p><b>1 x COMPLETED DEVELOPMENT APPLICATION FORM (1 Copy)</b></p> <p>The original completed application form must be submitted with the application.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>1 x COMPLETED DISCLOSURE OF POLITICAL DONATIONS AND GIFTS FORM (1 Copy)</b></p> <p>A Disclosure of Political Donations and Gifts Form must be submitted if you or an associate have made a political donation or gift to a Councillor or council employee during the two (2) years prior to submitting the application.</p> <p>Further information regarding Political Donation and Gift Declarations and the Declaration Form can be obtained from Council's website at <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a> or from Council's Customer Service Centre.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6 x STATEMENT OF ENVIRONMENTAL EFFECTS (6 Copies)</b></p> <p>A Statement of Environmental Effects is a written statement that describes the proposed event and states whether the proposal complies with the City's planning controls. It should also explain the likely impacts of the proposed event both during and after, and how these impacts will be minimised.</p> <p>The statement, in appraising the suitability of land for the event, should also detail (where applicable):</p> <ul style="list-style-type: none"> <li>• A description of the event that is to take place</li> <li>• Estimated number of people to attend</li> <li>• Hours of operation</li> <li>• Anticipated impact of noise levels to adjoining properties</li> <li>• Emergency Procedure and Security</li> <li>• Details of Car parking provisions</li> <li>• Disabled Access</li> <li>• Lighting</li> <li>• Toilet/Bathroom Facilities</li> <li>• First Aid stations</li> <li>• Will alcohol be sold at your event—if so, please provide details of liquor licence</li> <li>• Catering On site / Off site</li> <li>• Temporary Structures</li> <li>• Temporary Event signage</li> <li>• Fire Safety Measures</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
<ul style="list-style-type: none"> <li>• How many fireworks displays and their duration (if applicable)</li> <li>• Copy of Certificate of Insurance for the event</li> <li>• Waste Removal</li> </ul>					
<p><b>PLANS</b></p> <p>Plans must be drawn to scale in ink and preferably on A3 size paper. Free hand, single line or illegible drawings cannot be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> <li>• Applicant's name, property number, street/road name, town or locality.</li> <li>• Lot Number, Section Number, DP/SP Number</li> <li>• Measurements in metric</li> <li>• The position of true north</li> </ul>					
<p><b>6 x SITE PLAN (6 Copies)</b></p> <p>A site plan is a birds-eye view of the proposed event and its position in relation to boundaries and neighbouring properties.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> <li>• Drawings to a suitable scale (ie 1:100, 1:200 OR 1:500)</li> <li>• Location of the event in relation to site boundaries</li> <li>• Location of vehicle access, car parking, main entry point, and security check point</li> <li>• Location of temporary structures (staging, food and drink service areas, stalls, toilets and disabled toilet facilities)</li> <li>• Location of lighting</li> <li>• First aid and evacuation points</li> <li>• Disabled access</li> <li>• Fireworks display area</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>6 x WASTE MANAGEMENT PLAN (6 Copies)</b></p> <p>A waste management plan should include:</p> <ul style="list-style-type: none"> <li>• Volume and type of waste to be generated</li> <li>• How waste is to be collected during the event</li> <li>• How waste is to be stored and treated on site</li> <li>• How waste is to be disposed of</li> </ul> <p>Please see Part C.5 of Council's DCP 2010 for more information</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
<p><b>6 x TRAFFIC MANAGEMENT PLAN (6 Copies)</b></p> <p>Please note: The traffic management plan must be completed by suitable qualified persons.</p> <p>A traffic management plan should include:</p> <ul style="list-style-type: none"> <li>Proposed route</li> <li>Contingency plan</li> <li>Parking and bus area</li> <li>Pedestrian access and drop off / pick up points</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>6 x EMERGENCY MANAGEMENT PLAN (6 Copies)</b></p> <p>An emergency management plan should include:</p> <ul style="list-style-type: none"> <li>Security measures for the event</li> <li>Emergency procedure</li> <li>Permanent access points for emergency vehicles</li> <li>Evacuation plan and points</li> <li>Procedure for people with a disability</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>10 x NOTIFICATION PLANS (10 Copies)</b></p> <p>Ten (10) A4 copies of the site plan must be supplied for notification purposes. (These must be legible.)</p>					
<p><b>6 x CERTIFICATION OF TEMPORARY STRUCTURES (6 Copies)</b></p> <p>Current Certification for Temporary Structures must be included with this application. Structures that require certification are:</p> <ul style="list-style-type: none"> <li>Stages</li> <li>Spectator stands</li> </ul> <p>Certification must be supplied by a Structural Engineer</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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**Confirmation of submission of all required documentation and plans**