



Application Guide

Cessnock City Council

Information for the Preparation and Submission of A Development Application For Tourist Accommodation

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 Tourist Accommodation. 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 Tourist Accommodation 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 - Tourist Accommodation

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 tourist accommodation. 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 is a Construction Certificate and do I need one?

A Construction Certificate is issued to verify that the proposed works comply with the development consent, the appropriate Australian Standards, Council's Policies and the Building Code of Australia (BCA). Prior to the commencement of any works, the applicant must appoint a Principal Certifying Authority (PCA). The PCA can be either Council or an Accredited Certifier. The role of the PCA is to issue a Construction Certificate and complete all critical stage inspections to ensure that the work is carried out in accordance with the approved development plans and issue an Occupation Certificate.

Should you wish to nominate Council as your PCA then you need to complete either a separate application form for a Construction Certificate or if you wish to apply in conjunction with your application for development approval, then complete the combined DA/CC form. If choosing Council as your PCA, in addition to the documents required to assess your development application, you are required to submit the documentation in the attached Document Checklist that are marked as a Construction Certificate requirement.

What is Complying Development?

Complying development is a fast track approval system for low impact forms of development that meet predetermined criteria. It is routine development that may be carried out with consent provided it strictly meets certain criteria. The criteria that a development must meet are set in Council's Complying Development Policies. An approval is called a Complying Development Certificate (CDC) and it may be obtained from either Council or an accredited certifier.

CDC's are designed to give the well informed building designer and applicant the opportunity to gain a fast approval for some proposed works of a routine nature in appropriate areas and land-use zones.

The CDC application must be determined within one week. This is achievable because the designer and applicant should have already verified that the proposal is 'complying development'. They have spent the time and resources verifying compliance, not the Council, hence the guaranteed 7-day turnaround and lower fees. Applicants and building designers should verify that any proposal is in fact complying development before lodgement with Council. If it is not complying development it may still be permissible via the normal Development and Construction Certificate Application process.

While a person may carry out a use or activity specified in Council's Complying Development Policies as complying development, nothing prevents a person from applying for local development consent and construction certificate to carry out that use or activity.

My builder said they would do the paperwork? Do I need to do anything?

You will not need to complete an application form if your builder has agreed to complete and submit it on your behalf. You should still become familiar with the application process and the requirements to ensure that you haven't forgotten to consider requirements eg sewage management system if there is no sewage system connected to the property. You should ensure that the plans and specifications and the other details submitted by your builder are what you want. All owners must sign the application form to verify that they consent to the application.

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 Tourist Accommodation* (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 Tourist Accommodation, 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 Tourist Accommodation.

How close can I build to the boundary?

This is dependent on a number of factors including but not limited to:

- Planning provisions including zoning and building line policy requirements
- Building Code of Australia Provisions including eave width, material type and whether there are any openings (windows/doors) within the subject wall.
- Bushfire requirements including asset protection zones.

Please contact Council's Customer Service Centre for further information or visit Council's Administration

Can I build over an easement?

Permanent structures are generally not permitted to be built over easements, however this depends upon the purpose of the easement. Please contact Council's Customer Service Centre for further information or visit Council's Administration Building to discuss your proposal with a Duty Officer.

Is my property bushfire prone?

If your property is located in a bushfire prone area (use Council's online mapping tool or contact Council's Customer Service Centre) then the tourist accommodation needs to be designed and built to cope with a bushfire threat and asset protection zones (APZ) will be needed on your land. A Bushfire Hazard Assessment Report will need to be used by your building designer and submitted with your Development Application. Typically the APZ cannot infringe on an adjoining property.

The NSW Rural Fire Service (RFS) document "*Planning for Bushfire Protection*" has been designed to help to interpret the current legislation and submit the correct and relevant information with their Development Applications. This is available at Council's Customer Service Centre or on Council's website. You may wish to engage the services of a suitably qualified person to undertake your bushfire hazard assessment. The assessment must be done as part of the building design process with the required fire safety measures incorporated into the plans, design and specifications.

Where a Tourist Accommodation proposal is bushfire prone, it is deemed to be an Integrated Development under Section 91 Environmental Planning & Assessment Act, 1979, requiring referral to the NSW Rural Fire Service, payment of the appropriate fee and submission of an appropriate report.

What is BASIX?

BASIX (Building Sustainability Index) is a web-based building design tool designed to assess the potential performance of tourist accommodation against a range of requirements. BASIX will ensure that each new Tourist Accommodation design meets the NSW Government's targets of a reduction in water consumption and greenhouse gas emissions. All applications for new Tourist Accommodation require a BASIX Certificate to be lodged with the Development Application. Please note that all plans and specifications submitted as part of your application must reflect your BASIX commitments. To obtain a BASIX Certificate visit the website www.basix.nsw.gov.au and should you require any further information phone the Department of Planning's Help Line on 1300 650 908.

What do I do about a sewage system?

If your property is in an area where the Hunter Water Corporation provide sewage services you should consult the Hunter Water Corporation. Your plans will be required to be stamped by Hunter Water Corporation prior to acceptance by Council.

Properties not connected to the Hunter Water Corporation sewer must dispose of their effluent via a wastewater treatment system. If you have a small or environmentally sensitive site, this is a major development consideration. You will need to submit an application form and an 'Approval to Operate a System of Sewage Management' form with your Development Application. Further information can be obtained from Council's Customer Service Centre or Council's web site.

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, compliance with relevant planning legislation 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 be notified of the application. Notification is undertaken in accordance with Council's Notification Policy, DCP 38, which can be found on Council's website or by visiting Council's Customer Service Centre.

What is an '88B Instrument'?

An '88B Instrument' is a document under Section 88B of the Conveyancing Act, 1919. The Instrument sets out the terms of any easements, restrictions or positive covenants in relation to the use of the land. Should your property be affected by an easement, right of carriageway, covenant etc., Council will consider the requirements specified within the 88B Instrument as part of the assessment of your application. In order to minimise any delays in this regard it is important that you are aware of any restrictions that may affect your lot.

Is there an 88B Instrument which will affect my property?

Details of an 88B Instrument affecting your property can be determined with a title search. Typically a title search is undertaken by your conveyancer when purchasing the property. The title search will identify which Deposited Plan will have details of any 88B Instrument. Deposited Plans are registered with NSW Land and Property Information.

What is a DCP?

A Development Control Plan (DCP) is a document that contains planning controls that are specific to a particular area or type of development 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). The designer of your development must be aware of the relevant provisions of the applicable DCP's. A 149 Certificate will allow you to see what DCP's specifically apply to your property. **Specifically Cessnock DCP 2010—Chapter D.4**

What is a 149 Certificate?

A 149 Certificate is a planning certificate issued under Section 149 of the Environmental Planning and Assessment Act, 1979. Planning certificates give information on the development potential of a parcel of land including the planning restrictions that apply to the land on the date the certificate is issued. You can apply to Council for a 149 Certificate.

Planning Certificates are attached to contracts for the sale of land and copies can be obtained from your conveyancer or solicitor.

There are two different types of 149 Certificate. A 149(2) certificate is the most common. A 149(5) is more expensive but may contain other information considered relevant.

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 Service Centre or Council's website. The applicability of any policy may not be determined until a thorough assessment of a development application is undertaken.

Flooding?

A Section 149 Certificate is issued under the Environmental Planning and Assessment Act, 1979. The function of the S149 Certificate (or planning certificate) is to inform owners or potential purchasers of a property of planning controls and policies that apply to the subject land.

It is important to realise that if a planning certificate does not identify any specific flood planning controls or policies, it does not mean that the subject property is flood free. Council may have flooding data and this is available upon application to Council.

If your property is near a watercourse, Hunter Water Corporation channels, or is generally low lying, please contact Council's Development Engineers in the first instance to see if there is flooding data available. If data is available, it can be supplied upon application and payment of the appropriate fee.

To determine the impact of flooding where information is available, the procedure is as follows:

1. Submit a written request for flood level advice providing property details and payment of the appropriate fee;
2. Engage a Registered Surveyor to undertake site survey to determine site levels relative to Australian Height Datum (AHD) and supply this information to Council.

Once this information is received Council will provide written advice as to the flood level, the depth of flooding for the subject site and the applicable flood planning level for a residential development. This information can be used to assist in the preparation of a subsequent development application.

Where data is not available but it is expected that a property may be flood prone, a flood impact assessment may be required. This must be undertaken by a suitably qualified professional at the cost of the developer.

Instructions for Completing the Application Form

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.
- 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 answer a question 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.

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.

Question 4—Application Type

Tick Development Application and/or Construction Certificate as appropriate.

An application for a Class 10 building can not be complying development. Tick **No**.

Question 5—Description of development

For Tourist Accommodation, tick the box for 'Erect building/structure' and briefly describe everything that you want approved by Council (eg Erect a brick veneer and tile home).

Part 2—Development Details

If your application is for a Development Application or Complying Development, complete this part of the form. If your application is for a Construction Certificate Only, go to the next Section.

Question 6—Septic Tank Approval

If your property is connected to the Hunter Water sewer system then answer No to this question. You will need to have your plans approved and one copy stamped by Hunter Water prior to submitting them to Council.

If your property is not connected to the Hunter Water sewer system then answer Yes to this question. You will need to install a wastewater treatment system to dispose of the effluent from the tourist accommodation. You will also need to submit a Septic Tank Application and an 'Approval To Operate a System of Sewage Management' form. Further information can be obtained from Council's Customer Service Centre or Council's website.

Question 7—Roads Act Approval for Development Works on Roads & Footpaths

This approval is given under the Roads Act 1993. This approval must be obtained before any works within an existing road reserve are commenced. The requirement for these works may come about through Development Consents for subdivisions, new buildings, additions to buildings and changes in use of land and buildings. In addition to a general approval to carry out works in a road it may be necessary either at the same time or at a later stage for separate applications to be lodged for specific activities within the road reserve. Council requires the concurrence of the Roads and Traffic Authority before giving an approval for activities on classified roads.

Question 8—What is the gross floor area of the proposed buildings

Enter the total proposed floor area (including garages). Show the proposed floor area of the tourist accommodation, garage and any enclosed verandahs separately.

Question 9—Estimated cost of work

Provide the estimated cost of the development, labour and materials or the contract price. If the garage/s is separate from the tourist accommodation, show the estimated cost of the tourist accommodation and the garage/s 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 10—Integrated development

Integrated development is development that requires licences or approvals from State Government Departments. 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 page or ask the Customer Service Centre 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 assessment, during the assessment of your application.

You will also be required to submit additional copies of all documents. Contact Customer Service to determine the number required.

Question 11—Critical Habitat & Threatened Species

Answer Yes or No as appropriate.

Should the proposed development require clearing, a Flora and Fauna Assessment in accordance with Cessnock Development Control Plan 2010—Chapter C.2 and the Threatened Species Conversation Act 1995 may be required. For further information visit Council’s website or Council’s Administration Building to discuss your proposal with a Duty Officer.

Question 12—Staged Development

If a staged development is proposed, the applicant needs to make reference to Section 83A-D Environmental Planning & Assessment Act, 1979.

Question 13—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 14—Notification of Commencement

If you have elected Council as the PCA for the development and work is to commence within 90 days from the date of the determination, answer Yes to this question.

If you plan to delay the commencement of work longer than 90 days from the date of determination, or Council is not the PCA, answer No to the question. You must then notify Council two (2) days prior to the commencement of any works.

Part 3—Construction Certificate Details

If your application is for a Development Application only, go to the Checklist and Declaration Section.
If your application is for a Construction Certificate, complete this Section.

Question 15—Development Consent

If your Development Application was approved previously, enter the DA Consent number, the date of determination and the Building Code of Australia Classification. All of this information can be obtained from your development consent.

Question 16—Description of Development

Enter 'as above' if described previously on the form.

For Tourist Accommodation, tick '**Erect a building/structure**'.

Briefly describe the tourist accommodation that you wish to build. For example, '**A two storey residence, being**

Question 17—Estimated Cost of Work

Enter 'as above' if described previously on the form.

Enter the estimated cost of the development, labour and materials or the contract price. The cost should include GST. 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.

Question 18—Who will be doing the work?

If you intend undertaking the work yourself, select **Owner Builder** and provide your owner-builder permit number. To obtain an owner builder permit, contact the Department of Fair Trading.

If you intend for a licenced builder to undertake the work, select **Licenced Builder** and provide their licence number, name and contact details.

You cannot elect to have an unlicensed builder undertake residential work.

If you don't know yet who is going to undertake the work, select **To Be Advised**. You must notify council in writing of the name, address and licence number of the builder or your owner builder permit number before any building work commences.

Question 19—What is the area of the land?

Enter the size of the land on which you will be erecting the tourist accommodation.

Question 20—What is the gross floor area of the existing buildings?

Enter the total gross floor area of any existing buildings on the property. Gross floor area includes attached verandahs, attached garages, decks.

Question 21—What is the gross floor area of the proposed buildings?

Enter the total proposed floor area of the proposed dwelling. If the garage/s are separate from the tourist accommodation, show the proposed floor area of the tourist accommodation and the garage separately.

Question 22—What is the building site presently used for?

If the property is vacant, write **Vacant**. Alternatively, detail the main and secondary uses of the property.

Question 23—What will the proposed building be used for?

Enter **Tourist Accommodation** for the main use and any secondary uses that you intend.

Question 24—How many dwellings will there be?

If there are existing structures on the property enter the number and type of these. If any structures are to be demolished, enter the number and type of these. Enter the number of tourist accommodations to be constructed.

Question 25—Will the new building be attached to an existing building?

Enter **Yes** or **No**, as applicable.

Question 26—Will the new building be attached to another new building?

Enter **Yes** or **No**, as applicable.

Question 27—Does the site contain a dual occupancy?

Enter **No**.

Question 28—How many storeys will be in the building?

Enter **1** or **2** as applicable.

Question 29—Building Materials?

Tick the boxes indicating the type of materials to be used in the construction of the roof, walls, floor and frame. Tick more than one answer per category if necessary. Council is required to provide this information to the Australian Bureau of Statistics.

Part 4—Checklist and Applicant's Declaration

All of the documents detailed in the DA Document Checklist for Tourist Accommodation (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 may be refused.

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 30—Applicant's Declaration

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

Part 5—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 or a full Statement of Environmental Effects Report should be submitted. If insufficient space has been provided, attach additional pages.

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 Tourist Accommodation

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.

REQUIRED	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
1 x COMPLETED APPLICATION FORM (1 Copy) The original completed application form must be submitted with the application.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
1 x COMPLETED DISCLOSURE OF POLITICAL DONATIONS AND GIFTS FORM (1 Copy) 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. Further information regarding Political Donation and Gift Declarations and the Declaration Form can be obtained from Council's website at www.cessnock.nsw.gov.au or from Council's Customer Service Centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x STATEMENT OF ENVIRONMENTAL EFFECTS (6 Copies) (required for DA) A Statement of Environmental Effects is a written statement that describes the proposed development and states whether the proposal complies with the City's planning controls. It should also explain the likely impacts of the proposed development both during and after construction and how these impacts will be minimised. The statement, in appraising the suitability of land for development, should also detail (where applicable): <ul style="list-style-type: none"> • Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks • Effect on the landscape, streetscape, national park or scenic quality of the locality • Impact on existing and future amenity of the locality • Amount of traffic generated, car access, parking and availability of public transport • Location of garbage and storage areas • Availability of utility services, power, telephone, water/ sewer • Social effects and economic effects • Anticipated impact of noise levels to the site locality • Heritage significance of building (if any) • Effect on historical and archaeological aspects • Effect on flora and fauna—any vegetation to be removed 	<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"> • Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site • How the privacy, daylight and views of other dwellings will be affected (ie do they overlook or overshadow each other) • Access for disabled • Operation of development (managing, cleaning, servicing, payment, garbage collection, etc) • Non-compliance with the planning controls • Any special circumstances • Number of employees (if applicable, manager) • Provision of carparking • On-going waste management • Fire safety measures • Energy Efficiency measures—Part J of Building Code of Australia <p>NOTE—Other matters may be relevant depending upon the nature of the development proposal.</p>					
6 x	<p>BASIX CERTIFICATE (6 Copies) (for buildings with floor area less than 300 square metres)</p> <p>BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments.</p> <ul style="list-style-type: none"> • Certificate must be dated within 3 months of lodgement. • Complete the online assessment at www.basix.nsw.gov.au and provide the certificate. • All commitments included on the BASIX certificate must be shown on the plans and specifications. 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>ENERGY EFFICIENCY PERFORMANCE REPORT (6 Copies) (For buildings with floor area greater than 300 square metres))</p> <p>Demonstrate compliance with Part J Energy Efficiency of the Building Code of Australia (BCA). This is a mandatory requirement from November 2006</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
	<p>PLANS (required for DA or CC)</p> <p>Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and must be supplied on A3 size paper, except where the complexity of the detail requires larger paper. Free hand, single line or illegible drawings can not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicant's name, block/house/shop/flat number, street/road name, town or locality. • Lot Number, Section Number, DP/SP Number • Measurements in metric • The position of true north • Building or parts of building to be demolished to be indicated in outline • Designer's/architect's name and date • Date of plan or revision date <p>For alterations and additions, plans are to be suitably marked to differentiate between existing and proposed work.</p>					
1 x	<p>INTEGRATED DEVELOPMENT PLANS</p> <p>For Integrated Development an additional 1 set per Authority of all plans and documents are required. All information is referred to the relevant Authority for comment.</p> <p>Contact Council's Customer Service Centre if you are unsure as to whether your proposal is an Integrated Development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>SITE PLAN (6 Copies)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan must include:-</p> <ul style="list-style-type: none"> A Hunter Water Corporation Stamp if your property is connected to the Hunter Water Sewage system. <p>A site plan should include:</p> <ul style="list-style-type: none"> Drawings to a suitable scale (ie 1:100, 1:200 OR 1:500) Setbacks of the new buildings in relation to site boundaries and existing building/structures All existing and proposed building/structures must be shown Location of any existing and proposed fences and landscaping features such as swimming pool, retaining wall, paved areas and driveways Location of any easements Location of any adjoining owners windows facing your development Location of vehicle access and car parking (indicating extent of cut and fill and gradients) Location of any dams, creeks or watercourses Location of drainage facilities/services (existing and proposed) Trees/vegetation to be retained/removed Proposed cut and fill levels for proposal Contours to AHD (existing and proposed) Garbage storage areas Standing areas/dock areas for deliveries Use of adjoining buildings Location of sediment controls, waste enclosures and stock piles Location of any safety/construction fencing Asset protection zone for bushfire prone land Stormwater drainage lines and method of disposal 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>FLOOR PLANS (6 Copies)</p> <p>A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.</p> <p>Floor plans should include:</p> <ul style="list-style-type: none"> • Drawing to a suitable scale (ie 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Room names, areas and dimensions • Window and door locations and sizes • Floor levels and steps in floor levels (RL's) to AHD. • Wall structure type and thickness • Location of any new or replacement hot water system • Fire Safety Provisions, fire safety level • Wall and Floor materials • Disabled access (if required) • Energy Efficiency provisions • Noise attenuation provisions • Essential fire safety measures 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>ELEVATION PLANS (6 Copies)</p> <p>Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.</p> <p>Elevation plans should include:</p> <ul style="list-style-type: none"> • Drawings to a suitable scale (1:100 or 1:200) • Outline of existing building/development on site (shown dotted) • Overall building height • Window sizes and location • Location/position of all buildings/structures • Exterior cladding type and roofing material/colour • Chimneys, flue exhaust vents, duct inlet or outlet • Reduced Levels (AHD) for roof ridge, floor and ceiling • Floor to ceiling heights • Cut and Fill levels • Natural ground levels and proposed ground levels • Any retaining walls (including proposed heights) 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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		Yes	N/A	Yes	No	N/A
6 x	<p>SECTION PLANS (6 Copies) (Required for CC Only)</p> <p>A section is a diagram showing a cut through the development at the most typical point.</p> <p>A Section Plan should include:-</p> <ul style="list-style-type: none"> • Drawings to a suitable scale (ie 1:100 OR 1:200) • Outline of existing building/development on site (shown dotted) • Section names and where they are shown on plan (ie A/A, B/B, etc) • Ceiling heights • Room names • Room and window heights • Details of chimneys, fire places and stoves • Roof pitch and covering • Site works, finished and proposed floor & ground levels (AHD) in long section (indicate cut, fill and access grades) • Construction material details • Fire safety levels • Noise attenuation provisions • Insulation details (where applicable) 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>STORMWATER PLAN AND ON-SITE DETENTION (OSD) (6 Copies) (required when applying for a DA only)</p> <p>The Stormwater/Onsite Stormwater Detention Plan should include:</p> <ul style="list-style-type: none"> • Proposed drainage lines, depth, fall and location • Existing stormwater drainage location including downpipes, connection and discharge points • If stormwater run-off will increase show proposed drainage details • If OSD is required show details (check with Council's Development Engineers if you are unsure) • Low level property requirements must be met if the property falls away from the street • Rainwater tank drainage and plumbing plans and specification to AS HB230-2006 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>WASTE MANAGEMENT PLAN (6 Copies) (required for all DA's) A Waste Management Plan should include:-</p> <ul style="list-style-type: none"> • Volume and type of waste to be generated • How waste is to be stored and treated on site • How residual waste is to be disposed of • How ongoing waste management will operate <p>Further information and a sample waste management plan and further information can be obtained from Cessnock Development Control Plan 2010—Chapter C.5</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>LANDSCAPING PLAN (6 Copies) (required for DA and as per BASIX Certificate)</p> <p>A Landscaping Plan should include:-</p> <ul style="list-style-type: none"> • Description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance • Location and type of any trees to be removed • Location of outdoor clothes drying area (new dwellings only) • Schedule of plantings cross-references to site plan indicating species, massing and mature height • Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls • Erosion and sedimentation control measures to be undertaken during and after construction • Name of Landscape architect or Consultant 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
10 x	<p>NOTIFICATION PLANS (10 Copies) (required for DA)</p> <p>Ten A4 copies of the site plan and elevations must be supplied for notification purposes (these must be legible).</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>HERITAGE REPORT (6 Copies) (required for DA) (only where proposal involves heritage items, is within a conservation area or is in the vicinity of a heritage item)</p> <ul style="list-style-type: none"> • This statement must be prepared by a suitably qualified person (ie Heritage architect/planner) in order to assess the impact of the proposed works on the heritage significance of the building. • Applications adjoining or in the vicinity of a heritage item should have an assessment addressing the impact upon the adjoining heritage item (Refer to clause 5.10 of Cessnock Local Environmental Plan 2011) in their Statement of Environmental Effects. 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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		Yes	N/A	Yes	No	N/A
6 x	<p>BUSHFIRE ASSESSMENT (6 Copies) (required for DA) (only where the property is bush fire prone)</p> <p>This assessment must be made and incorporated into the design. The assessment report must address the extent to which the proposed development conforms with or deviates from the specification set out in the Planning For Bushfire Protection (2001) for Class 1, 2 or 3 buildings. The guidelines/principles can be applied to the protection of other development</p> <p>The NSW RFS document “Building in Bushfire Prone Areas—Guidelines For Single Dwelling Development Applications” can be used to meet this requirement. Alternatively, a consultant can be engaged to prepare a Report.</p> <p>To obtain a copy of the guidelines follow the link from Councils web site or for further information contact Council’s Customer Service Centre or www.rfs.nsw.gov.au.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>SURVEY PLAN (6 Copies) (only if requested by Council)</p> <p>Information should include:-</p> <ul style="list-style-type: none"> • Australian Height Datum (AHD) plan to scale, preferably 1:100 • Bench mark on the kerb or other suitable fixed point (ie natural ground level) • Plan to show all existing structures • Plan to show the exact location of all trees greater than 5m in heights, the RL at their base and their height and canopy spread. • Location/position of all buildings/structures on adjoining land (showing street number & street address) floor levels and ridge heights of those buildings or structures at the boundary • Levels—contour and spot levels to AHD. • Easements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>SHADOW DIAGRAMS (6 Copies)</p> <p>Only required if significant over shadowing is involved or if requested by Council.</p> <p>Shadow diagrams should include:-</p> <ul style="list-style-type: none"> • Location of proposed development • Location of adjoining buildings and land (showing street number and street) • Shadows cast by the new development on 21 June at 9am, 12noon and 3pm on adjoining sites and street areas • Note—Elevational shadow diagrams may be required depending upon the level of affection to adjoining properties. • Shadows cast by existing buildings on the site • Shadow Diagrams to be prepared by a suitably qualified person ie surveyor, architect or draftsman • Drawn to true north and based on a site survey of levels 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>ADVERTISING STRUCTURE/SIGN (6 Copies)</p> <p>Information should include:-</p> <ul style="list-style-type: none"> • The proposed location shown on a scaled site plan and building elevation • Details of the structure including all dimensions and area of the sign including materials to be used and how it will be fixed to the building or positioned on the site—including footings details • The size, colours, lettering and overall design of the proposed structure/sign • The extent of light spill if sign is to be illuminated <p>Further information can be obtained from Cessnock DCP 2010—Chapters B.2 and D.5</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>ACCESS PLAN (6 Copies)</p> <p>Cessnock DCP 2010—Chapter C.6—This plan sets out the minimum requirements for the design of buildings and facilities for access for people with disabilities.</p> <p>Applicants will be required to submit:-</p> <ul style="list-style-type: none"> • A classification certificate in accordance with AS4299 • Pre and Post adaptation drawings which demonstrate compliance with: <ul style="list-style-type: none"> • AS4299 Adaptable Housing • AS1428 Design for Access and Mobility • AS2890 Carparking <p>NB. It is recommended that applicants refer to Appendix A of AS4299 for a Schedule of Features for Adaptable Housing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>FLORA AND FAUNA ASSESSMENT</p> <p>Seven (7) Part Test (6 Copies)</p> <p>The flora and fauna survey aims to document the presence, or likely presence of flora and fauna species, populations and communities on a parcel of land, and assess the impact of a proposed development or activity on it.</p> <p>To determine if a Seven (7) Part Test is required on the parcel of land you wish to develop, it is recommended that you refer to Cessnock DCP 2010—Chapter C.2 Flora and Fauna Survey Guidelines (Lower Hunter & Central Coast Region and/or speak to a Duty Officer).</p> <p>Applicants are required to submit a report prepared in accordance with Section 5A of the Environmental Planning and Assessment Act, 1979.</p> <p>The 7 Part Test must be prepared by a suitably qualified/experienced accredited person.</p> <p>Council and the Department of Environment and Conservation can be contacted for additional information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>Species Impact Statement (SIS) (6 copies)</p> <p>The SIS is required if a Seven (7) Part Test identifies that a significant effect on threatened species, populations, ecological communities, or their habitats is likely from a development.</p> <p>Applicants are required to submit a report prepared in accordance with Section 110 Threatened Species Conservation Act 1995.</p> <p>The SIS must be prepared by a suitably qualified/experienced accredited person.</p> <p>Council and the Department of Environment and Conservation can be contacted for additional information.</p>					

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	<p>STANDARD BUILDING SPECIFICATIONS (6 Copies) (Required for CC)</p> <p>Copies available for purchase from Council's Administration building or alternatively ask your architect, plan drawer or builder.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>FOOTING/SLAB DESIGN (6 Copies) (Required for CC)</p> <p>Submit a design certified by a Structural Engineer or alternatively a design that demonstrates Compliance with AS2870-1996 Residential Slabs and Footings Construction.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>TERMITE PROTECTION (6 Copies) (Required for CC)</p> <p>Details on the proposed method of termite protection are to be specified in accordance with AS3660.1-2000 Termite Management.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>FRAME CONSTRUCTION DESIGN/DETAIL (6 Copies) (Required for CC)</p> <ul style="list-style-type: none"> Steel Frames and Beams <p>Will be required to be certified by a Structural Engineer in accordance with any relevant Australian Standards.</p> <ul style="list-style-type: none"> Timber Frames <p>Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684-2006 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for Construction Certificate applications.</p> <p>NB. If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specification and Council will not require any further information on the trusses until prior to the frame inspection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	STORMWATER PLANS (6 Copies) (Required for CC) Plans should include: <ul style="list-style-type: none"> Existing and proposed stormwater drainage location—downpipes, drainage network, connection and discharge points to the street or the City of Cessnock drainage system On-site stormwater details prepared by a suitably qualified engineer (if applicable) On-site dispersal details prepared by a suitably qualified engineer (if applicable) Supporting calculation sheets Location of rainwater tanks to be installed and details in accordance with ASHB230—2006 Rainwater Tank Design and Installation Handbook. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 x	OWNER BUILDER PERMIT/HOME WARRANTY INSURANCE CERTIFICATE (1 Copy) (Submit prior to commencement of works) Only where construction is to be undertaken by an owner builder and the value of work is more than \$5,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of architect/person preparing plans
Confirmation of submission of all required documentation and plans