



# BUSH FIRE ATTACK LEVEL (BAL) CERTIFICATE

FOR THE PURPOSES OF COMPLYING  
DEVELOPMENT

## Application Form

Revision No. 29-3-2022

OFFICE USE ONLY

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

### 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 Flame Zone (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'

New Dwelling	Alterations/Additions to Existing Dwelling	Other
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**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

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. [Council's Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the *Environmental Planning and Assessment Act 1979* (NSW) and the *Environmental Planning and Assessment Regulation 2021* (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).

**HOW TO LODGE YOUR APPLICATION**

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p><b>Lodge in person (between 9am – 4pm) at Council’s Administration Building</b></p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>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</i></p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>Lodge via email</b> <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a></p> <p><b>How to Contact Us</b> Phone: 02 4993 4100 Fax: 02 4993 2500 <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a></p> <p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments are accepted until 4pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am &amp; 1 to 5pm</p> <p><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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**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 Customer Relations Team using a call in or call back facility.

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

<p><b>Payment Contact Name:</b></p>	<p><b>Payment Contact Phone Number:</b></p>
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