

# A GUIDE TO SUBMITTING COMBINED DEVELOPMENT AND CONSTRUCTION CERTIFICATE APPLICATIONS (FOR DWELLINGS, DUAL OCCUPANCIES AND RESIDENTIAL ADDITIONS/STRUCTURES)



## When do I need a Development Approval?

If you want to do building work on your property such as erecting a new building or increasing existing floor space, you will need to lodge a development application.

Development Applications are required so that Council may assess your plans and information, inspect your property and determine whether the proposal is appropriate. Council seeks to ensure that that a proposal:

- Is a permissible and appropriate use of the site according to its zoning.
- Complies with the provisions of the Environmental Planning and Assessment Act 1979 (as amended).
- Complies with the Building Code of Australia.
- Has no detrimental visual impacts upon a locality and has no adverse impact upon occupants of adjacent properties in the locality.

Generally speaking, all building work requires approval from Council. **There are two approvals required for most work and they are in the form of a Development Consent and a Construction Certificate. Please note that if you do not wish to seek approval for the construction work then a Development Application only should be submitted.**

There are some exceptions to these rules for minor development that is exempt. Please contact Council's Environmental Services Department for further information.

## What information is needed to accompany an application?

- Combined Development Application and Construction Certificate form, signed by all owners of the site.
- BASIX certificate (From 1<sup>st</sup> July 2005).
- Statement of Environmental Affects.
- Flora and Fauna Report if applicable.
- 5 copies of plans and specifications.
- 5 copies of A4 plans for notification purposes.
- Appropriate fees.  
A schedule of fees can be obtained from Council's Building and Development Department. The calculated fee is based on the estimated cost of the work for the development.
- Copies of relevant permits eg Owner Builders permit or Home Owners Warranty Insurance.
- Bushfire assessment for bushfire prone properties (see attached details).
- Drainage form for developments where drainage works are to be undertaken.
- Completed septic tank application form and relevant information for properties not connected to sewer. The application is to be accompanied by 2 copies of Geotechnical report by an approved Geotechnical engineer. Please note that one third of the Council area is located in the Sydney Catchment area and

accordingly will be referred to the Sydney Catchment Authority.

- Structural details endorsed by an approved Practising Structural Engineer are required for reinforced concrete slabs, footings and steel frames and components.
- Details of any proposed solid fuel heaters.
- Details of proposed termite barriers.

#### **When do I need Owner/Builder Permits and how do I obtain them?**

- If domestic building work is to be undertaken by an owner/builder and the value of the building work is estimated to exceed \$5,000, an owner/builder permit must be obtained and a copy submitted to Council before the Construction Certificate can be released.
- If the value of work exceeds \$12 000 and owner/builder course must be completed through TAFE prior to obtaining the owner/builder permit. The permit can be obtained from the Department of Fair Trading Office.
- The course can be completed prior to the lodgement of your application to Council. The permit can be applied for once the Development Application has been submitted to Council and the DA number issued.

#### **When is Home Owners Warranty Insurance Required?**

Home Owners Warranty Insurance is required if a licensed builder is carrying out the work and the value is over \$12,000. A copy of the Home Owners Warranty Insurance must be submitted to Council prior to the issue of the Development consent/Construction Certificate.

#### **What level of detail should be provided on plans accompanying a Development Application**

It is essential for all plans submitted to indicate a title, scale and north point and include the following (please note that additional information is required for the lodgement of applications for commercial and industrial development. Additional information may include A statement of environmental effects, Erosion and sediment Control Plan, landscaping plans and shadow diagrams may be required):

##### **1. Site plan**

This plan is to convey the design concept and layout of the proposal and details to be shown must include:

- Site coverage depicting building envelopes, car parking driveways and all other built features:
- Delineation of open space areas:
- Schedule of calculations including site area, site coverage, floor areas and associated floor space ratios and private open space/landscape areas.
- For residential buildings/additions to be located bushfire prone properties - Slope of site, Predominate vegetation type for 140 metres surrounding structure, distance of structure to trees/vegetation once cleared, location of Asset Protection Zones and a clear delineation of site access routes.

##### **2. Site survey/analysis plan**

This plan is for steep sites and sites where cut and fill is required. The plan must be prepared by a registered surveyor and include:

- Site boundaries and dimensions:
- Contours or Australian Height Datum ground levels

- Natural drainage lines/water courses
- Existing services/easements
- Any geotechnical hazards or restricted development areas
- Location of existing buildings/structures;
- Significant vegetation/topographical/street features

### 3. Floor plans

The internal layout of all buildings is to be illustrated on floor plans. Floor plans are to contain dimensions and floor areas for each room, window location and other relevant internal building details (preferred scale 1:100).

### 4. Elevations and relevant cross section

The external appearance of all sides of a building are to be illustrated on the elevations. Details to be shown include:

- Preferred scale of 1:100
- All aspects of the building (i.e. north, south, east and west)
- Relationship of elevations to natural ground level indicating proposed cut and fill:
- Indication of materials and colours used in external finishes.
- Vertical section of building.
- Indicate height, design, construction and provision for fire safety and fire resistance (if any)
- If plans relate to alterations or additions plans should be coloured or otherwise marked to distinguish adequately the proposed alterations, rebuilding or modification.

5. Structural plans for reinforced concrete/suspended slabs, steel structures etc must be drawn and endorsed by an approved Practising Structural Engineer and comply with

relevant Australian Standards and Codes.

### 6. Specifications

Specification of the building must:

- Describe the construction and materials of which the building is to be built and the method of drainage, power, sewerage and water supply
- Type of materials to be used (i.e. new or second hand etc).
- Fully comply with the Building Code of Australia.
- Details of compliance with Australian Standard 3959 – 1999 Construction of Buildings in bushfire prone areas should the residential structure be located in medium to extreme bushfire prone area.

Please note specification booklets can be purchased from Council and selected printers.

### **Who should prepare plans to accompany the application?**

In most cases the plans submitted with the application are to be prepared by suitably qualified persons including architects, surveyors and engineers where appropriate. Inaccurate plans lead to delays in processing of the application and in some instances, may result in refusal of the proposal.

### **What about site inspections?**

A site inspection is carried out by the relevant Building and Development Officer as part of the assessment. It is important to ensure that the property is adequately numbered and easy to locate.

### **After my application is determined, how will I be advised?**

You will be advised in writing of the determination of your application. If your application is granted consent then you will be sent a copy of the Development Consent including conditions of Consent and approved plans.

Should your application be refused, a refusal notice will be sent advising you the grounds of refusal.

**Further enquires.**

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