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## **DEVELOPMENT APPLICATION – FORM 1(B)**

(Section 78A of the Environmental Planning and Assessment Act 1979)

For the Erection of, and Alterations and Extensions to Dwelling Houses, Ancillary Buildings, Farm Machinery Sheds and Swimming Pools – (Class 1 & 10 Buildings)

<b><u>THE APPLICANT</u></b> (All correspondence will be forwarded to this name and address)	
<b>If the owner is also the applicant <u>All</u> owners must sign (see NB below)</b>	
<b>Applicant:</b> .....	
<b>Address:</b> .....	
<b>Phone: (wk):</b> ..... <b>(h):</b> .....	
<b>Mobile:</b> .....	<b>Fax:</b> .....
<b>Signature(s):</b> .....	<b>Date:</b> .....

<b><u>OWNER'S CONSENT</u></b> (To be completed where the applicant is not the owner of the land)	
<b>NB:</b> If the property is <b>owned by more than one person, all owners must sign</b> , including any person who has a legal and/or equitable interest in the property. If the property is owned by a company, the minimum number of people (Directors) who bind the company must sign.	
I/we .....	(please print name or names)
of .....	(please print address)
Phone: (wk):.....	(h):.....
Mobile: .....	Fax: .....
being the owner(s) of the property identified below, consent to the lodgment of this development application. Please be aware that information contained in this development application may be used by other government agencies, service providers or other organisations.	
Signature(s): .....	Date: .....
<b>NB:</b> Where the owner of the property is a company or organisation, those persons who have an interest in that company or organisation (i.e. directors, partners etc) must be disclosed to Council.	

<b><u>DESCRIPTION OF THE LAND TO BE DEVELOPED</u></b> (Details are located on your rate notice)	
<b>Address:</b>	No.: ..... Street/Road: .....
	Town/Locality: .....
<b>Real Property:</b>	Lot/Portion: ..... Section: .....
	DP: .....

<b><u>OFFICE USE ONLY</u></b>	
Development Application No.: .....	Parcel No. : .....
Receipt. No.: .....	Date Received: .....
Application Details: .....	Date: .....
Milestones: 70.....80 .....	90..... 2520..... Other Milestones: .....

**CONSTRUCTION CERTIFICATE**

Do you wish to appoint Council as the Principal Certifying Authority, issue a Construction Certificate, carry out relevant building inspections, and issue relevant Compliance and Occupation Certificates?

YES

NO

If YES, please complete Construction Certificate Application Form (on back of this form)

Approximate date work is to commence: .....

**THE PROPOSED DEVELOPMENT**

What type of development are you proposing? (Please tick the appropriate box)

- Erection of a house;
- Extensions/alterations to a house;
- Erection of a garage;
- Relocation of a dwelling;
- Other .....
- Construction of a swimming pool;
- Erection of farm machinery shed;
- Extensions/alterations to a farm machinery shed;
- Demolition of a building;

Building Classification under the Building Code of Australia (BCA)(if known and applicable): .....

Please describe in more detail the actual development and its proposed use (eg The erection of a two storey dwelling house of brick and tile construction etc)

.....

**ESTIMATED COST OF DEVELOPMENT**

The development application fee and Long Service Levy are based on an accurate estimate of the cost of the development. Where the estimated cost of development appears deficient, Council will carry out its own assessment of the costs. **Please round up to nearest \$1000.**

\$ .....

**THE ENVIRONMENTAL IMPACT OF THE PROPOSAL** (Please tick relevant section)

- The proposed development is considered to have negligible effect on the environment (this would normally apply only to minor works such as a refit to the interior of a building).
- I have completed a Statement of Environmental Effects for my proposal which is attached to this application form.
- I have prepared an Environmental Impact Statement which is submitted with this application.

Is the land or part of the land critical habitat?  YES  NO

If YES, a Species Impact Statement is to be prepared and submitted to Council.

Is the development likely to significantly affect threatened species, populations or ecological communities or their habitats?  YES  NO

If YES, a Species Impact Statement is to be prepared and submitted to Council.

**DISCLOSURE OF POLITICAL DONATIONS AND GIFTS**

A person who submits a development application to Council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined:

- All reportable political donations made to any local Councillor of that Council; and
- All gifts made to any local Councillor or employee of that Council.

A reference to a reportable political donation made to a "local Councillor" includes a reference to a donation made at the time the person was a candidate for election to the Council.

Significant penalties apply to non-disclosure. For more information and to obtain a political donations and gifts disclosure statement go to the Department of Planning website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

Is a disclosure statement to accompany your application?  YES  NO

**APPROVALS UNDER SECTION 68 OF THE LOCAL GOVERNMENT ACT 1993**

Is this application also seeking Ballina Shire Council's approval for any of the matters listed in the table of Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993?

YES

NO

If YES, please tick the appropriate box below and complete Council's Section 68 application form and append to this application.

- a)  Carry out water supply work.
- b)  Draw water from a Council water supply or a standpipe or selling water so drawn.
- c)  Install, alter, disconnect or remove a meter connected to a service pipe.
- d)  Carry out sewerage work.
- e)  Carry our stormwater drainage work.
- f)  Connect private property to Council sewerage system.
- g)  Discharge of Trade Waste to Sewer.
- h)  Install or alter an On-Site Wastewater Management Facility (Septic System).
- i)  Public Entertainment.
- j)  Approval under Section 138 of the Roads Act 1993.
- k)  Other .....

**INTEGRATED DEVELOPMENT**

Is this application for integrated development? (Refer to Integrated Attachment for more information)

YES

NO

If YES, please complete Integrated Attachment and submit to Council.

**CONCURRENCE**(Some proposals may require the agreement of a state agency before development can be carried out. If so, Council will refer your application to the relevant state agency)

Does the proposed development require concurrence? If YES please indicate from whom concurrence is required.

- Director-Department of Urban Affairs & Planning
- Roads and Traffic Authority
- Other .....

**APPLICANT'S LODGEMENT CHECKLIST**

The following items must be submitted to Council upon application.

- Completed **development application form**
- Owner's consent** signed where owner is not the applicant
- Two copies of the full set of **plans**, being site, floor, elevation and section plans **(at least 1 full set is to be of A3 size)**
- A statement of environmental effects (for development other than designated development)
- Two copies of **specifications**
- Payment of fees** as per Council Fees & Charges Sheet
- BASIX Certificate** (where applicable)
- Section 68** application form (where applicable)

Where Council is nominated as the Principal Certifying Authority, the following items must be submitted to Council prior to construction works commencing:

- Engineer's details** for all structural steel concrete work, wind bracing and tie down details (by a qualified structural engineer) where required by Council (eg. New dwellings, major additions or swimming pools).
- Owner Builder's Permit** for owner builder work greater than \$5000.
- Home Owner Warranty Insurance** for work greater than \$12000.
- Payment of **Long Service Levy** if required (for works of \$25,000 or greater – 0.35% of the estimated cost of development).

**CONSTRUCTION CERTIFICATE APPLICATION**  
(Issued under Sections 109C(1), (b), 81A(2) & 81A(4) of the  
Environmental Planning and Assessment Act 1979)

**BUILDER/OWNER BUILDER** (If unknown please write TBA and advise Council when known)

NAME: ..... LICENCE/PERMIT NO.: .....  
ADDRESS: .....  
PHONE: (W) ..... (H).....  
MOBILE: ..... FAX: .....

**PARTICULARS OF THE PROPOSAL**

(Please complete this schedule for the purpose of providing information to the Australian Bureau of Statistics – It is important the details are completed accurately)

Area of the land (m<sup>2</sup>): ..... Gross floor area of existing building(s) (m<sup>2</sup>): .....  
Does the site contain a dual occupancy?  YES  NO  
What is the gross floor area of the proposed addition or new building (m<sup>2</sup>): .....  
Number of pre-existing dwellings: ..... Number of dwellings to be demolished: .....  
How many dwellings are proposed?: ..... How many storeys will the building consist of?: .....

**MATERIALS TO BE USED**

(Please complete this schedule for the purpose of providing information to the Australian Bureau of Statistics – It is important the details are completed accurately)

Will second hand materials be used?  YES  NO

Please describe the materials the new work will be constructed of:

FLOOR: ..... WALL: .....  
ROOF: ..... FRAME: .....  
POOL: .....

**TERMITE PROTECTION**

Method of Termite Protection to be used: .....

**PLEASE NOTE:**

The Environmental Planning & Assessment Act and the Local Government Act contain provisions that authorise Council staff to enter land and carry out inspections, investigations and assessment in relation to submitted development applications. Consequently you are advised that Council assessment personnel will undertake a number of site inspections for the purposes of assessing this development application.

**PRIVACY PROTECTION NOTICE:**

The completed development application form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by council officers and may be made available to public enquiries under Section 12 of the Local Government Act. The information supplied is required under the Environmental Planning & Assessment Act. The information will be stored in the Regulatory Services Group.

## ATTACHMENT 1 to FORM 1(B) - REQUIREMENTS - HOME BUILDING ACT 1989

The following information is required to be submitted with an application for a construction certificate for proposed **residential building work** (within the meaning of the Home Building Act 1989). In addition to this information, you are also required to submit the relevant plans and documentation listed in the checklist of the development application.

### Home Building Act Requirements

- a) in the case of work by a licensee under that Act:
- a statement detailing the licensee's name and contractor licence number, and
  - documentary evidence that the licensee has complied with the applicable requirements of that Act\*\*, or
- b) in the case of work done by any other person:
- a statement detailing the person's name and owner-builder permit number, or
  - a declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of **owner-builder work** in section 29 of that Act.
- \*\* A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purposes of that Part, is sufficient evidence that the person has complied with the requirements of that Part.

### PLANS AND DOCUMENTATION

The following is a list of information that is required to be submitted with an application for a construction certificate for proposed **building works**:

#### Building Works:

- a) copies of compliance certificates relied upon; and
- b) **two (2) copies** of detailed plans and specifications (**at least 1 full set is to be of A3 size**).

The plan for the building must be drawn to a suitable scale and consist of a general plan and a block plan.  
The general plan of the building is to:

- show a plan of each floor section;
- show a plan of each elevation of the building;
- show the levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground;
- indicate the height, design, construction and provisions for fire safety and fire resistance (if any);
- a wind bracing and tie down layout.

#### Building Works involving Alterations or Additions or Rebuilding:

The plan is to be cross-hatched or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed alteration, addition or rebuilding.

#### Building Works involving Modification to Previously Approved Plans:

The plan is to be cross-hatched or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the proposed modification.

#### The Specification is:

- to describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply; and
  - state whether the materials proposed to be used are new or second hand and give particulars of any second-hand materials used.
- c) where the application involves an alternative solution to meet the performance requirements of the BCA, the application must also be accompanied by:
- details of the performance requirements that the alternative solution is intended to meet, and
  - details of the assessment methods used to establish compliance with those performance requirements.
- d) evidence of any accredited component, process or design sought to be relied upon;
- e) except in the case of an application for, or in respect of a Class 1a (dwelling) or Class 10 building (garage):
- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
  - if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated.

**IT IS EXTREMELY IMPORTANT THAT ALL OF THE RELEVANT SECTIONS OF THE APPLICATION FORM ARE COMPLETED. THIS WILL ENABLE COUNCIL TO DETERMINE THE APPLICATION PROMPTLY.**



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abn: 53 929 887 369

## **1 x SET of A3 PLANS REQUIRED**

Development Applications will not be accepted unless at least  
1 x set of A3 plans are supplied (including engineering details)

As per *Clause 50 of the EPA Reg 2000* and for the purposes of electronic  
records management and DA's on-line viewing

***Please inform your architect***

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## **CD'S REQUIRED FOR LARGE VOLUME DEVELOPMENT APPLICATIONS (DA'S) DOCUMENTS**

For the purposes of electronic records management and DA's On-Line  
viewing, Council scan every page of DA's/Specifications etc.

For quicker and more efficient processing, Architects/Developers/Consultants  
etc should supply documents for large scale DA's in both CD and hardcopy  
formats.

Thank you