



Development Application and Construction Certification Process and Procedures

Introduction

This information guide has been designed to assist in the preparation and submission of an application to construct residential development such as a new dwelling or shed. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible. The following information is provided for the purposes of general advice only. Further information may be requested by the assessing Council officer.

There are two approvals required, a Development Application (DA) and a Construction Certificate (CC).

What is a development application and a construction certificate?

A DA is for planning approval for the proposed project, while the CC deals with the technical aspects of construction.

When do I need a Development Application?

If you intend to do any building works including any associated earthworks, you will need to lodge an application to carry out the development **prior to any works commencing on the site.**

Applications are required so that Council may determine whether the proposal complies with the provisions of the *Environmental Planning and Assessment Act 1979*. The Act also requires Council to ensure the project complies with the National Construction Code being the Building Code of Australia - BCA and the Plumbing Code of Australia – PCA, and has no adverse impact on the environment.

What information is needed to accompany an application for a dwelling?

Always required:

- Development Application form;
- Bushfire assessment (single dwelling kit)
- BASIX Certificate;
- A complete set of plans and specifications (Please see Council's "Application Checklist");
- Section 68 Local Approval Application Form for all plumbing, drainage and onsite sewer management as applicable;

Other specialist reports

Council requires other specialist reports for issues such as biodiversity. Council staff will advise if these reports are required based on the site specifics.

What is BASIX?

The NSW Government Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indexes.

The BASIX Certificate must be generated on the NSW Department of Planning BASIX website: www.basix.nsw.gov.au and issued **no earlier than 3 months before the date on which the application is lodged**. Fees will be waived on all certificates related to homes damaged or destroyed in the recent bushfires. For more information, phone the BASIX bushfire recovery advice line on 1300 054 464.

What is a Bushfire Assessment?

All residential development on bushfire prone land are assessed in accordance with the NSW Rural Fire Service document titles "Planning for Bushfire Protection" available from www.rfs.nsw.gov.au

This assessment will determine appropriate standards for distances to vegetation (called asset protection zones – APZ's), construction standards (based on your bushfire attack level – BAL), on site water storage, vehicular access roads plus a variety of other matters.

A Single Dwelling Application Kit (available from the RFS website www.rfs.nsw.gov.au) can be used for residential infill development (dwellings and alterations/additions). The assessment report must demonstrate how the proposal will comply with "Planning for Bushfire Protection".

A suitably qualified person must prepare the bushfire assessment report for a development that proposes an alternative solution as part of the design.

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, NORTH POINT (SITE PLAN ONLY) AND INCLUDE THE APPLICANTS NAME, ADDRESS OF THE DEVELOPMENT AND LOT/DP NUMBER.

Additional information required may include a statement of environmental effects, erosion and sediment control and landscaping plans.

Basix commitments must be listed or otherwise indicated on the plans. Ensure that all BASIX commitments listed on the Certificate are shown on the DA plans and that they all match.

Attached at the end of the guideline are sample plans for a typical development, indicating the type of information required for Council to properly assess your project.

What additional information is required when lodging an application for a Construction Certificate?

- Soil test (for construction & on-site effluent disposal);
- Structural details endorsed by an approved Practising Structural Engineer are required for reinforced concrete slabs, footings, frames and components such as bracing and tie-down;
- Details of proposed terminate barriers;
- An Owner Builder Permit must be obtained if the works are to be undertaken by an owner/builder or a certificate of Insurance under the Home Building Act is required if a licenced builder is carrying out the work. **A copy of the permit or certificate of insurance must be submitted to Council prior to the issue of a Construction Certificate.**

PLEASE NOTE, APPLICATIONS LODGED ON GRAPH PAPER OR DRAWN IN PENCIL WILL NOT BE ACCEPTED.

Further information on the details required on the plans is available in Council's Development Application Checklist.

FURTHER ENQUIRIES:
Department of Development
Planning and Regulatory Services
Glen Innes Severn Council
136 Church Street
GLEN INNES
PH: 67302350

Development Application Flowchart



1 Pre-lodgement



Stage 1: Pre-lodgement (Getting it right at the start)

This section describes the actions taken when preparing a DA ready for lodgement with Council.

The pre-lodgement stage is the front end of the development assessment process. If you get the front end right you are likely to have a simple DA process. Giving council an assessment-ready application, with all required information will not 'guarantee' approval – however, it will promote an efficient process.

Prepare your DA

The type of information that accompanies a DA will vary depending on your proposal and site – when you speak to your council in the pre-lodgement stage you will be advised of information they require. This may include:

- The owner's consent (if you are not the owner).
- A Statement of Environmental Effects (SEE).
- Site plan, elevations and floor plan.
- A BASIX Certificate – A BASIX certificate is an energy efficiency report for a new home or alterations and additions greater than \$50,000 that demonstrates its sustainability.
- Other plans such as landscape or drainage plans.
- Specific technical reports required by State agencies.

PARTICIPANTS	RESPONSIBILITIES
You	Get dreaming Get informed Get team together
Your Team	Prepare reports/plans Compile application
Council officers	Provide accurate advice and identify reports required

2 Lodgement



Stage 2: Lodgement and initial administration by council, of your application

This section describes the information that must be included in your DA, and the initial steps council takes in its processing (notification, referral and allocation to an assessment officer).

PARTICIPANTS	RESPONSIBILITIES
You	All information/fees provided
Your Team	Lodge 'assessment-ready' DA
	Completeness check
Council administration staff	Register
	Referrals – to internal experts and State agencies

When you have filled out all the required forms you can lodge your application with council. A completed DA will generally include:

- Council's DA form and checklist.
- Bushfire Assessment (Single Dwelling Application Kit)
- Architectural Plans
- Basix Certificate

An officer from Council's Department of Development, Planning and Regulatory Services will undertake a preliminary assessment of your application and verify that the application can be lodged.

If the application is missing information, or further information is needed, Council's officers will advise you at this stage and you will be required to procure this information before re-submitting your application to Council.

If the application is deemed to be complete it will be verified and can then be lodged with Council's Department of Development, Planning and Regulatory Services at 136 Church Street, Glen Innes.

It is **your responsibility** to provide all the required information and to make sure your DA provides enough detail to enable council to make a decision. Getting this right will save you and your council time and money.

3 Assessment



Stage 3: Assessment (What happens to my DA now?)

This section describes the process council will follow when undertaking its assessment. It is important to understand these processes so you can understand what is happening, when you can expect to hear from council and how you can participate in the process.

PARTICIPANTS	RESPONSIBILITIES
	Assess
	Review referrals
	Request additional information
Council specialist officers	Timely advice, consistent with pre-lodgement advice
Your Team	Let council assess
	Provide additional information
You	Remain patient
Other agencies	Timely comment/agreement

Under the EP&A Act, all DAs must be formally assessed by the council. This means that the site must be inspected, reports drafted and recommendations made.

The six matters that your council must consider (under section 4.15 of the EP&A Act) are:

- All plans and policies that apply – SEPPs, LEPs, DCPs (as outlined in Part 1 of this guide).
- Impacts of your proposal on the natural and built environment and the social and economic impacts in the locality.
- The suitability of your site for your proposal (e.g. physical characteristics, availability of access and services).
- Any comments or agreements/approvals from any NSW Government agency.
- The broader public interest.

If it is found during the assessment stage that further information is required Council's Officers will contact the applicant and request this information, it is in the applicant's interest to supply Council will all relevant Plans and Specifications at the time of lodgement to ensure there are no delays in the approval process.

4 Determination



Stage 4: Determination (The Decision)

This section explains the possible decisions council can make about your DA and the importance of conditions that council might place on your development consent, if approved.

PARTICIPANTS	RESPONSIBILITIES
Council delegate, Councillors or Local Planning Panel	Timely decision Achievable conditions
Council Assessment Officer	Advise you of decision
You	Read conditions Seek Construction Certificate (CC)

If your application is approved, you will be advised as such and a Notice of Determination and/or Certificate of approval to undertake works will be issued.

You are advised to carefully read through all conditions of consent with regards to the approval as these may specify further action that could need to be undertaken before works commence and/or other conditions that are required to be met and upheld throughout the entire development process.

Your **development consent** is a legal document and is extremely important – you must build according to the conditions to avoid possible penalties or having to take costly rectification measures. As the owner, you should carefully read and discuss these conditions with your certification and building team members, as the conditions may modify the proposal you submitted.

Some conditions are mandatory and must be applied on all development consents e.g. your house must meet the Building Code of Australia (BCA).

How long does my development consent last?

The consent lasts for five years unless another period is specified by council or physical commencement has occurred in which case it does not lapse.



Stage 5: After decision – get your Construction Certificate (approval to build) and start

Before you can start work

Before you can start building you must do four things:

1. Get a Construction Certificate – building approval from your council or a private certifier.
2. Appoint a Principal Certifying Authority (PCA) to monitor construction – this can be council or an accredited certifier.
3. Give the council and the PCA two days' notice before you start work.
4. Complete any works listed in the 'Prior to commencing work' part of the consent.

A construction certificate for any building work, which considers how your building will be built to ensure it is safe, healthy and in accordance with the development consent. You can obtain your construction certificate from council or an accredited certifier.

PARTICIPANTS	RESPONSIBILITIES
You	Get CC
	Get Owner/Builder Permit if required
	Get Home Owners Warranty
	Appoint Principal Certifying Authority (PCA)
	Remain informed
Certifiers (council or private)	Issue CC
	Make inspections
Builder and sub-contractors	Build as per plans
	Arrange inspections

During construction

As owner your role is to work with the PCA and the builder, keeping an eye on the work (and the terms of your development consent), managing the site and organising inspections. The PCA will brief the builder and you about the process. You have a role in ensuring that your team follows the procedures required for organising inspections – missing an inspection can lead to delays.

Inspections required generally include:

- Piers.
- Slab.
- Frame.
- Stormwater.
- Wet area.
- Final.

6 Occupation Certificate



Stage 6: Get your Occupation Certificate and celebrate

You must obtain an Occupation Certificate to certify that you have met the requirements of your development consent and construction certificate. The OC authorises the occupation and use of a new building or building section.

The PCA must be satisfied the development meets various regulatory standards. These generally include that:

- A development consent is in force.
- The design and construction of the building is not inconsistent with the development consent.
- Any pre-conditions set out in the consent or requirements of planning agreements have been satisfied.
- A CC has been issued.
- That the building is suitable for occupation (in accordance with its BCA classification).

The issue of the final OC is the last step in the formal DA and construction process (though there could be ongoing 'operational' conditions such as maintaining appropriate asset protection zones and suitable weather vehicular access.

PARTICIPANTS	RESPONSIBILITIES
PCA	Issue Occupation Certificate (OC)
Council	Take action if problems arise
You	Celebrate

EXAMPLE ONLY

LOT XX
DPXXXXXX
ADDRESS,
VILLAGE,
PARISH OF GLEN INNES SEVERN
N.S.W. 2370

Fixed Outdoors Clothes Line

2/10000l Rain Water Tanks

Rural Fire Service Dedicated
65mm Storm Outlet Capable
OF Being Coupled To
38mm BSP Thread. On Drie Tank.

PROPOSED
RESIDENCE

DISTANCE FROM BOUNDARY

DISTANCE FROM BOUNDARY

XXXXXXXXXX ROAD

3500L SEPTIC TANK
60% ABSORPTION TRENCH

PROPERTY AREA M² or ha



PROPERTY PLAN

UNLESS OTHERWISE STATED SCALE 1:XXXX

THIS DRAWING TO BE READ IN CONJUNCTION WITH XX & XX

Date XXXXXX Drawn XXXXXX
Contact phone no. XXXXXXXX

SITE PLAN OF PROPOSED RESIDENCE FOR XXXXXX XXXX, LOT X, DPXXXXXX
ADDRESS ROAD, XXXXXXXX, SHIRE OF GLEN INNES SEVERN. DpNo. XX

