GLEN INNES SEVERN GOUNCIL

GLEN INNES SEVERN COUNCIL

PO Box 61, Glen Innes, 2370 Ph: 02 6730 2350

Development Application Guide for Domestic Dwellings

This Development Application Guide has been designed to assist you in the preparation and submission of an Application to build a dwelling. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

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 by adding or extending, you will need to lodge an application to carry out the development. This applies in all areas of Glen Innes Severn Council local Government Area.

Applications are required so that Council may determine whether the proposal is appropriate use of the site according to its zoning, and complies with the provisions of the Environmental Planning and Assessment Act 1979. The Act also requires Council to ensure the project complies with the Building Code of Australia 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**. A Development Application is for planning approval of the project, while the Construction Certificate deals with the technical aspects.

If you do not wish to seek immediate approval for the construction work, then a Development Application only should be submitted. The Construction Certificate application may be submitted later.

Many types of straightforward residential development may be covered by a **Complying Development Consent**. If you are unsure if your project is Complying or not, please consult Council's Department of Development and Environmental Services for advice.

There are some exceptions to these rules for minor development that is exempt. Please contact Council's Department of Development and Environmental Services if you think your project may be exempt.

For simplicity, throughout this Guideline, all types of Development Approval, including Construction Certificate and Complying Development, will be referred to as a Development Application (DA).

What information is needed to accompany an application?

Always required:

- A Development Application and Construction Certificate or Complying Development Application form (available from Council), correctly filled out and signed by all owners of the site.
- BASIX certificate.
- 3 copies of all plans and specifications.
- 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.
- Copies of relevant permits. (eg, Owner Builders permit or Home Building Compensation cover).

Required depending on the project:

- Statement of Environmental Affects (Development Application only).
- 3 copies of A4 size plans of site and elevations for notification purposes (Development Application only).
- Separate Section 68 Local Government Act Application form for Plumbing and Drainage for developments where water supply, storm-water and sanitary drainage works are to be undertaken.
- Separate Septic Tank Application form for properties not connected to sewer.
- Bushfire assessment for bushfire prone properties (see attached details).
- Details of any proposed solid fuel heaters.
- · Details of proposed termite barriers.
- Other plans and specifications such as soil tests, shadow diagrams, landscape plans and details of retaining walls may also be required.

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 \$10,000, 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 \$20,000 an owner/builder course must be completed through an
 accredited provider prior to obtaining the owner/builder permit. The permit can be obtained from
 the Department of Fair Trading.
- 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
 or CDC number issued.

When is Home Owners Warranty Insurance Required?

Home Building Compensation Fund (HBCF), formerly known as home insurance warranty, is required if a licensed builder is carrying out the work and the value is over \$20,000. A copy of the Home Building Compensation (HBC) certificate must be submitted to Council prior to the issue of the Construction Certificate or Complying Development Certificate.

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.

A BASIX Certificate indentifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as rainwater tanks, 3 star rated showerheads and taps, native landscaping, heat pump, solar or gas hot water systems, roof eaves/awnings and wall/ceiling insulation.

You need a BASIX Certificate for all new residential buildings, residential alterations and additions valued at \$50,000 or more, and pools with a capacity of 40,000 litres or more.

The applicant is required to submit a BASIX Certificate with the development application or complying development certificate application.

The BASIX commitment must be indicated on the plans e.g. water tanks, clothes lines etc.

Applicants can generate a BASIX certificate only on the NSW Department of Planning BASIX website: http://www.basix.nsw.gov.au/information/index.jsp For more information, phone the BASIX help line on 1300 650 908.

What if my development is on Bush Fire Prone Land?

All developments on bushfire prone land are assessed in accordance with the NSW Government document titled "Planning for Bushfire Protection" available from www.rfs.nsw.gov.au.

Development applications for new dwellings or residential additions on bushfire prone land should be accompanied by a bushfire consultants report or a completed Bushfire Assessment Report which is available from Council if you wish to self assess.

This assessment will determine appropriate standards for distances to vegetation (called asset protection zones), construction standards, on site water storage and pump plus a variety of other matters.

Other Specialist Reports?

For certain developments, Council requires other specialist reports for issues such as geotechnical, flood, shadow diagrams and site contamination. Your consultant, architect or draftsman can advise you if these reports are required.

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 plan, landscaping plans and shadow diagrams.

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

Alterations and additions shall be clearly marked to distinguish existing and proposed work and shall be labeled accordingly.

All measurements shall be in SI units (metric).

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

PLEASE NOTE, ILLEGIBILE APPLICATIONS, OR APPLICATIONS LODGED WITH PLANS DETAILED ON GRAPH PAPER, LINED PAPER OR IN PENCIL WILL NOT BE ACCEPTED.

Submitted plans should be A3 or larger and include:

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 on 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.
- Height of finished floor level above finished ground level for buildings not on a slab

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.

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 or poorly

drawn plans lead to delays in processing of the application and in some instances, may result in refusal of the proposal.

What is the Estimated Cost of Work?

Estimate the value of building works. Provide the value of work as shown on the contract or quote. If an owner builder, the value needs to include an estimate of cost of materials plus a realistic valuation of labour. This estimated value is subject to check by Council.

What about site inspections?

A site inspection is carried out by the relevant Building and Development Officer as part of the assessment of your application. It is important to ensure that the location of the property is adequately described 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 of the grounds of refusal.

In summary, your application package will include:

- Application form/s for the proposed development
- BASIX Certificate
- Owner Builder Permit <u>OR</u> Home Building Compensation cover.
- Plans of the development
- A Local Approval (sometimes called a Section 68 Application) for all plumbing, sanitary drainage and stormwater drainage associated with your project.

Further enquires:

Department of Development Planning & Regulatory Services

136 Church St Glen Innes Ph 02 6730 2350

PLEASE NOTE:

Building and engineering design is specialised and complex. Council officers can provide basic guidance and advice on your proposal, however detailed site investigations, research and complex technical advice is beyond the services provided by Council.

You may consider employing a consultant who can assist in preparing your application. Council officers cannot recommend consultants.

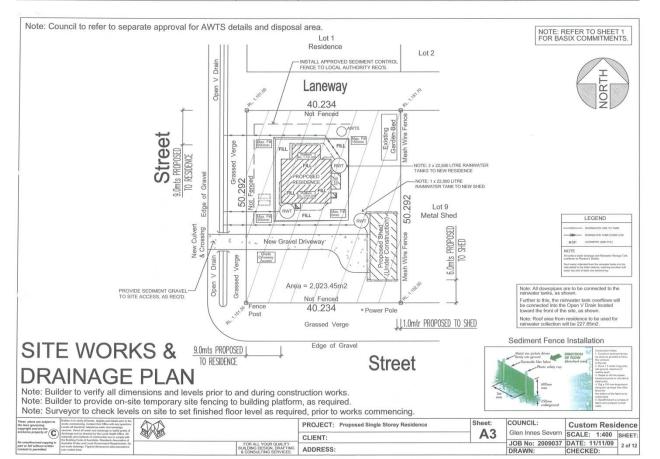
Example plans are included on the following pages.

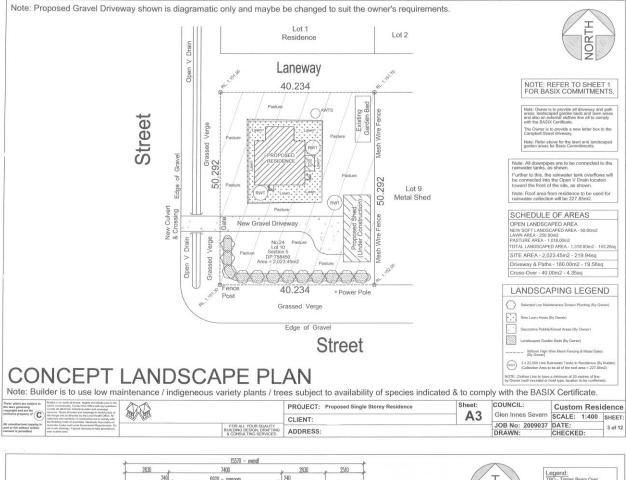
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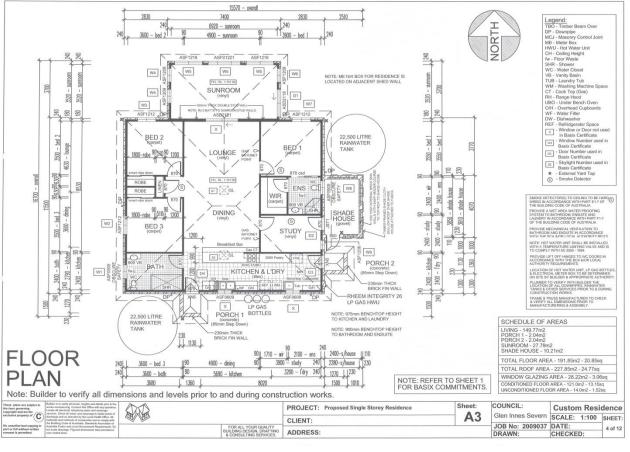
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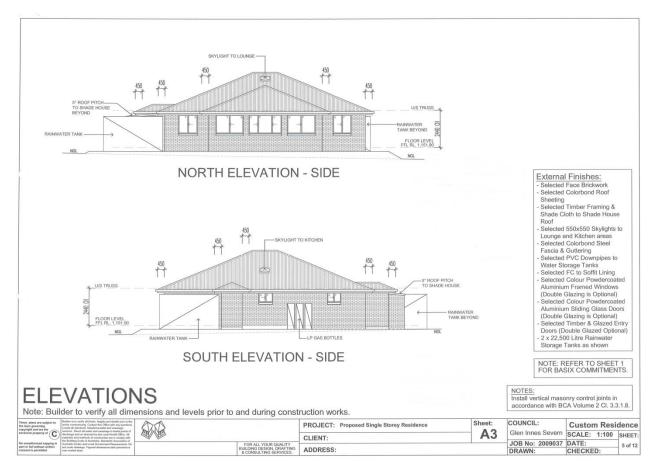
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DWG No.	TITLE
01	SCHEDULE & BASIX COMMITMENTS
02	SITE WORKS & DRAINAGE PLAN
03	CONCEPT LANDSCAPE PLAN
04	FLOOR PLAN
05	ELEVATIONS - NORTH & SOUTH
06	ELEVATIONS - EAST & WEST
07	SECTION & SPECIFICATION SUMMARY

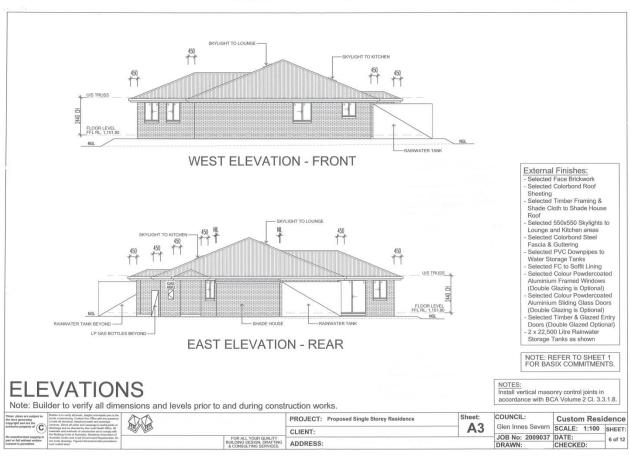
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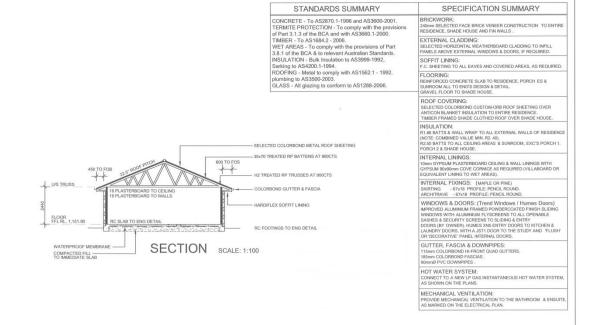












NOTE: REFER TO SHEET 1 FOR BASIX COMMITMENTS.

SECTION & SPECIFICATION SUMMARY

Note: Builder to verify all dimensions and levels prior to and during construction works.

These plans are the lines governing copyright and are the exclusive property of

PROJECT: Proposed Single Storey Residence CLIENT:

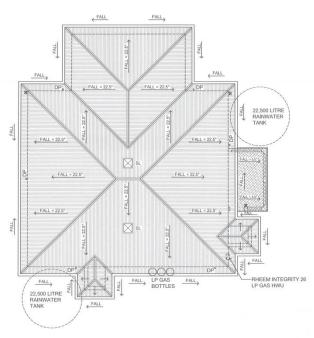
A3

NOTES: Install vertical masonry control joints in accordance with BCA Volume 2 Cl. 3.3.1.8. COUNCIL: Custom Residence

Note: Areas and calculations shown on this plan are from exact measurements, with no allowance being made for waste. Note: Provide 550 x 550 Skylights to Lounge and Kitchen, as shown.

NOTE: REFER TO SHEET 1 FOR BASIX COMMITMENTS.





ROOF PLAN

Note: Builder to verify all dimensions and levels prior to and during construction works.

FOR ALL YOUR QUALITY
BUILDING DESIGN, DRAFTING
& CONSULTING SERVICES.

ADDRESS:

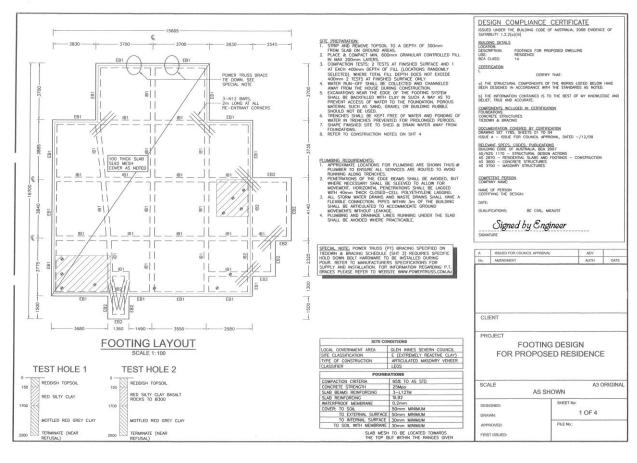
PROJECT: Proposed Single Storey Residence CLIENT:

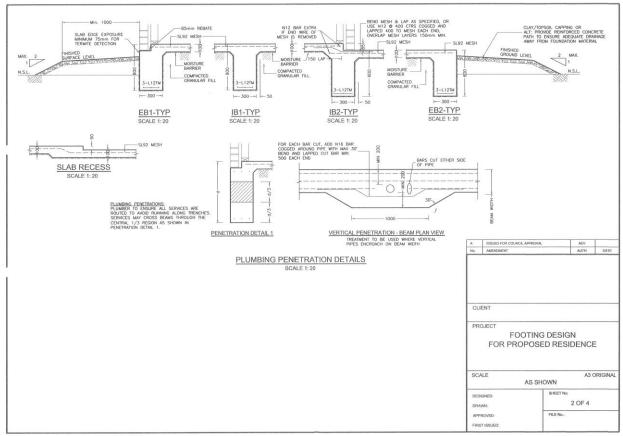
Roofing Calculations

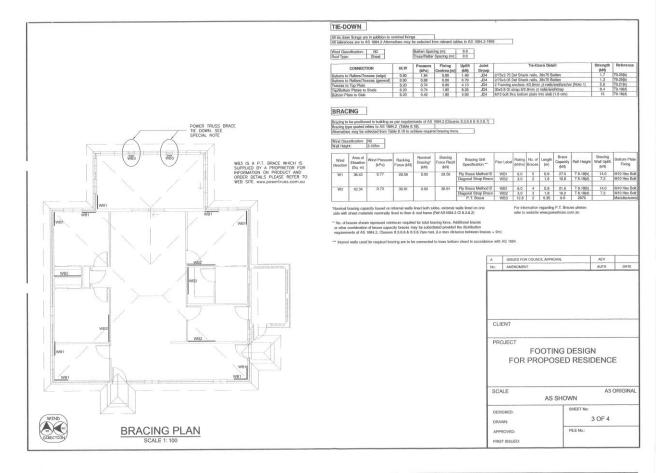
Roof Sheeting = 227.85 Square Metres
Rolltop Ridge Capping = 65.90 Lineal Metres
Valleys = 19.70 Lineal Metres
Guttering = 67.40 Lineal Metres
Fascia = 66.20 Lineal Metres
Shade Cloth = 8.50 Square Metres
Barge Capping = 8.20 Lineal Metres (Shade House)
Downpipes to Raimwater Tanks = 6 off
Downpipes to Raimwater Tanks = 6 off
Downpipes to Street K & G = Nil

Glen Innes Severn **A3** JOB No: 2009037 DATE: DRAWN: CHECKED:

Custom Residence SCALE: 1:100 SHEET:







- GENERAL NOTES

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- OR DELEMBER WITH THE WORK.

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- 04 ALL WORKMANDER AND MATERIALS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CURRENT STANDARDS AUSTRALIA CODES AND THE REGULATIONS, BY-LAWS AND POLICIES OF THE RELEWANT LOCAL AUTHORITY
- OF ALL SERVICES AND UTBITIES ON AND ADJACENT TO THE WORKS ARE TO BE LOCATED AND IDENTIFIED PRIOR TO THE COUNTENCEMENT OF THE WORKS.
- GO DURING CONSTRUCTION THE STRUCTURE SHALL BE MAINTAINED BY A STABLE CONDITION WITH NO PART TO BE OVER STRESSED, TEMPORARY BRACING OR SUPPORT SHALL BE PROVIDED BY THE BUILDER TO KEEP THE WORKS AND EXCANDIONS STABLE AT ALL TRACE.
- G7 THE ENGINEER IS TO APPROVE, IN WRITING, THE SUBSTITUTION OF ANY MATERIAL OR ANY VARIATION TO BE CONSIDERED IN THE DESIGN.

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- 5) SOOM HIRMAND EDTH OF COMPACTED GRANGLAR FILL SHALL BE PLACED AS SHORM ON THE FLAMS AND SYSTEM COMPACTED HAM SOOM HAVES TO 95% STRONGHOLD ON PROSENT, CONTROLLED FILL STOCKEDS A MINIMAND OF 1mm BEYOND THE EXTERNAL SLAB EDGE THEN BE BATTERED OUT 2 TO 1 FALL TO MALTIRAL, SURFACE.
- FA IN SITU DENSITY TESTS ARE REQUIRED, QUANTITY AS SHOWN ON SCHEDULE ON SHIT I IF ANY TEST FALS TO ACHERYE SPECIFIED COMPACTION THE AREA REPRESENTED BY THE TEST SHALL BE REWORKED AND RETESTED UNTIL IT COMPACTS. TESTING SHALL COMPACT WITH AS 1289 S.1.1, AND S.4.1.
- F5 IT IS THE OWNERS RESPONSIBILITY TO ENSURE THAT TERRITE CONTROL MEASURES ARE MARTANED IN PROPER WORKING CONDITION, INCLUDING MAINTAINING SUFFICIENT CLEARANCE FROM EXPOSED EDGES FOR DEATH OFFICIALITY, AND REGILARY PEST INSPECTIONS.
- F6 FOOTINGS ARE TO BE CONSTRUCTED AND PLACED AS AVOID SOFTENING OR DRYING OUT BY EXPOSURE. AS POSSIBLE FOLLOWING EXCAVATION TO

- RI SLAB REINFORCING MESH SHALL BE AS SHOWN WITH MINIMUM LAPS OF 2 END WIRES, AND MINIMUM COVER SPECIFIED ON SCHEDULE, SHT 1. COVER TO BE MAINTAINED AT ALL REBATES AND SETDOMINS.
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- TES , ALL PRIMODROMIG MESH SHALL DE CLEAN AND FREE OF OIL, GREASE AND RUST,

 RK ALL STEEL TO BE GRADE SOOMPA TO AS/ACS4651 UNLESS OTHERWISE NOTED.

 RS ALL REMFORCING MESH SHALL COMPLY WITH AS1303 AND AS1304, AND SHALL DE SUPPLIED IN FLAT
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- ONES SHALL BE SPACED AT 1000 CENTRES MAX.

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CONCRETE

- C1 CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 25 MPA, WITH AN BOMM SLUMP. C2 ALL CONCRETE SHALL BE MECHANICALLY VIBRATED
- C) THE CONCRETE SLAB SHALL BE CURED FOR 7 DAYS AFTER INITIAL SURFACE DRYING, BY COVERING WITH WATER PROOF MATERIAL, OR AN APPROVED CURRING COMPOUND. C4 ALL CONCRETE DESIGN, PLACING, VIBRATING AND CURING SHALL BE IN ACCORDANCE WITH AUSTRALIAN STANDARDS AS1379, AS3600 AND AS2870.

- WATERPROOF MEMBRANE

 10 DAM PONTHINDS SETING SHALL BE PLACED UNDER THE DRIPE SAID AREA TO FORM A SECURE
 MEMBRANE AWARD

 10 JOHN'S IN POLITICATION SHEETING SHALL BE CONTINUOUSLY TAPED.

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- OZ II IS THE OWNERS RESPONSIBILITY TO ENSURE THAT TERRITE CONTROL MEASURES ARE MANTAINED IN PROPER WORKING CONDITION, INCLUDING MANTAINING SUFFICIENT CLEARNICE FROM EXPOSED EDGES FOR REMOY DETECTION OF TERRITES, AND REQUAR PEST INSPECTICIONS.

PLUMBING

- PI CLOSED-CELL POLYETHYLENE LAGENG SHALL BE USED AROUND ALL STORMMATER AND SEWER PIPE PENETRATIONS THROUGH EXTERNAL FOOTINGS. LAGENG SHALL BE A MINIMUM OF ZOWEN THICK ON LACKS IS HISTER AND 40mm THOSE ON CLASS IS STITS, SLEEVES ALLOWING COMMADINE MOVEMENT MAY BE USED AS AN ALTERNATIVE, LAGENG IS NOT REDURED AROUND VERTICAL, PENETRATIONS THROUGH SLAB PANELS.
- P2 JOINTS IN PLUMBING PIPES WITHIN 3m OF THE HOUSE UNDER CONSTRUCTION SHALL BE ARTICULATED ACCOMMODATE GROUND MOVEMENTS WITHOUT LEAVAGE.

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