



AN OVERVIEW OF THE DEVELOPMENT ASSESSMENT PROCESS

Development Application: Assessed and determined by Council

- Preliminary enquiries with Council.
- Lodge your development application with Council.
- Council considers the impacts of the proposal (see "Assessment Process for Development Applications" document attached).
- If satisfactory, Council will give you a development consent subject to conditions.
- You need to check with Council about options for the following stages of the process, including fees payable.

Construction Certificate: Issued by Council or an accredited certifier for all new building work.

- Apply for your construction certificate either to Council or to a qualified professional in the private sector - an "accredited certifier".
- Council or an accredited certifier checks that the plans and specifications of your proposal will comply with the relevant conditions of the consent and detailed standards, including the Building Code of Australia

Applicant Appoints Principal Certifying Authority and notifies Council

- Before any works start on the site, you must appoint a principal certifying authority (PCA) - this can be either Council or an accredited certifier.
- Confirm what inspections will be done, the fee, and other requirements.
- Two days' notice before work begins must be provided to Council (if you have appointed a private PCA).

Building Work Begins

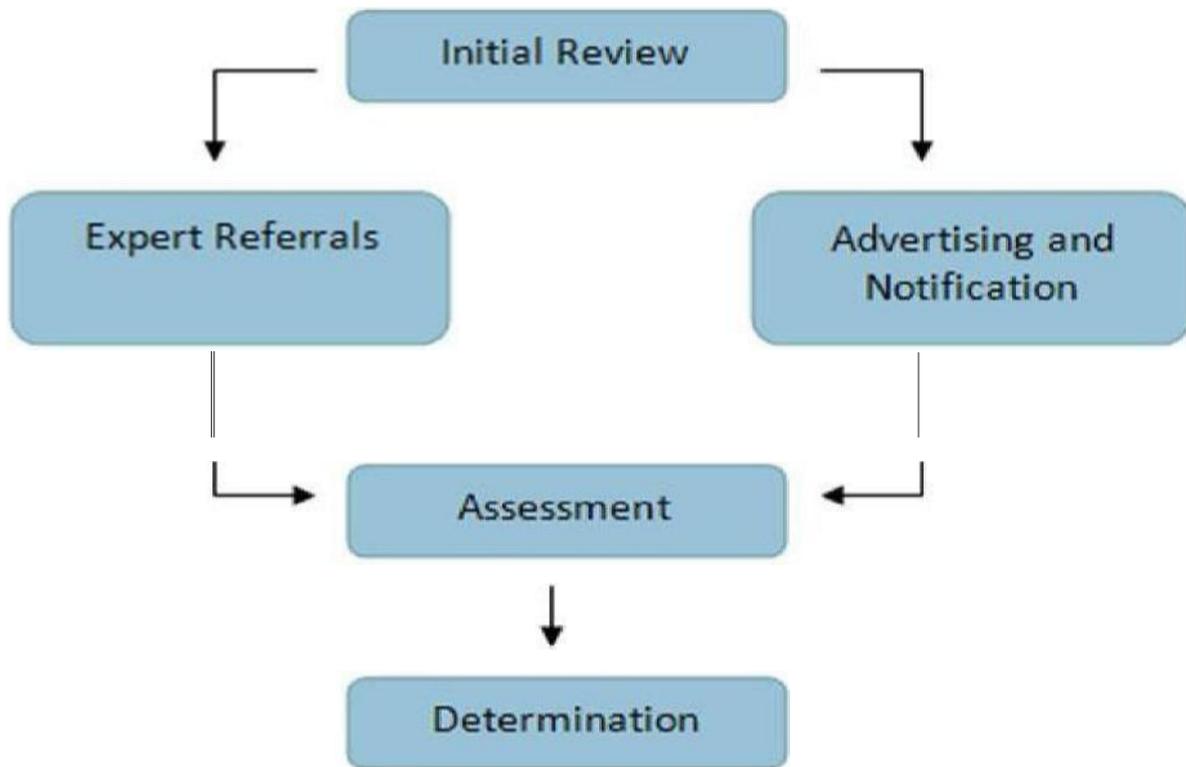
- Work begins in accordance with the development consent, including any conditions, and the construction certificate.
- The PCA determines inspections stages.
- It is likely that your builder will advise the PCA of stages of work to allow the required inspections to be done.

Occupation Certificate: Completion of works

- After the works are concluded satisfactorily and you provide a fire safety certificate, if required, the PCA will issue the occupation certificate.

Assessment Process for Development Applications

The assessment process



What happens when the application is lodged?

Once you have lodged your application, your file will be created and registered. IN will then be allocated to the Town Planner or Building & Development Officer who will be responsible for assessing the development proposal.

Circumstances for rejection

At this stage, the responsible officer will determine whether the application may proceed or whether it should be rejected as an incomplete application. The assessing officer will then complete a site inspection, search for site history and undertake an assessment of the proposal.

What happens next ?

Following review by the Town Planner or Building & Development Officer, the following processes generally take place:

- a letter is sent to the applicant making a request for any additional information necessary to allow a proper assessment of the application
- the plans, the Statement of Environmental Effects and any relevant reports are referred to both internal and external experts for review and comment
- the application is advertised and/or notified as necessary

What are internal referrals?

Depending on the type of proposal, it may be necessary to seek internal advice from our engineers, heritage consultant, building inspectors, environmental health officers and other sections of Council.

What are external referrals?

To meet legislative requirements, referrals may be necessary to State Government Departments and Agencies, such as the Rural Fire Service, Transport for NSW or Department of Environment, Climate Change and Water. Any one of these agencies or external referral bodies may require additional information from the applicant.

Advertising and notification

If an application requires advertising and/or notification, the notification letters and newspaper notices are prepared.

Notification letters are sent to all adjoining and adjacent landowners. If a development is advertised, a notice is placed in the local newspaper.

Any person who feels that their property may be adversely affected for a Development Application can make a written submission in response. You can find out more about making a submission by downloading the [Information about making a submission to a DA](#).

Further information about the consultation process can be found in the following documents

- [Community Participation Plan](#)
- [Glen Innes Development Control Plan 2014](#)

How does Council assess a DA?

For each DA, we are required to:

- assess the application against the matters specified in [section 4.15](#) of the [Environmental Planning and Assessment Act](#)
- consider all the objections and comments made within the advertising and notification period
- determine the environmental impacts of the development and whether or not it is in the public interest

How is a DA determined?

If the application complies with Council's development standards and Council's Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates policy, the application may be approved under delegated authority by Council staff without going to a Council meeting.

All submissions relevant to the application are carefully considered before a decision is made. The application may either be approved or refused. A letter is sent to all those who made a submission explaining the reasons for either decision.

Council's '[Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates Policy](#)' describes the situations whereby the application will need to be considered and determined by the elected Council. applications will be referred to a Council meeting for determination.

If the application is determined by the Council, anyone who prepared a submission will be contacted with the details of the meeting date and time should they wish to attend.

You can find out more about Council meetings [here](#)

From 1 July 2009, regionally significant development will be referred to the [Regional Planning Panel](#) or RPP for determination. The Northern Regional Planning Panel determine applications in the Glen Innes Severn Council Local Government Area.

Applications for regionally significant developments are processed by Council and then determined by the RPP. The public are welcome to attend these meetings which are scheduled as needed.

The types of development and criteria by which development is classified to be regionally significant is found in [Schedule 7 of the State Environmental Planning Policy \(State and Regional Development\) 2011](#)