



Application for a Complying Development Certificate

CDC No: _____

Date Lodged: _____

Receipt No: _____

818 Pacific Highway, Gordon NSW 2072 | Locked Bag 1006, Gordon NSW 2072
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You can use this form to apply for approval to carry out a proposal that is classed as complying development. To complete this form, please place a cross in the relevant boxes and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit ALL relevant information.

However, depending upon factors such as the type of development, the location of the development and whether there will be external work or activities involved (eg road opening, use of footpath areas) there may still be a need to obtain other approvals in order for the work involved to be performed. In order to avoid potential delays in commencing any work, applicants should ascertain whether other approvals will be needed, and if so, the stage at which they will be required.

Note: This application form is only for the assessment of the proposed works. Should you require Ku-ring-gai Council accredited certifiers to perform certificate work during construction you will be required to complete the "Agreement for the performance of certificate work" form. Otherwise you may wish to take your approval to a privately accredited certifier to carry out this work.

SECTION A. Details of the Applicant

Mr Ms Mrs Dr Other:

First name Family name

Company (if applicable) ABN (if applicable)

Unit/Street no. Street name

Suburb or town State Postcode

Daytime telephone Fax Mobile

Email

SECTION B. Location and title details of the land where the development is to be carried out

Flat/street no. Street name

Suburb or town Postcode

Lot no. Section

DP / SP no. Volume/folio

SECTION C. Describe the development proposed to be carried out

Provide a brief description of the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

SECTION D. Estimated cost of the development

\$

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.

SECTION E. Environmental planning instrument

Nominate the “environmental planning instrument” (*see - definition below) under which the development is complying development.

If the development is specified as complying development by a “*development control plan*” (*see - definition below) referred to in an environmental planning instrument, also provide the name of that development control plan.

Note: The criteria for complying development may vary between environmental planning instruments. You must nominate which instrument this Application is to be assessed under.

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (CODES SEPP)
- State Environmental Planning Policy (Affordable Rental Housing) 2009 (AHSEPP)
- State Environmental Planning Policy (Infrastructure) 2007
- Exempt and Complying Development – Ku-ring-gai LEP 2015
- Exempt and Complying Development – Development Control Plan 46

OR

- Other environmental planning instrument (EPI)

Name of EPI

Name of Development
Control Plan (if applicable)

***Environmental planning instruments** (EPI) are State Environmental Planning Policies and Local Environmental Plans. Complying development is commonly, but not always, authorised under either the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, or a Local Environmental Plan of the Council for the area where the development is to be carried out.

Development Control Plan. An EPI may refer to another instrument called a “Development Control Plan” (DCP) which contains more detailed provisions which support the EPI. A DCP may specify certain development as being complying development under the EPI.

SECTION F. Asbestos

If any bonded asbestos material or friable asbestos material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of square metres the material ?

Note: Materials containing asbestos were used in buildings up until 2003.

SECTION G. Attachments relating to the proposed development

Applicants must provide the documents listed. Applicants should ensure two (2) coloured copies of documents are provided prior to lodging this application

1. **Does the development involve a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure or work that relates only to fire link conversion)?** Yes No

If 'Yes' provide:

- (a) a list of the Category 1 fire safety provisions that currently apply to the existing building
- (b) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use

2. **Do you have your plans stamped by a Sydney Water Quick Check Agent?** Yes No

The building plans for your new house or basement must be submitted to a Sydney Water Quick Check Agent to determine whether the development will affect any Sydney Water wastewater and water mains, stormwater drains and/or easement, and if any requirements need to be met. Plans will be appropriately stamped. Please refer to the website www.sydneywater.com.au for:

- Quick Check Agents details – see Building and Development then Quick Check and
- Guidelines for Building Over/Adjacent or Sydney Water Assets – see Building and Development then Building and Renovating.

3. **Does the development involve building work (other than work in relation to a dwelling-house or a building or structure that is ancillary to a dwelling-house)?** Yes No

If 'Yes' provide:

- (a) a list of any existing fire safety measures provided in relation to the land or any existing building on the land, and
- (b) a list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.

4. **Does the development involve the erection of a wall to a boundary that has a wall less than 0.9m from the boundary?** Yes No

If 'Yes' provide:

A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of supporting the adjoining wall.

5. **Does the development involve the demolition or removal of a wall to a boundary that has a wall less than 0.9m from the boundary?** Yes No

If 'Yes' provide:

A report by a professional engineer (within the meaning of the BCA) outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.

6. **Does the development involve the erection of a temporary structure?** Yes No

If 'Yes' provide:

- (a) documentation that specifies the live and dead loads the temporary structure is designed to meet,
- (b) a list of any proposed fire safety measures to be provided in connection with the use of the temporary structure,
- (c) in the case of a temporary structure proposed to be used as a place of public entertainment--a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the *Building Code of Australia* are to be complied with (if an alternative solution, to meet the performance requirements, is to be used),
- (d) documentation describing any accredited building product or system sought to be relied on for the purposes of section 85A (4) of the Act,
- (e) copies of any compliance certificates to be relied on.

7. **Does the development involve the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant?** Yes No

If 'Yes' complete the relevant portion(s) of the following statement:

The maximum number of persons proposed to occupy, at any one time, that part of the building used as:

- an entertainment venue is persons.
- a function centre is persons.
- a pub is persons.
- a registered club is persons.
- a restaurant is persons.

8. **Is the development proposed on "bushfire prone land"?** Yes No

If 'Yes' provide:

A report prepared by a practicing bushfire consultant to be submitted with your application

9. **Does the development involve building work (see - note below) in respect of which an alternative solution under the Building Code of Australia ("BCA") in respect of a fire safety requirement is proposed?**

If 'Yes' provide:

Either or both of the following from a "**fire safety engineer**" (i.e. a private accredited certifier holding Category C10 accreditation):

- (a) a compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies that the alternative solution complies with the relevant performance requirements of the BCA.
- (b) a written report that includes a statement that the alternative solution complies with the relevant performance requirements of the BCA.

NOTE

The above requirement only applies to building work in respect of:

- (a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more, and
- (b) any building (other than a class 9a building) that is proposed to have:
 - (i) a fire compartment with a total floor area of more than 2000 square meters, or
 - (ii) a total floor area of more than 6000 square meters,

that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

10. **Does the proposed development comprise internal alternations to, or changes of use of, an existing building that is subject to an alternative solution relating to a fire safety requirement under the BCA?** Yes No

If 'Yes' provide:

A written report by another accredited certifier who is accredited for the purpose of issuing a CDC for a building of that kind, which includes a statement that the proposed development is consistent with that alternative solution.

11. **Does the Application involve a BASIX affected development, or a BASIX optional development for which a BASIX certificate has been obtained?** Yes No

If 'Yes' provide:

- (a) the BASIX certificate(s) for the development (being a certificate(s) that has been issued no earlier than 3 months before the date of the Application being made, and
- (b) such other documents as the BASIX certificate(s) for the development requires to accompany the Application.

BASIX NOTES

If the proposed development involves the alteration, enlargement or extension of a BASIX affected building that contains more than one dwelling, a separate BASIX certificate is required for each dwelling concerned.

Further information about BASIX and to obtain a BASIX Certificate, go to <http://www.basix.nsw.gov.au>. You should review the website to determine whether your development is affected or exempt from the BASIX provisions.

SECTION H. List of Documents

Prepare and attach a list of all of the documents as listed in the attached checklist.

SECTION I. Copyright

Information for the Applicant: Upon an application being made for a complying development certificate, the Applicant (not being entitled to copyright) is taken to have indemnified all persons using the application and any accompanying documents in accordance with the Act against any claim or action in respect of breach of copyright (See-CI.129 EP&A Regulation 2000).

SECTION J. Authority to enter and inspect land

Information for the Applicant: A certifying authority must not issue a complying development certificate for development unless the certifying authority, or an accredited certifier or council on behalf of the certifying authority, has carried out an inspection of the site of the development.

By signing this Application, the Applicant, and if the Applicant is not the owner of the property, the owner also, authorise the certifying authority, or an accredited certifier or council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant and the owner undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

SECTION K. Long Service Payment Levy

Information for the Applicant: Where a certifying authority completes a complying development certificate, that certificate must not be forwarded or delivered to the Applicant unless any long service payment levy payable under s.34 of the Building and Construction Industry Long Service Payments Act 1986 (or, where such a levy is payable by instalments, the first instalment of the levy) has been paid.

The Applicant should attach a copy of a receipt for any long service payment levy that has been made or make arrangements for a copy to be available to be provided to the certifying authority in the event that a complying development certificate is completed.

SECTION L. Signature of Applicant(s)

Signature of Applicant(s)	<input type="text"/>	Name(s)	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Date

SECTION M. Consent of owner(s)

Note: If the Applicant is not the owner of the property, the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to this application.

Signature of owner(s)	<input type="text"/>	Name(s)	<input type="text"/>
	<input type="text"/>		<input type="text"/>

Date

SECTION N. Delivery of the Application

Information for the Applicant. Applications for complying development certificates must be delivered:

- by hand, or
- sent by post, or
- transmitted electronically

to the principal office of the certifying authority and accompanied by the application fees of Council.

Applications MAY NOT be sent by facsimile transmission.

SECTION O. Date of Receipt of Application

To be completed by the certifying authority **immediately** after receiving this Application.

This Application was received on (insert date).

SECTION P. Description of the development

1. For each proposed new building works, indicate:

The number of storeys (including underground storeys) in the building

The gross floor area of the building (in square metres)

The gross site area of the land on which the building is to be erected (in square metres)

2. For each proposed new residential building, indicate:

The number of existing dwellings on the land on which the new building is to be erected

The number of those existing dwellings that are to be demolished in connection with the erection of the new building

The number of dwellings to be included in the new building

Whether the new building is to be attached to any existing building

Whether the new building is to be attached to any other new building

Whether the land contains a dual occupancy

The materials to be used in the construction of the new building by completing the table below

Place a cross in each appropriate box.

Walls	Code	Roof	Code	Floor	Code	Frame	Code
<input type="checkbox"/> Brick (double)	11	<input type="checkbox"/> Tiles	10	<input type="checkbox"/> Concrete/slat	20	<input type="checkbox"/> Timber	40
<input type="checkbox"/> Brick (veneer)	12	<input type="checkbox"/> Concrete/slat	20	<input type="checkbox"/> Timber	40	<input type="checkbox"/> Steel	60
<input type="checkbox"/> Concrete/ston	20	<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Other	80	<input type="checkbox"/> Aluminium	70
<input type="checkbox"/> Fibre cement	30	<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90	<input type="checkbox"/> Other	80
<input type="checkbox"/> Timber	40	<input type="checkbox"/> Aluminium	70			<input type="checkbox"/> Not specified	90
<input type="checkbox"/> Curtain glass	50	<input type="checkbox"/> Other	80				
<input type="checkbox"/> Steel	60	<input type="checkbox"/> Not specified	90				
<input type="checkbox"/> Aluminium cladding	70						
<input type="checkbox"/> Timber/weatherboard	40						
<input type="checkbox"/> Other	80						
<input type="checkbox"/> Not specified	90						



Complying Development Certificate Lodgement Checklist

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THIS CHECKLIST MUST BE COMPLETED BY YOU PRIOR TO LODGEMENT

This guide provides guidance as to the detail of information required to be submitted by you to enable the application to be assessed in its entirety and provide a prompt approval.

Copies of this guide are available from either Customer Services (in person) or call 9424 0000 or from our web site www.kmc.nsw.gov.au.

GENERAL REQUIREMENTS		CHECKED BY APPLICANT		SIGHTED BY CUSTOMER SERVICES	
		Yes	No	Yes	No
Application form	<ul style="list-style-type: none"> Has the application form been completed correctly? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Has the consent of all owners been provided? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Has the proposal been clearly and fully described? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Has the PCA Agreement Form been completed? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of Works	<ul style="list-style-type: none"> Has an accurate cost of the works been provided? (Architects estimate or builders quote) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Two builders quotes for works valued between \$1-\$2 million; OR Quantity Surveyor's report for works 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard of Documentation	<ul style="list-style-type: none"> Do all plans display a title block (ie) names, dates, drawing No, revision No, project, drawing description and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Do the plans contain a North Point? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are all measurements in metric? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are plans to scale? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Plans need to be coloured and highlighted to distinguish proposed work. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide 2 copies of the following documents:					
Documentation	<ul style="list-style-type: none"> Compliance statement/report against EPI (eg Assessment against relevant clauses of CODES SEPP) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Coloured working drawings, architectural (floor, elevations & sections) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Mechanical ventilation plans (Shop fitouts) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Bushfire consultant's report (Bushfire prone lands only) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Plans stamped by Sydney Water or Agent 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	• Basix certificate (>\$50,000 or pool >40,000 litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Proof of long service levy payment (0.35% of construction or >\$25,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Proof of S94/S94A payment made and Cost Report submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Structural engineering details (footings slab, structural beam, column etc) & design certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Structural engineer certification of existing structure (Certificate of structural adequacy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Geotechnical report (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Building specifications (Separate material specifications or sufficient annotations upon plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Stormwater management details comply with KMC LEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Certification of existing stormwater by licensed plumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by applicant(s)

I declare that, to the best of my knowledge and belief, the particulars stated on this checklist are correct in every detail and that all the information required has been supplied.

Name (printed):

Signature:

Date:

Name (printed):

Signature:

Date:

Customer Service officer check

Application checked and lodged by:

Name (printed):

Date:

Notes:

CDC lodgement requirements matrix	Plans										Supporting material and documentation											
	Site plan	Floor plans	Elevations & sections	Subdivision plan	Disabled access	Mechanical ventilation plans	Stormwater plan	Environmental site mgmt plan	Structural engineering plans	Survey and/or level certification	BASIX certificate	Sample external finishes and colours	Compliance statement to EPI	Bushfire report (on bush fire prone land)	Payment of S94\ S94A and Cost Report	Waste management plan	Long Service Levy payment	Fire safety schedule	Building specification	Engineering certification exist structure	Geotechnical report	Certification exist drainage system
Alterations and additions	✓	✓	✓			*	✓	*	✓	*	✓	*	✓	✓	*	✓	✓		✓	✓	*	✓
Carports and garages	✓	✓	✓			*	✓	*	✓	*	*	*	✓	✓	*	✓	✓		✓	*	*	✓
Change of use	✓	✓										✓					✓		*			
Commercial/business/retail (new)	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	✓	✓	✓	✓	*	*	✓
Dual occupancies	✓	✓	✓			*	✓	✓	✓	✓	✓	✓	✓	✓	*	✓	✓		✓	✓	*	✓
Front fences	✓		✓						*			*	✓	✓	*	✓	✓			*		
Landscaping	✓							✓	*	*		✓	✓	*	✓	✓		✓		*		
Residential flat buildings	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	✓	✓	✓	✓	*	✓	✓
SEPP Affordable Housing	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	*	✓	✓	✓	✓	*	*	✓
Signage	✓		✓						*	*		✓		*		✓		✓				
Single (new) dwellings	✓	✓	✓			*	✓	✓	✓	*	✓	✓	✓	✓	*	✓	✓		✓		*	✓
Subdivision	✓			✓			✓	✓	*	✓		✓		*	*	✓				*		
Swimming pools	✓		✓				*	✓	✓	*	*	✓			✓	✓		✓		*	*	
Tennis courts	✓	✓	✓				✓	✓	✓	*		✓	✓		✓	✓		✓		*	✓	
Demolition	✓						*					✓			✓							

*Indicates that this item may be required under certain circumstances.