

Development Application Form

Section 4.12 of the *Environmental Planning and Assessment Act, 1979*

Pre-lodgement Advice

In order to ensure an assessment of your application, we strongly recommend that you consult with a Council Officer before lodging your application.

How to lodge your application

Your application can be lodged at any of Council's offices on any business day between 8.30am and 4.30pm. It can also be submitted via the post along with payment of appropriate fees. Please ensure that all the necessary information as identified in the Development Application Guide and associated checklists is submitted. If your application is incomplete, it will not be accepted and will be returned to you with your payment.

The DA Guide

The Development Application Guide tells you about the plans and other documents that you must provide with your application and about the assessment process. You can get a copy Council's offices or view it on Council's website.

What you need for Lodgement

- Completed Application Form
- Plans to scale (site plan, floor plan, elevations, section plan) – 2 copies
- Statement of Environmental Effects (except for designated development)
- Completed DA Checklist and all associated plans and documents
- A4 Notification plans (site plan and elevations – 3 copies)
- BASIX report (for dwellings, units, dwelling additions greater than \$50,000.00 in value and pools greater than 40,000 litre capacity.)

Fees and Payment Methods

Application fees are calculated on a scale based on the estimated value of the work and are GST free. Information on these fees is on Council's web site or from our Customer Service Centre. Pay by cash, cheque, credit card & eftpos. Cheques should be made payable to Hilltops Council.

Construction Certificate

If your proposal involves building work and you have prepared detailed building plans and specifications, you may apply to Council for a Construction Certificate at the same time. Please complete both this form and a Construction Certificate Application form.

Please Note

1. The personal information required on this form may be available for public access under various legislation.
2. Persons who make a development application to Council are required to disclose reportable political donations & gifts 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. (Refer to Council's website for a Disclosure Statement Form or contact Council.
 - Political donation means political donations to a party, elected member, group or candidate of \$1000 or more (or smaller donations totalling \$1000 or more),
 - "Gifts" means a gift within the meaning of Part 6 of the Election Funding & Disclosure Act 1981 and includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.
 - A person with relevant financial interest may include an applicant, landowner or someone who will obtain a financial gain from the application.
3. In making this application, you are indemnifying all persons using the application and accompanying documents against any claim or action in respect of breach of copyright.

Development Application

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1. Applicant Details

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	Name
Postal Address	
Telephone / Mobile	E-mail
I declare that all the information given on this form and in the accompanying documentation is true and correct. I understand that if incomplete the application may be returned to me, delayed, rejected or more information may be requested. I have/do not have (<i>please circle</i>) any relationship to staff and/or Councillor of Hilltops Council. If you have any such relationship, please specify what that is: _____	
Applicant(s) signature	

2. Site Details

Lot No.	Section No.	DP No.
Street/Rural Address No.	Street/Road Name	
Suburb or Town		

3. Type of Development

<input type="checkbox"/> Local Development (requires Council consent only)
<input type="checkbox"/> Local, Integrated Development (also requires the approval of a State Government agency)
<input type="checkbox"/> Designated Development
<input type="checkbox"/> Staged Development

4. Description of Proposed Development and/or Use

5. Do you wish to demolish any structures on the property?

<input type="checkbox"/> Yes. If so, what is to be demolished?
<input type="checkbox"/> No

6. Estimated Cost of the Development

Estimated Cost \$	(The full cost of all materials and labour, including GST)
<p>Development up to \$100,000. The application must be accompanied by a quote from at least a licensed builder or registered architect/building designer) The methodology used to calculate the cost must be submitted with your application.</p> <p>Development between \$100,000 and \$3 million. The cost must be estimated by a suitably qualified person with the methodology used to calculate the cost submitted with your application.</p> <p>Development more than \$3 million. A detailed cost report prepared by a registered quantity surveyor verifying the cost of the development is to be submitted with your application.</p>	

7. Have you provided BASIX Certificate (residential development only)

<input type="checkbox"/> BASIX Certificate attached to application.	<input type="checkbox"/> BASIX Certificate not required
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8. Is this application for Integrated Development?

<input type="checkbox"/> Yes. If so, what activity requires approval:	<input type="checkbox"/> No
<input type="checkbox"/> <i>Fisheries Management Act, 1994.</i> Aquaculture permit; dredging or reclamation work; damage or destroy marine vegetation; work or activities in a bay, inlet, river or creek;	
<input type="checkbox"/> <i>Heritage Act, 1977.</i> Works on an item on the State Heritage Register	
<input type="checkbox"/> <i>Mining Act, 1992.</i> Grant of a mining lease.	
<input type="checkbox"/> <i>National Parks and Wildlife Act, 1974.</i> Aboriginal Heritage Impact Permit.	
<input type="checkbox"/> <i>Protection of the Environment Operations Act, 1997.</i> EPA licensed activities	
<input type="checkbox"/> <i>Roads Act 1993.</i> Works in a public road.	
<input type="checkbox"/> <i>Rural Fires Act, 1997.</i> Subdivision of mapped bushfire prone land.	
<input type="checkbox"/> <i>Water Management Act, 2000.</i> Water use or water management work.	
<input type="checkbox"/> Other.	
<p>Note: Applications for Integrated Development will be referred to the relevant approval body and must include:</p> <ul style="list-style-type: none"> • Sufficient information for the approval body to make an assessment of the application • An additional \$320 for each approval body involved and \$140 additional processing fee for Council. • 2 additional copies of the application and accompanying plans/documentation for each approval body. 	

9. Do you want approval under S.68 of the Local Government Act?

The application must be accompanied by such matters as would be required under S.81 of the Local Government Act 1993 if approval is to be sought under that Act.

<input type="checkbox"/> Yes. If so, indicate what approvals are sought:	<input type="checkbox"/> No
<input type="checkbox"/> Plumbing and drainage work	
<input type="checkbox"/> Septic	
<input type="checkbox"/> Domestic oil/solid fuel heater (not portable)	
<input type="checkbox"/> Moveable dwelling, manufactured home or manufactured home estate	
<input type="checkbox"/> Other (give details)	

10. Owners' Consent

If there is more than one owner of the land, **every owner must sign**.
If the property is within a strata plan, Consent of the Owners Corporation is required under seal.
If owner is a company or corporation, a director or secretary (or authorised delegate) must sign.

- By signing this form you consent to:
 - The submission of this application, the development occurring on the land, and to Council officers entering the site for the purpose of assessing the application.
 - Copies being made of all documents for statutory, assessment or administrative purposes.

Owner(s) Name
Owner(s) Address
Owner(s) Contact details Phone: _____ email: _____
Owner(s) Signature
Date: / /

DA No. _____ / _____

Development Application Fees

Office use only

	Fee Code		Tick if fee Charged
Development Application			
Development Application Fee	DA	\$	<input type="checkbox"/>
Advertising Fee	DAF	\$	<input type="checkbox"/>
Integrated Approval Fees		\$	<input type="checkbox"/>
Construction Certificate			
Construction Certificate Fee	CON	\$	<input type="checkbox"/>
Inspection fees (Based on number of inspections required)	COM	\$	<input type="checkbox"/>
Final Inspection (Occupation Certificate)	FOC		<input type="checkbox"/>
Long Service Levy (0.35% of estimated value if over \$25,000)	LSL	\$	<input type="checkbox"/>
Plumbing and Drainage Fee	SC	\$	<input type="checkbox"/>
Septic Fee (If property is not connected to Council sewer infrastructure)	STI	\$	<input type="checkbox"/>
Solid fuel/wood heater	HA	\$	<input type="checkbox"/>
S94A Contribution		\$	<input type="checkbox"/>
Extra Photocopying		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
Subdivision			
Subdivision (new road)		\$	<input type="checkbox"/>
Subdivision (no new road)		\$	<input type="checkbox"/>
Subdivision (strata)		\$	<input type="checkbox"/>
Subdivision certificate		\$	<input type="checkbox"/>
TOTAL		\$	

Office use only

Application No: DA _____ / _____	Date DA received at Council:
ID no. _____	Receipt Number: _____
Date fees paid: _____	Received by: _____