

## YOUR DETAILS

Full name:

Company Name (optional):

## WHEN TO USE THIS FORM

Use this form to apply for **Development Consent** and/or **Building Certification** for any of the following development activities:

- new dwelling house
- shed, carport, garage or awning
- swimming pool
- alterations and additions to an existing dwelling house

### ➔ MORE INFORMATION

If you need help with completing this form, phone us on **1300 2170 36** between 8.30am and 4.00pm, Monday to Friday.

If you do not speak English well and need help from the Council, phone the Translating and Interpreting Service on 13 14 50.

## HOW TO LODGE

Complete this form and check to make sure you comply with all the criteria. Then lodge your FastTrack application online at [www.liverpoolplanning.com.au](http://www.liverpoolplanning.com.au). Over the counter lodgement is not available for FastTrack applications.

## HOW TO PAY

Council only accepts online credit card payments for FastTrack applications. Once you have lodged your application online, Council will review your application and issue an electronic invoice via email.

## WHAT IS FASTTRACK?

**FastTrack** – is a quick and simple way to lodge a development application or combined development application and construction certificate with Liverpool City Council.

Council will aim to process a FastTrack application within 10 business days providing that all of the relevant parts of this form have been met and Council requires no further information.

# START HERE

## STEP 1: RELEVANT PARTS

Please tick the development types applicable to your development and complete the relevant part/s:

DEVELOPMENT ACTIVITY	Relevant Section	
All development activities	Complete Part A	<input type="checkbox"/>
New dwelling house	Complete Part B	<input type="checkbox"/>
Alteration/addition	Complete Part B	<input type="checkbox"/>
New shed, awning, carport or garage	Complete Part C	<input type="checkbox"/>
Swimming pool	Complete Part D	<input type="checkbox"/>

### ➔ IMPORTANT

Applicants for a Construction Certificate (CC) cannot be the builder or principal contractor unless they are the owner of the land.

### ➔ IMPORTANT

**This form is to be completed in conjunction with DCP 2008 Part 8**

**Part E is to be completed for all applications.**

# PART A – ALL ACTIVITIES

Please ensure your development proposal complies with the following criteria and [DCP 2008 Part 8](#).

## DEVELOPMENT TYPE

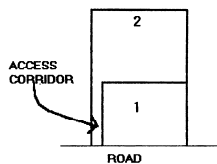
- The subject property does not contain a heritage item or land within a heritage or draft heritage conservation area
- The application does not involve a change of use or subdivision of land (i.e. does not create a new lot or propose a new land use).

To find out more about your property and whether it is affected by any land constraints, go to our [Online Maps](#) and search for your property or visit [www.liverpoolplanning.com.au](http://www.liverpoolplanning.com.au).

## LOCATION

- The development is not located on a property affected by **Medium or High Flood Risk**.
- The development is not located on a property affected by **ANEF** contours (Airport Noise).
- The development is not located on a property affected by **Ecological Significant Land** (ESL).
- The development is not located on an allotment affected by **Class 1 Acid Sulphate Soils**
- The development is located completely in one of the following zones:
  - a) R1 – General Residential
  - b) R2 – Low Density Residential
  - c) R3 – Medium Density Residential

Lot 2 - hatchet shaped



## PROPERTY

- The subject property size is not less than **300sqm** and not greater than **900sqm**.
- The subject property has been registered with Land and Property Information (LPI) NSW.
- The subject property is not a hatchet shaped lot.
- The subject property is connected to reticulated water and sewer infrastructure.

Street infrastructure includes street trees, manholes, curb inlet pits etc

[Dial before you dig](#).

## DRIVEWAYS

- The driveway crossover is located **6m** from the corner (tangent point) of all street corners and conforms to Council standard requirements for vehicle crossings as detailed in [Council's Design and Construction Specifications](#).
- The Driveway is clear of all street infrastructure and street trees, including power poles, gully pits and drains.
- All structures are clear of any registered easement.

[Link to LPI](#)

[www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

Ancillary development – shed, garage, carport

## PROPERTY RESTRICTIONS

- All structures are clear of any registered easement.
- The proposed development (i.e. dwelling, swimming pool or any other ancillary development) is in accordance with any Restrictions of Use relating to padmount substations.
- All restrictions identified on the 88b instrument have been considered in the design.

## STORMWATER

- The proposed development can lawfully drain to a street or via a registered drainage easement by gravity.

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## CUT & FILL

- All proposed cut or fill is limited to **1.0m** in depth and all retaining structures are located completely within the property boundary.

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Landscaped area is a part of a site used for growing plants, grasses and trees but does not include any building, structure, pool or hard paved area

## LANDSCAPING / TREES

- The proposed development provides a minimum landscaped area in accordance with DCP 2008 Part 8 **Table 1 – minimum landscaped area (%)**.
- At least **50%** of the above landscaping area requirement must be located behind the building line.
- The proposed development provides landscaped area within in the front setback of the property in accordance with DCP 2008 Part 8 **Table 2 – minimum landscaped area within front setback (%)**
- A level private open space of at least **6m x 4m** is provided in the rear of the site.
- Trees located further than **3.0m** from an existing or proposed house or class 10 structure and greater than **3.5m** in height are not proposed to be removed (separate Council approval is required).

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Go to [Online Maps](#) to determine if your property is bushfire affected

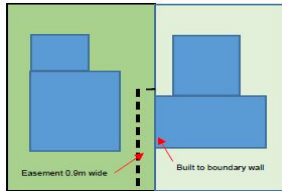
## BUSHFIRE (Parts B & C activities only)

- The development is not located on property affected by BAL 40 or Flame Zone.
- The proposed development complies with either of the following:
  - o The subject property is clear of all Bushfire Prone Land as identified by Council's Bushfire Map; OR
  - o A Bushfire Assessment Report for the subject property has been prepared by an FPA accredited practitioner and the development complies with all recommendations of the report.

# PART B – NEW HOUSE OR ALTERATIONS/ADDITIONS TO A HOUSE

Go to [Online Maps](#) to determine your FSR.

Built to boundary wall with adjoining property easement



## DEVELOPMENT PROPOSAL

- The proposed house is no more than **8.5m** at the highest point measured vertically from ground level existing to the ridgeline of the roof at any point.
- The proposed development will not result in a **Floor Space Ratio (FSR)** greater than what is permitted for the subject property under the Liverpool LEP.
- The proposal will result in only one dwelling on the property (that is not an approved secondary dwelling).
- The proposed development complies with all setback controls identified in DCP 2008 Part 8 **Table 3 – dwelling house and attached garages**.
- An access/maintenance easement **0.9m** wide exists on the property adjoining the built to boundary wall.
- The built to boundary wall length is no longer than **9.0m** with the remainder of the wall setback being at least **0.9m** from the side boundary.

## STREETSCAPE AND AMENITY

- Meets requirements of DCP Part 8 Cl 2.6 to 2.11

## LOCATION

- The proposed development complies with either of the following:
  - a. The proposed building is not located in a **100m Road or Rail Buffer Zone**; OR
  - b. The application is accompanied by an Acoustic Assessment Report where located in a **100m Road or Rail Buffer Zone**.

## PRIVACY

- The finished ground floor level is not greater than **1.0m** above the ground level (existing).
- All window sills in first floor habitable rooms (other than bedrooms) are **1.5m** above floor level unless facing a street or parkland, reserve or the like.
- The house does not have any windows located on zero lot boundaries.
- Balconies are only to be located on elevations facing a street from which legal access is permitted or public land.

## FENCING

- Meets requirements of DCP Part 8 Cl 2.12 to 2.17

# PART C – NEW SHED, AWNING CARPORT OR GARAGE

## DEVELOPMENT PROPOSAL

- All proposed Class 10a structures comply with DCP 2008 Part 8 **Table 4: Class 10a Structure Setbacks**
- Where Carports are located front of the building line:
  - Pitch roof or roof design matches the existing dwelling
  - Posts or columns to be masonry
  - Not to be enclosed by walls or screens
  - Must incorporate a ceiling

# PART D – NEW SWIMMING POOL

## DEVELOPMENT PROPOSAL

- The swimming pool complies with DCP 2008 Part 8 **Table 5 - Swimming Pool Setback**.
- Pools are only located in a front setback where there is a secondary street frontage.
- Within the enclosed pool areas, there is a space adjacent to the pool access points measuring **2.0m x 2.0m** for resuscitation purposes and is clear of all obstructions.
- Where backwash water is produced, the filtration equipment discharges to sewer.
- The pool excavation is located outside the zone of influence of any adjacent structure, or a structural engineer has certified that there are no structural impacts to adjoining properties.
- Where the pool is located less than **1.0m** from a boundary, the pool coping is designed to collect water spilling from the pool.
- No decking is proposed that is more than **0.6m** above ground.

### Notes:

All measurements are to structure  
Ancillary to dwelling (existing or proposed)

# PART E

This must be completed to include details of ALL owners. If there are more than two owners please attach a separate authority.

## OWNER'S DETAILS

### Owner 1

First Name

Surname

### Owner 2

First Name

Surname

### Postal Address

Street No.

Street Name / PO Box

Suburb

Postcode

Contact Phone Number

Email Address

Company Name (if applicable)

Name of Signatory for Company

Position held by Signatory

This must be completed to include details of ALL owners. If there are more than two owners please attach a separate authority.

If the property is subject to strata or community title, the application must have consent from the Body Corporate

## OWNER'S CONSENT

As owner/s of the property the subject of this application I/we consent to the application. I/we grant permission for Council Officers to enter the premises for the purpose of assessment of this application and to conduct inspections relative to this application.

### Owner 1/Company Signatory

Print

Signature

Date

### Owner 2

Print

Signature

Date

Details of any pecuniary interest to be disclosed here.

## PECUNIARY INTEREST

Is the applicant an employee of Liverpool City Council, or is the application being submitted on behalf of an employee of Liverpool City Council?

Yes

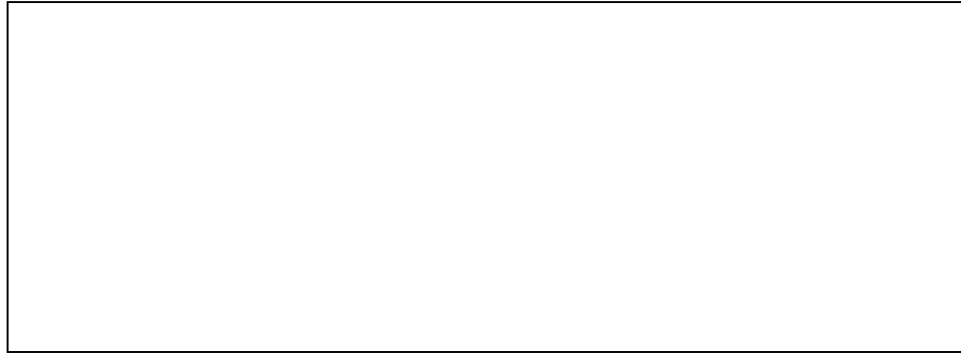
No

Does the applicant have a relationship to any staff or Councillor of Liverpool City Council or is the application being submitted on behalf of someone who has such a relationship?

Yes

No

If the answer is yes to any of the above the relationship must be disclosed



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## ABOUT FASTTRACK

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## TIME, COST AND CERTAINTY

We know that building a house can be a stressful experience. That's why we are making it easier to understand the rules and prepare a complete application.

By providing us with a complete application that complies with the planning rules, Council can accelerate your assessment and you can start building in no time.

### WHAT HAPPENS IF I DON'T COMPLY?

If your development proposal does not comply with the requirements in this kit, you can still lodge a development application with Council, however you will not be eligible for FastTrack Assessment.

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## LODGEMENT

### HOW TO LODGE

- ✓ Go to <http://www.liverpoolplanning.com.au> and click on FastTrack to check if your property is eligible
- ✓ If your property is eligible, design your new house to comply with the assessment criteria in this application form
- ✓ Prepare all the documents identified in this form— and make sure they have all the information detailed in the document specifications
- ✓ Lodge and your application at <http://www.liverpoolplanning.com.au> and follow the prompts (you will receive an electronic invoice from Council to pay online).

### RULES FOR ELECTRONIC COPIES

All applicants must comply with the following:

Electronic documents must be:

- ✓ virus free
- ✓ submitted in PDF format

Electronic documents must not be:

- × protected by security settings or passwords, or
- × stored within folder structures



## CONSIDER YOUR NEIGHBOURS

When designing your new home, consider your neighbours. Try offsetting windows so they don't mirror your neighbour's windows and avoid putting noisy doors near the boundary.

## SUBMISSION REQUIREMENTS

The matrix identifies the minimum information (plans and supporting documents) required for the most common types of developments.

✓ Indicates this information must be provided.

✚ Indicates this additional information must be provided if applying for a Construction Certificate or Complying Development Certificate.

◇ Indicates this information may also be required (refer to the relevant policies or contact Council for further details before lodging your application).

Checklist must be completed prior to declaration.

MATRIX OF INFORMATION TO ACCOMPANY APPLICATION	Residential Dwellings	Alterations or Additions to Residential Dwellings	Garage, Outbuilding, Awning Carport, etc	Swimming Pool	Demolition
Owners Consent	✓	✓	✓	✓	✓
Site Plan	✓	✓	✓	✓	✓
Section Plans	✓	✓	✓	✓	
Elevation Plans	✓	✓	✓		
Stormwater Drainage Plan	✓	✓	✓		
Landscape Plan	✓	✓	✓	✓	
Colour Schedule and Finishes	✓	✓	✓		
Shadow Diagram	✓	✓			
Waste Management Plan	✓	✓	✓	✓	✓
Statement of Environmental Effects (SOEE)	✓	✓	✓	✓	✓
BASIX Certificate	✓	◇		◇	
BASIX Stamped Plans	✓	◇			
Cost Assessment	✓	✓	✓	✓	✓
Building Specification Document	✚	✚	✚	✚	
Structural Engineering Details	✚	✚	✚	✚	
Home Owners Warranty Insurance / Owner / Builder Permit	◇	◇	◇	◇	
Dilapidation Report or Pre-Inspection Report	◇	◇	◇	◇	◇

## APPLICANT'S DECLARATION

- I declare that all particulars supplied are correct and all information required, as outlined in the above matrix, have been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.
- I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright owner acknowledges that this material may be made publicly available at Councils offices, on

Councils website and to third parties on request both during and after the assessment is completed.

- I consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be via the nominated applicant.

Signature/s

Date

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## PRIVACY NOTICE

The Government Information (Public Access) Act 2009 requires Council to make publicly available details of applications for approvals. However, in accordance with the Privacy and Personal Information Protection Act 1998, Council will seek to limit the availability of your personal information to third parties.

**LIVERPOOL  
CITY  
COUNCIL**

### CONTACT US

**Liverpool City Council**

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Locked Bag 7064 Liverpool BC NSW 1871 DX Address: DX 5030 Liverpool

**P:** 1300 36 2170 / 02 9821 9222

**NRS:** 133 677 (for hearing and speech impaired customers)

**E:** [lcc@liverpool.nsw.gov.au](mailto:lcc@liverpool.nsw.gov.au) **W:** [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au)