

1 Choose an application type

Application type

Development and/or Building Construction Applications / Certificates under the Environmental Planning and Assessment Act 1979 (EP&A Act).

Please select one of the application options below—

- Development Application (DA) – complete **part 2 & 6-11**
- Extension of development consent
- Review of determination
- Construction Certificate (CC) – complete **part 3 & 6-12**
- Combined DA / CC – complete **part 2 & 6-12**
- Complying Development Certificate – complete **part 4 & 6-12**
- Modify an existing approval – complete **part 5 & 6-12**

2 Development Application (DA)

Type of development

Please tick the relevant types of development—

- Building work (i.e. erection / alteration of a building)
- Change of use (i.e. new use of land)
- Subdivision (i.e. strata, community title, Torrens title)
- Carrying out work (i.e. engineering works)
- Demolition of a building or work

Assessment Type

Some Development Applications (DAs) require different types of assessment.

Please identify which type of assessment your application requires.

- Local Development  Integrated Development
- Designated Development

3 Construction Certificate (CC)

Construction Certificate (CC) details

Please specify the related Development Application number and date of consent—

4 Complying Development Certificate (CDC)

Relevant planning instrument

Please select the planning instrument you are applying under—

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Transitional Housing Code (State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- State Environmental Planning Policy (Affordable Rental Housing) 2009
- State Environmental Planning Policy (Infrastructure) 2007
- Liverpool Local Environmental Plan 2008

5 Modification to an existing approval

Application number

Please state the application number that you are seeking to modify—

Application number:

Type of modification

There are different types of modification applications under the EP&A Act.

Please identify which modification you are seeking—

- Modify a Development Consent
  - Minor error, misdescription or miscalculation
  - Minimal environmental impact
  - Consents granted by the Court
  - Other modifications
- Modify a Complying Development Certificate (CDC)
- Modify a Construction Certificate (CC)

6 Property Details

Development location

Location of the proposal. All details must be provided.

Please complete all fields below—

Lot No/Sec No.  DP/SP No.

Street No.  Street Name

Suburb  Postcode

Provide details of the current use of the site and any previous uses. i.e. vacant land, farm, dwelling, car park.

Description of current and previous use/s of the site

Is this use still operating? No  Yes

If no, when did the use cease?

Critical habitat and / or threatened species

Please indicate if the property contains the following—

- Critical habitat  None
- Threatened species, populations or ecological communities, or their habitats

OFFICE USE ONLY

Property key:

DA Reference:

CC Reference:

7 Proposal Description

Description

Include all work associated with the application, i.e. demolition, construction of single dwelling, landscaping, garage, etc.

Description of the proposal / modification

Building class

Please provide the primary building class of the application under the National Construction Code (NCC).

Estimated cost of works

This must include materials, labour costs and GST. Subdivision applications are to provide details of costs of construction.

\$

Note: Quantity Surveyors Report is required for any development with a capital investment value of over \$3 million.

Building Materials

This is required to be completed for the Australian Bureau of Statistics (ABS).

Please select the primary building material used for each category—

Walls	Roof	Floor	Frame
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Tiles	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber
<input type="checkbox"/> Double Brick	<input type="checkbox"/> Fibre Cement	<input type="checkbox"/> Timber	<input type="checkbox"/> Steel
<input type="checkbox"/> Concrete	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Other	<input type="checkbox"/> Aluminium
<input type="checkbox"/> Fibre Cement	<input type="checkbox"/> Steel		<input type="checkbox"/> Other
<input type="checkbox"/> Curtain Glass	<input type="checkbox"/> Other		
<input type="checkbox"/> Steel			
<input type="checkbox"/> Aluminium			
<input type="checkbox"/> Other			

Gross floor area

Existing	Proposed	Total
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
(m <sup>2</sup> )	(m <sup>2</sup> )	(m <sup>2</sup> )

Subdivision Only

Please indicate the type of subdivision that is proposed—

Strata     Community title     Torrens title

New road proposed    No     Yes

Number of existing lots        lots

Number of proposed lots        lots

8 Integration Development

State Government Agency Referrals

Integrated Development is development that, in order for it to be carried out, requires development consent and one or more approvals from a NSW State Government Agency. [Click here](#) for more information.

Please identify the relevant authorities (if applicable)—

NSW Department of Primary Industries – DPI Fisheries

NSW Department of Primary Industries – DPI Water

NSW Rural Fire Service (RFS)

NSW Environment Protection Authority (EPA)

NSW Office of Environment & Heritage

Not Applicable

9 Concurrence

Concurrence assessment

Different types of development are required under the State Environmental Planning Policy (Infrastructure) 2007 to be referred to certain authorities. [Click here](#) for more information.

Please identify the relevant authorities (if applicable)—

Sydney Trains - development adjacent to rail corridors

Endeavour Energy - works which may impact electricity transmission network

Roads and Maritime Service (RMS) – traffic generating development

Transgrid - works which may impact electricity transmission network

Jemena Energy - works in proximity to gas pipeline

Not Applicable

10 Pre-DA / Design Excellence Panel

Please indicate whether you have attended the following—


Have you attended a Pre-DA meeting or Design Excellence Panel meeting?    No     Yes

Reference No.

### 11 Applicant Details

**Note:** The applicant for a Construction Certificate application cannot be the Builder / Principal Contractor unless they are the owner of the land.

**Note:** All correspondence relating to the application will be directed to the applicant. The applicant may be, but is not necessarily the owner. The applicant's name will appear on the consent.

 All information provided in Part A, including applicant information, will be made available online on Council's [application tracking website](#).

Please complete all fields below—

Full Name or Company Contact Name	
<input type="text"/>	
Company Name & ABN / ACN (if applicable)	
<input type="text"/>	
Street No.	Street Name / PO Box
<input type="text"/>	<input type="text"/>
Suburb	Postcode
<input type="text"/>	<input type="text"/>
Phone	Mobile
<input type="text"/>	<input type="text"/>
Email Address - Council will use this email for correspondence. <i>This field is mandatory, please print clearly</i>	
<input type="text"/>	

### 12 Builder / Owner Builder Details

Please complete all fields below (if applying for a CC and CDC)—

<input type="checkbox"/> Licensed builder	<input type="checkbox"/> Owner builder
Full Name or Company Name & ABN / CAN	
<input type="text"/>	
Licence No.	
<input type="text"/>	
Street No.	Street Name / PO Box
<input type="text"/>	<input type="text"/>
Suburb	Postcode
<input type="text"/>	<input type="text"/>
Phone	Mobile
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

### About your privacy

All information contained in your application including plans and supporting documents may be available for public access or disclosure under the Government Information (Public Access) Act 2009 (GIPA) and other legislation. 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.

### Pecuniary interests

Please tick if any of the following is applicable

Is the applicant or owner an employee of Liverpool City Council, or is the application being submitted on behalf of an employee of Liverpool City Council?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does the applicant or owner 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?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If you answered yes to any of the above, the relationship must be disclosed below:		
<input type="text"/>		

### Political donations

All donations and gifts made by **any** person with a financial interest in the application (from two years prior to this application up to the time it is determined), must be disclosed including:

- All reportable donations made to any Councillor of Liverpool City Council, and
- All gifts made to any Councillor or employee of Liverpool City Council.

Any disclosure must be made in a [statement accompanying the relevant application](#) by the person who makes the application. If a further donation or gift is made after the lodgement of the application, a further statement must be provided within seven days after the donation or gift is made.

Please tick if any of the following is applicable

Is a disclosure statement required?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, has it been attached to the application?	Yes <input type="checkbox"/>	

### Applicant's declaration

Please complete the declaration below—

<input type="checkbox"/>	I declare that all particulars supplied are correct and all information required, as outlined in the submission requirements 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.
<input type="checkbox"/>	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.
Signature:	Date:
<input type="text"/>	<input type="text"/>

1 Owner Details

**Multiple Owners**

- Details and signatures of all owners of the property are required. If there are more than two owners, please copy and re-use this page for details and signature of all owners.

**Company / Organisation**

- If the owner is a company, a company director or secretary must provide written consent on behalf of the company. The Corporations Act 2001, section 127 details how a company may execute a document.

**Power of Attorney**

- If a Power of Attorney has been granted authorising another person to sign on the owner's behalf. A certified copy is required.



**This page must be completed – if the owner cannot sign, please attach a letter with owner(s) approval and signature for confirmation.**

**Strata Title / Body Corporate**

- In addition to owner(s) signature, if the property is a unit under strata title, the appointed Owners Corporation must consent to the application if any works or proposed use is affecting the common property.
- Council will accept one of the following:
  - A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 1996 have been met; or
  - Copy of resolution or minutes showing that the special resolution has been passed at a general meeting of the owner(s) corporation that specifically authorises the change to common property.

**Owner**

Please complete all fields below—

Full Name

Postal address—

Street No.  Street Name / PO Box

Suburb  Postcode

Phone  Mobile

Email Address

Company details (if applicable)—

Company Name  ABN / ACN Number

Name and position of signatory for company

**Owner (if applicable)**

Please complete all fields below—

Full Name

Postal address—

Street No.  Street Name / PO Box

Suburb  Postcode

Phone  Mobile

Email Address

Company details (if applicable)—

Company Name  ABN / ACN Number

Name and position of signatory for company

**Declaration**

As owner of the property I consent to this application. I 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.

Please sign below

Signature:  Date:

**Declaration**

As owner of the property I consent to this application. I 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.

Please sign below

Signature:  Date:

TABLE OF INFORMATION TO ACCOMPANY APPLICATION

This table identifies the minimum information required for the most common types of development

	Dwelling house & secondary dwellings	Swimming pools	Alterations and additions (dwelling)	Garage, outbuilding, carport, awning	Demolition	Home business	Rural (shed, farm building)	Subdivision	Dual occupancy / semi-detached	Multi dwelling housing / attached	Residential flat buildings	Change of use	Mixed use (commercial & industrial)	Commercial / industrial	Alterations and additions (other)	Signage	Applicant checklist	Council checklist - supplied
Survey plan (AHD)	●	●	●	○	●	○	●	●	●	●	●	○	●	●	●	○	□	□
Site plan (excluding floor plan)	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Fully dimensioned Floor Plan	●		●	●	○	●	●	●	●	●	●	●	●	●	●		□	□
Elevations	●		●	●	●	○	●	●	●	●	●	○	●	●	●	●	□	□
Sections	●	●	●	●	●	○	●	●	●	●	●		●	●	●	●	□	□
Statement of environmental effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Waste management plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Basix certificate / commitments	●	●	●						●	●	●		●				□	□
Subdivision plan								●	○	○	○		○	○	○		□	□
Erosion / sediment control plan	●	●	●	●	●		●	●	●	●	●		●	●	●	●	□	□
Agreement for certification works	▲	▲	▲	▲			▲		▲	▲	▲	▲	▲	▲	▲	▲	□	□
Building specifications	▲	▲	▲	▲		○	▲		▲	▲	▲	▲	▲	▲	▲	▲	□	□
Engineering details	▲	▲	▲	▲		○	▲	●	▲	▲	▲	▲	▲	▲	▲	▲	□	□
Shadow diagrams	○		○	○					○	○	●		○	○	○		□	□
BCA report	○		○	○		○	○		○	○	○	○	○	○	○		□	□
Demolition plan and statement					●												□	□
Schedule of colours and finishes	●		●	●			●		●	●	●	●	●	●	●	●	□	□
Landscape plan	●	●	●	●			●		●	●	●		●	●	●		□	□
Streetscape elevation									○	●	●		●	○	○		□	□
Stormwater plans / OSD	●	●	●	●		○	●		●	●	●	○	●	●	●		□	□
Fire safety schedule						○				○	○	●	○	○	○		□	□
Public utility infrastructure report								○									□	□
Acoustic report	○		○			○	○	○	○	○	○	○	○	○	○		□	□
Traffic report	○		○			○	○	○	○	○	○	○	○	○	○		□	□
Heritage impact statement	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	□	□
Arborist report	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Archaeological assessment	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Contamination report	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		□	□
Salinity management response	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Flood report	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		□	□
Flora and fauna assessment / SIS	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Bushfire report	○		○	○		○	○	○	○	○	○	○	○	○	○		□	□
Acid sulphate soils management plan	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Onsite sewerage management report	○	○	○			○	○	○	○	○	○	○	○	○	○		□	□
Social impact assessment/comment								○		○	○	○	○	○			□	□
Quantity surveyor report	○							○		○	○		○	○	○		□	□
Odour Assessment	○							○									□	□

LEGEND ● Mandatory for all applications ○ May be required ▲ Mandatory for CC and CDC

## How to lodge an application

All applications are accepted at Council's Customer Service Centre on Ground Floor, 33 Moore Street Liverpool or via mail to Locked Bag 7064 Liverpool BC NSW 1871.

- Applications without a correctly formatted CD or USB drive will not be accepted.

## Lodgement Requirements

### What do I need to provide?

You will need to provide:

- 1 complete set of all plans and documentation (no larger than A3 size) in hard copy format, and
- 1 complete set of all plans and documentation in electronic format (see rules below), on a CD or USB.

### Rules for electronic copies

All documents must be:

- Virus free.
- Submitted in PDF format.
- And electronic modelling data, i.e. MUSIC files and flood models must; be submitted in their true file type (i.e. sqz).

### Electronic documents must not be:

- Protected by security settings or passwords.
- Stored within folder structures.

## Refunds

- Any refunds will be made only to the person/company that paid the fee, and
- Where a refund is required, the applicant must provide contact details for the person/company (if different from applicant) to arrange refund.



### LODGE BEFORE 4pm

All applications are required to be lodged prior to 4pm to allow us time to process your application.

## Electronic plans

- Each plan must be submitted as a separate PDF file and named separately i.e. application form, floor plans, elevation plans, statement of environmental effects, political donations, bushfire report etc.
- Signatures are not to be placed on supporting documents or plans i.e. waste management plan, statement of environment effects, floor plans, site plans etc.
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form.

### Example file name format:

Site Plan – 33 Moore Street, Liverpool – Lot 123 DP 1234

## Special requirements for major applications

- A Pre-DA lodgment meeting is recommended for all major developments. A Design Excellence Panel (DEP) referral is required for certain types of development applications;
- Certain applications may require the submission of additional information not listed in the submission matrix.

## OFFICE USE ONLY

Additional Information required? No  Yes

Estimated Cost of Works acceptable? No  Yes

Declaration signed and matrix checklist completed? No  Yes

Responsible officer:

Date:

Comments: