DEVELOPMENT/CONSTRUCTION
CERTIFICATE/COMPLYING DEVELOPMENT
CERTIFICATE APPLICATION

Made under Section 78A of
the Environmental Planning
and Assessment Act 1979

DA No. ........................................

Application Type
☐ Development Application
☐ Construction Certificate Application
☐ Complying Development Certificate

About this form
Use this form to apply for development consent to: (please tick whichever applies)
☐ erect, alter or demolish a building
☐ change the use of land or a building
☐ carry out earthworks
☐ subdivide land
☐ strata subdivide a building
☐ display an advertising sign

The DA Guide
The Development Application Guide and checklist tells you about the plans and other documents that you must provide with this application. Ask us for copies or download them off Council’s website.

Lodgement & Fees
Please follow the instructions in Part 2 of this form, on page 3.

Any questions?
Call us on 6850 2300 or visit our Administration Office at 2 Court Street, Forbes.

Part 1

1. Applicant’s name, address and contact details
Title  Mr ☐  Mrs ☐  Miss ☐  Ms ☐
Surname (or company) ________________________________
Given Name ________________________________
Postal Address __________________________________________
________________________ Post Code ______________
Phone (Bus) ___________________________ (Home) __________
(Fax) ___________________________ (Mobile) __________
Email ________________________________
We will post our reply to this address

2. Location and title description of property
Unit/Shop/Suite _____ Street No __________
Street _______________________________________
Suburb __________________________ Site Area __________
Lot Number (s) _______________ Section __________
Deposited Plan(s) __________________________ Strata Plans __________
Other __________________________
We will need this to correctly identify the land

3. Owner’s consent
If more than one owner, every owner must sign. Owner’s names must match those recorded on Council’s rates system. If names differ, then proof of change of ownership MUST be provided
Name(s) ______________________________
Signature(s) __________________________ Date __________________
If you are signing on the owners behalf as their legal representative, please state your legal authority under and attach documentary evidence (e.g. Power of Attorney, Executor, Trustee): __________________________
If signing on behalf of a company, please indicate your position within the company:
______________________________

Please Note: The information contained in the Development Application and in this form is publicly accessible under Section 12 of the Local Government Act and is made available on Council’s website.

Please Note: If the property is within a strata plan, the consent of the Owners Corporation is required under seal.
4. **Estimated cost of the development**

Estimated cost of development (incl. GST) $____________ as defined in Clause 255 of the *Environmental Planning and Assessment Regulation 2000*.

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5. **Description of proposed development or use (include in SEE)**

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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes, describe what is to be demolished

(Please Note: If you do not apply for demolition on this application, and you need to demolish structures on the site, a separate Development Application may need to be submitted to, and approved by, Council prior to the removal of any structures from the property).

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7. **Does your proposal involve any of the following?**

<table>
<thead>
<tr>
<th></th>
<th>A variation of any Development Standard requiring a SEPP1 Application? (Forms are available from the Administration Office Reception)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Housing for Older People or People with a Disability under the Seniors Living SEPP?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alterations / additions / change of use / demolition / strata subdivision under Part 3, SEPP (Affordable Rental Housing) 2009?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>None of the above</td>
<td></td>
</tr>
</tbody>
</table>

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8. **Present use of the site?**

<table>
<thead>
<tr>
<th>Use</th>
<th>Hours of Operation</th>
<th>No of Employees</th>
<th>Date Use commenced</th>
<th>Date Use Ceased</th>
</tr>
</thead>
</table>

**Proposed use of the site?**

<table>
<thead>
<tr>
<th>Use</th>
<th>Hours of Operation</th>
<th>No of Employees</th>
<th>Plant/Machinery to be installed</th>
<th>Type, size and quantity of goods to be produced/stored</th>
</tr>
</thead>
</table>

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9. **Which consent is sought?**

<table>
<thead>
<tr>
<th></th>
<th>Immediate Commencement – use to commence immediately or works to commence after Construction Certificate issued.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staged Consent – proposed works to be carried out in distinct stages.</td>
</tr>
<tr>
<td></td>
<td>Deferred Commencement – consent can be granted subject to submission of additional information / reports etc</td>
</tr>
</tbody>
</table>

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10. **Is the proposal ‘Regional Development’ as identified by the Major Projects State Environmental Policy?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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11. **Is this application for Integrated Development?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

*List other required approvals*
Applications for Integrated Development will be referred to the relevant approval body. Applications for Integrated Development must include:

a) Sufficient information for the approval body to make an assessment of the application

b) An additional fee of $250 for each approval body involved (separate cheques)

c) 2 additions copies of the application and accompanying plans/documentation for each approval body.

12. Do you also want a Local Government Act Approval?

- Water supply, sewerage, storm water drainage work
- Placing waste/waste storage container in a public place
- Moveable dwelling, manufactured home or manufactured home estate
- Place of public entertainment
- Temporary structure
- Domestic oil/solid fuel heater (not portable)
- Public carpark, caravan park or camping ground
- Undertakers, mortuary
- Amusement devices
- Swing or hoist goods over a public road
- Other (give details)

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

13. Have you or an associate made a reportable political donation or gift within the previous two years?

- Yes
- No

In accordance with the requirements of the Local Government & Planning Legislation Amendment (Political Donations) Act 2008, the applicant must disclose donations of $1,000 or more made to or for the benefit of a political party, an elected member or a group of candidates within two years before the application is made. The disclosure requirements continue to apply until the application is determined. A person making an application to a Council must also disclose gifts to employees of that Council. This also applies to associates of the Applicant.

If you or anyone associated with you have made a reportable political donation or gift within the period of two years, please complete a Political Donations and gifts Disclosure Statement.

Persons are associated with each other if:

a) They carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission), or

b) They are related bodies corporate under the Corporations Act 2001 of the Commonwealth, or

c) One is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or

d) They have any other relationship prescribed by the regulations.

14. Are you an employee of Forbes Shire Council or have an affiliation with a Council Officer by way of family, close personal friendship or business interest?

- Yes
- No

If yes, please provide details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
15. Your declaration

If applicant is a company or owners association, it must be signed by a director, secretary or authorised delegate under common seal

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement. I also understand that information contained in the Development Application and in this form is publicly accessible under Section 12 of the Local Government Act and is made available on Council's website.

Signature ___________________________ Date ____________

Part 2 How to lodge this application

Coming in to see us?
We are open for business from 8:30am to 5:00pm Monday to Friday (excluding Public Holidays). We strongly recommend that you consult with a Council Officer before lodging this application. The professional Duty Officers at the Council’s Administration Office can advise you of relevant planning and building controls and provide preliminary advice on proposals. However, for detailed information or advice on proposals, you will need to arrange a meeting with relevant officers. Please phone us on 02 6850 2344 to arrange an appointment.

Please Note:
If you post your application, please ensure that all the necessary information identified in the Development Application Guide has been included. If your application is incomplete, it will not be accepted and will be returned to you by mail with your cheque/money order.

Fees
Application fees are calculated on a scale based on the contract value of the work and are GST free. Ask our Customer Service Staff for further details.

Payment Methods
Pay by cash, cheque, bankcard, MasterCard, Visa, American Express & EFTPOS. Make cheques payable to Forbes Shire Council. Do not send cash in the mail.

Acknowledgement
We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid, and the registered number of the application.

Privacy
The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Forbes Shire Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Address the application to:
The General Manager
Forbes Shire Council

You can forward it to us by any of the following methods:
Courier or personal delivery:
Administration Office
2 Court Street
Forbes NSW 2871

Post: PO Box 333
Forbes NSW 2871

How to contact us:
Phone: (02) 6850 2300
Fax: (02) 6850 2399

Website: www.forbes.nsw.gov.au

OFFICE USE ONLY

Application Fee $...............................................
Notification Fee $...............................................
Design Review Panel Fee $.............................................
Advertising Fee $.............................................
Rectification $.............................................
Scanning Fee $.............................................
Plan First Fee $.............................................
Plan First Administration Fee $..........................................
Extras: ............................................................. $..............................

Total Fee $...............................................

Receipt No ........................................................ Date ..............................