

**Notes:**

1. All documents must be supplied as an electronic copy on a USB or by email when lodging a Development Application (including all written reports/statements and plans). See checklist and guidelines for titling protocols.
2. You must include all information requested on this form and the accompanying checklist, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
3. Attach your completed checklist to this form. Council's Customer Services Centre can assist you with any enquiries you have about completing your application.
4. At time of lodgement, Council will calculate application fees payable. Note: Until fees are receipted the application is not deemed to have been lodged at Council.
5. You can track the progress of your application online at [www.singleton.nsw.gov.au](http://www.singleton.nsw.gov.au) property tools – application search.
6. By submitting this application, you consent to Council's Authorised Officers to enter the land to carry out inspections for the purpose of assessing and determining this application.
7. If the owner is a company, a sole director, two directors and a secretary or an authorised person under common seal is required to sign the form. The position of the persons in the company must be stated on the form.

## Applicant Details

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring all the information provided is correct. All correspondence in relation to this application will be issued to the applicant as stated on this form.

Name/s (individual or company name in full)					
For companies, contact name					
Postal address					
Suburb		State		Post Code	
ABN					
Contact phone number					
Mobile number					
Email address					
Applicant's reference number					

## Property Details

Unit/House No.	Street	Suburb	Lot	Section	DP/SP

## Development Details

Existing Use:

Proposed Use:

a) Residential		
New	Alteration	
<input type="checkbox"/>	<input type="checkbox"/>	Dwelling house
<input type="checkbox"/>	<input type="checkbox"/>	Secondary dwelling
<input type="checkbox"/>	<input type="checkbox"/>	Dual occupancy
Other:		

b) Ancillary Residential Development					
<input type="checkbox"/>	Shed	<input type="checkbox"/>	Carport	<input type="checkbox"/>	Swimming Pool
<input type="checkbox"/>	Retaining Wall	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Pergola/Patio
<input type="checkbox"/>	Other:				
Note: some minor development may be undertaken as exempt or complying development under the <i>State Environmental Planning Policy (Exempt and Complying Code) 2008</i> .					

c) Non-residential		
New	Alteration	
<input type="checkbox"/>	<input type="checkbox"/>	Tourist and Visitor Accommodation
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Commercial / Retail
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Industrial
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Community Facility
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Recreational Facility
Description:		

New	Alteration	
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Structures, Events and Uses
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Mixed
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Demolition only
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal only
Description:		
<input type="checkbox"/>	<input type="checkbox"/>	Signage/Advertising only
Description:		
Other:		

d) Subdivision					
Number of existing lots:			Number of proposed lots:		
<input type="checkbox"/>	Torrens title		<input type="checkbox"/>	Strata subdivision	
<input type="checkbox"/>			<input type="checkbox"/>	Community title	
Other:					

## Estimated Development Cost

Estimated cost must include cost of materials (including fit out and fittings) and labour.

Development up to \$1 million must be calculated by a suitably qualified person\*. Development over \$1 million must be calculated by a registered quantity surveyor.

\*E.g. a builder licensed to undertake the proposed works, a registered architect, and qualified and accredited building designer, or a registered quantity surveyor

\$



## Concept Development

This is usually only relevant for larger scale development. Concept development is explained in s.4.22 of the EP&A Act 1979.

i) Are you applying for concept development		ii) If yes, what stage is it for?	
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
iii) Associated previous approval numbers			

## Pre-Application Advice

If written advice was received, please provide a copy with the application documents.

Have you received any pre-application advice from the Council or an Agency?
Officer Name:

## Vegetation Removal

Tree Removal		Reference Number		Date	
Does your application involve the removal of, or any works to protect trees?					
If yes, an Arborist Report must be submitted with the application documents. For more information, refer to DA Guide.					

## Designated Development

Designated Development would generally be a type of Local Development that has the potential for significant environmental effects as defined in Schedule 3 of the *Environmental Planning & Assessment Regulation 2000*. Is the application defined as designated development?

No

Yes – please submit Environmental Impact Statement that has been prepared in accordance

to the Director General's requirements issued by the Department of Planning and Infrastructure.

## Environmental Impact

Is your proposal on land that is, or is part of, critical habitat, or is your proposal likely to have a significant effect on threatened species, populations, ecological communities or their habitats?

No

Yes – please attach a Species Impact Statement (SIS) that has been prepared in accordance with the Director

General's requirements issued by the Office of Environment and Heritage.



## Section 68 Local Government Act 1993 Approvals

Section 68 of the Local Government Act (LGA) 1993 identifies activities that require the approval of the Council. If so, please provide the relevant documentation as stated in the DA Guide available on Council's website.

Install a manufactured home, moveable dwelling to associated structure on land

Operate a system of sewage management

Other

### Integrated Development

*Integrated development is development that requires development consent (from Council) and approval under one or more of the Acts listed below. Please tick those applicable.,*

Is your application for integrated development?

No  Yes. If yes, tick each approval below that applies to your application:

Coal Mine Subsidence Compensation Act 2017 – Subsidence Advisory NSW  
s.22

Fisheries Management Act 1994 – Department of Industry and Investment NSW (Fisheries)  
s.144      s.201      s.205      s.219

Heritage Act 1977 – Office of Environment and Heritage  
s.58

Mining Act 1992 – NSW Department of Industry, Investment, Minerals & Petroleum  
s.63 & s.64

National Parks and Wildlife Act 1974 – Office of Environment and Heritage  
s.90

Petroleum (Onshore) Act 1991 – NSW Department of Industry, Investment, Minerals & Petroleum  
s.16

Protection of the Environment Operations Act 1997 – Environment Protection Authority  
s.43(a), s.47 & s.55      s.43(b), s.48 & s.55      s.43(d), s.55 & s.122

Roads Act 1993 – NSW Department of Transport - Roads & Maritime Service  
s.138

Rural Fires Act 1997 – NSW Rural Fire Service  
s.100B

Water Management Act 2000 – NSW Water  
s.89      s.90 &

Water Management Act 2000 – NSW Department of Industry - Land and Water  
s.91

Refer to **DA guide** for more information in relation to Integrated referral triggers.



<b>Owner Declaration</b> (enter details of all owners below)		
<input type="checkbox"/> I am the sole owner of the development site (provide details below)		
<input type="checkbox"/> There are multiple owners of the development site (provide details of all owners below, one per line)		
<input type="checkbox"/> The owner is a Company (details below) and I am authorised under delegation to provide owner's consent - my name and role designation is: <input type="text"/>		
Owner Name	Owner Address	Owner Email
<b>Owner Signature:</b>		
Handwritten forms are required to be signed by all owners. Where the form is completed in the editable PDF, a scanned copy of owners' signatures can be inserted. Where an electronic signature is inserted, owners will be bound by that signature.		
<b>Dated:</b>		
If there are more than 3 owners, please provide the additional details on an additional sheet. <b>Please be aware that it is a criminal offence to make a false declaration</b>		
<b>Applicant Declaration</b>		
<input type="checkbox"/> I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge		
<b>Applicant's Signature:</b>		
<b>Applicant's Name:</b>		
Handwritten forms are required to be signed by all applicants. Where the form is completed in the editable PDF, a scanned copy of applicants' signatures can be inserted. Where an electronic signature is inserted, applicants will be bound by that signature.		
<b>Dated:</b>		
<b>Political Donations</b>		
Have you, or any person with a financial interest in this application, made a political donation or gift (e.g. greater than \$1,000) in the previous two years? No      Yes		
If yes, please complete and submit a <b>Political gifts and donations form</b> with your application. It can be found at Singleton Council website>Council Leadership>Publications>Application forms A-Z>'Political donations and gifts disclosure form'		
<b>Conflict of Interest</b>		
I am an employee/Councillor or relative of an employee/Councillor	No	Yes
If yes, state relationship		

## PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website

<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.

