

All developments within Singleton Council water and sewer supply areas will require the lodgement of this application, to determine potential for impact on Council's water supply and/or sewer infrastructure. This excludes minor internal dwelling alterations with no plumbing work and properties outside Council's water and sewer supply areas.

This application is required for all Complying, Exempt and State Development Applications.

Applicant Details

The applicant is the person responsible for making the application and need not be the owner of the land. All correspondence in relation to this application will be issued to the applicant, via email unless otherwise advised.

Name/s

(Individual/company name in full) _____

Company Contact Name _____

ABN _____

Postal Address _____

Suburb _____

State _____

Post Code _____

Contact Numbers _____

Office _____

Mobile _____

Email Address _____

Applicant's Reference _____

Development Details

Residential

Single Dwelling

Second Dwelling

Dual Occupancy

Multi Occupancy

Alterations/Additions

Description

Ancillary Residential

Shed

Deck

Patio/Awning/Pergola

Retaining Wall

Swimming Pool

Carport

Other

Description

Non Residential

Commercial/Retail

Industrial

Tourism

Community Facility

Signage/Advertising

Change of Use

Other

Description

Subdivision

Torrens Title

Strata Subdivision

Community Title

Number Existing Lots _____

Number Proposed Lots _____

Description

Full set of plans attached:
(to scale)

YES

NO (must be submitted with development application)

If submitted with development application, additional sets of plans are not required.

Property Details

Number	Street Name	Suburb	Lot	DP

Owner Name(s)	Address	Email Address

If there are more than three owners, please provide the additional details on an additional sheet.

Applicant Declaration

- I hereby apply for a Building Plan Assessment relating to the provision of or impact on water and/or sewer infrastructure for the land and development described in this application.
- I acknowledge all requirements have been included and understand incorrect or insufficient information will result in delayed assessment.

Signature of Applicant: _____

Date Signed: _____

- By ticking this box I have signed this form electronically and will be bound by my signature.

Information for Applicants

When is a Building Plan Assessment – Exempt and Complying Development Advice needed?

- If you are seeking a complying development approval through Council or a Private Certifier
- If the proposed development is Exempt from approval under a SEPP, but will be constructed within Council's water or sewer supply areas.

When is a Building Plan Assessment – Exempt and Complying Development Advice NOT needed?

- If the proposed development is being assessed by Council through the Development Assessment process; the Building Plan Assessment is undertaken as part of that process
- If the proposed works are minor internal dwelling alterations with no plumbing work
- If the proposed development is within Hunter Water's area of operation

What you need to provide?

- A full set of plans (to scale, show dimensions of structure to boundaries)
- Completed application form (including description of development)
- Payment of fee.

What happens next?

- Water and Sewer Group assess the plans and investigate the development requirements and/or impacts of the development on existing water and sewer infrastructure and levels of service to determine the impact of the development on water or sewer assets.
- If there is no impact or no additional requirements, plans will be stamped and returned
- If there is an impact or additional approvals are required, such as Building Over or Adjacent to Assets, Water Management Act Certificate of Compliance, or Water Service Request, advice from Council's Water and Sewer Group outlining your requirements for water and sewer services and what to do for the connection of services will be issued.

Applications will be assessed and responded to the applicant in 5 working days. Incorrect or insufficient information will result in delayed assessment, as will requests for additional information.

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 www.singleton.nsw.gov.au/privacy.

Council Use Only:

Title Protocol Water and Sewer – Building Plan Assessment Application - Lot [No] DP [No] – Street Address – Suburb – Applicant Name

Receipt No. _____ Receipt Date _____ Receipt Officer _____ GL 07045.0385

SINGLETON COUNCIL | **Water and Sewer Group**

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