

BUILDING PLAN ASSESSMENT APPLICATION FORM

All developments within Singleton Council's Water and Sewer Supply areas require the lodgement of this application, to determine potential impacts on Council's Water and/or Sewer Infrastructure. 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. Payment advice and correspondence in relation to this application will be issued to the applicant by email only.

Name/s (Individual/Company)				
Company Contact Name			ABN	
Postal Address				
Suburb		State		Postcode
Contact Numbers		Mobile		
Email Address				
Applicant Reference				

PROPERTY DETAILS

Number	Street Name	Suburb	Lot	DP

DEVELOPMENT DETAILS

Application Type	<input type="checkbox"/> Development Application	<input type="checkbox"/> Complying Development	<input type="checkbox"/> Exempt Development
Residential	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Dual Occupancy	<input type="checkbox"/> Multi Occupancy
	<input type="checkbox"/> Alterations / Additions	Development Description	
Ancillary Residential	<input type="checkbox"/> Shed	<input type="checkbox"/> Carport	<input type="checkbox"/> Patio / Awning / Pergola
	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Other
	Development Description		
Non Residential	<input type="checkbox"/> Commercial / Retail	<input type="checkbox"/> Industrial	<input type="checkbox"/> Tourism / Accommodation
	<input type="checkbox"/> Community Facility	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Signage / Advertising
	<input type="checkbox"/> Other	Development Description	
Subdivision	<input type="checkbox"/> Torrens Title	<input type="checkbox"/> Strata Subdivision	<input type="checkbox"/> Community Title
	Number of Existing Lots		Number of Proposed Lots
	Development Description		

APPLICANT DECLARATION

- ☐ I declare that the information provided in this application and all supporting documentation and evidence is true and correct.
- ☐ 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.
- ☐ Full set of Development Plans attached.

Applicant Name	Signature	Date

INFORMATION

When is a Building Plan Assessment Application required?

- If you are seeking a development application approval through Council.
- 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 Application NOT required?

- If the proposed development is outside Singleton Council's water and/or sewer supply area.
- If the proposed development is within Hunter Water's area of operation.

What you need to provide?

- Full set of Development Plans (to scale, showing distances of structure to boundaries)
- Completed application form (including description of development)
- Payment of application fee. Please refer to Council's [Fees and Charges](#) to view current application fees.

What happens next?

- Singleton Council's water and sewer group will assess the development plans to determine if there is any impact on Council's water and sewer infrastructure and if any additional approvals are required.
- If there are no water and sewer requirements, plans will be stamped and returned.
- If there are water and sewer approvals required, such as Building in the vicinity of water and sewer assets, certificate of compliance under the *Water Management Act 2000* (NSW), or a Water Connection Request, advice from Council's Water and Sewer Group outlining your water and sewer requirements will be issued.

Applications will be assessed and responded to the applicant in 5 working days as per Council's [Water and Sewer Customer Service – Levels of Service](#) however, incorrect or insufficient information will result in delayed assessment.

HOW TO LODGE YOUR APPLICATION

This application can be lodged in person or electronically via email council@singleton.nsw.gov.au.

(Insert Button Here)

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. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.