

| OFFICE USE | |
|---------------|--|
| CDC Fee | |
| Receipt No. | |
| CDC ref. | |
| Date received | |

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION FORM

(for both new and amended applications)

Incorporating Appointment of Principal Certifier (PC)

This application is a contract for certification work in accordance with Section 31 of the Building and Development Certifiers Act 2018
The Certification Appointment and Service Agreement forms part of this contract

New Application Modified application Existing CDC approval no. _____

PART A PROPERTY, APPLICANT AND OWNER DETAILS

1. LOCATION OF PROPOSED DEVELOPMENT

Lot: DP/SP:

Unit No: House No:

Street:

Suburb: Postcode:

2. APPLICANT DETAILS

The certifier must advise adjoining neighbours when *certain* complying development applications have been lodged. Clause 130AB of the EP&A Regulation requires this written advice to include the name, address and contact details (mobile phone/email) of the applicant.

Surname:
or Company Name

Given Name:
or Company contact person

Mobile: Other:

Email:

Street No. & Name:

Suburb: Postcode:

3. OWNER(S) DETAILS

Signatures of **all** registered owners are required on the last page of this application form. Without signatures of all registered owners, the application cannot be lodged.

As per applicant's details: otherwise, please provide details below

| Given Name(s) <small>or Company Name</small> | Surname(s) <small>or Company contact person</small> |
|---|--|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Please provide contact details of nominated owner:-

Email:

Mobile: Other:

Street No. & Name:

Suburb: Postcode:

4. ESTIMATED COST OF DEVELOPMENT

\$

Must be the full contract price for labour and materials or a genuine cost estimate of work. If understated, the amount will be adjusted using standard industry guides

PART B

COMPLYING DEVELOPMENT DETAILS

1. STATE ENVIRONMENTAL PLANNING POLICY

This Complying Development application is made under:- (please tick the applicable box)

- Codes SEPP (Exempt and Complying Development Codes) 2008 Please select one of the following sub categories if using the Codes SEPP
- NOTE:** You must select whichever policy is most suitable to your needs, however only 1 can be selected which must be used in its entirety.
- | | |
|--|---|
| <input type="checkbox"/> Part 3 Housing Code | <input type="checkbox"/> Part 5 Commercial and Industrial Alterations Code |
| <input type="checkbox"/> Part 3A Rural Housing Code | <input type="checkbox"/> Part 5A Commercial and Industrial (New Buildings and Additions) Code |
| <input type="checkbox"/> Part 3B Low Rise Housing Diversity Code | <input type="checkbox"/> Part 5B Container Recycling Facilities Code |
| <input type="checkbox"/> Part 3C Greenfield Housing Code | <input type="checkbox"/> Part 6 Subdivisions Code |
| <input type="checkbox"/> Part 4 Housing Alterations Code | <input type="checkbox"/> Part 7 Demolition Code |
| <input type="checkbox"/> Part 4A General Development Code | <input type="checkbox"/> Part 8 Fire Safety Code |
- SEPP Affordable Rental Housing 2009 SEPP Infrastructure 2007

2. DESCRIPTION OF COMPLYING DEVELOPMENT

Please select the type of complying development proposed. More than one type of Complying Development can be nominated. For example, you can apply for a new dwelling and a swimming pool under the same application.

- | RESIDENTIAL | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Carport | <input type="checkbox"/> New dwelling (2 storey) |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Swimming pool | <input type="checkbox"/> Alterations and additions (1 storey) |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Spa | <input type="checkbox"/> Alterations and additions (2 storey) |
| <input type="checkbox"/> Cabana | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Secondary dwelling |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Strata subdivision |
| <input type="checkbox"/> Shed | <input type="checkbox"/> New dwelling (1 storey) | <input type="checkbox"/> Other |

- PART 3B LOW RISE HOUSING DIVERSITY CODE**
- The erection or alteration of, or addition to -
- | | | |
|--|---|---|
| <input type="checkbox"/> Dual occupancy | <input type="checkbox"/> Manor house | <input type="checkbox"/> Multi dwelling housing (terrace) |
| <input type="checkbox"/> Attached/detached development related to any of the above 3 development types | <input type="checkbox"/> Conversion of an existing dwelling to a dual occupancy | |

- | COMMERCIAL AND INDUSTRIAL | | |
|--|--|---|
| <input type="checkbox"/> New building | <input type="checkbox"/> Shop front and awning alterations | <input type="checkbox"/> Fences |
| <input type="checkbox"/> Building Alterations (internal) | <input type="checkbox"/> Skylights and roof windows | <input type="checkbox"/> Strata subdivision |
| <input type="checkbox"/> Change of use of premises | <input type="checkbox"/> Signage | <input type="checkbox"/> Other |
| <input type="checkbox"/> First use of premises | <input type="checkbox"/> Earthworks, retaining walls | |
| <input type="checkbox"/> Mechanical Ventilation System | <input type="checkbox"/> Driveways, paths, paving | |

Please provide a detailed description of the proposal selected above, **OR** if an application for modification, a detailed description of the modification

3. CLASSIFICATION OF BUILDING

Class of the proposed building under the Building Code of Australia. If parts of the building have different classes, include all classes.

4. DEMOLITION

Does the development involve the demolition or removal of a wall near a side or rear boundary?

| | |
|-----|----|
| Yes | No |
|-----|----|

Is there a wall on the adjoining property adjacent to the wall to be demolished or removed, and is it less than 0.9m from the boundary?

| | |
|-----|----|
| Yes | No |
|-----|----|

If you answered **yes** to the above questions, a professional engineer's report detailing the method of maintaining support to the wall on the adjoining property is **required to be submitted** with this application.

5. ASBESTOS

If any bonded asbestos or friable asbestos material will be disturbed, repaired or removed in carrying out the development, what is the estimated area of the material?

 m² N/A

NOTE: Complying Development legislation requires that should the work involve the removal of bonded or friable asbestos (of an area of more than 10 square metres), a copy of the signed contract between the demolisher and applicant/owner (the person having the benefit of the complying development certificate) will be required prior to work commencing. It may help in expediency if this contract were submitted on lodgement (rather than being requested prior to booking the pre demolition inspection once approved). This contract must indicate whether any asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the asbestos material is to be delivered.

PART C

COMMERCIAL AND INDUSTRIAL

1. BUILDING SUBJECT TO PERFORMANCE SOLUTION

Commercial and Industrial
Clause 130 (2E) EP&A Reg 2000

Are you proposing internal alterations or a change of use?

| | |
|-----|----|
| Yes | No |
|-----|----|

Is the existing building (in total or in part) subject to a Performance Solution relating to a fire safety requirement under the BCA?

| | |
|-----|----|
| Yes | No |
|-----|----|

Where both of the above circumstances apply, you must attach a written report from an accredited certifier (who is accredited to assess this type of building with a Performance Solution). The written report must include a statement that the proposed development is consistent with the Performance Solution.

The building owner/strata manager will be able to supply you with a copy of the Annual Fire Safety Statement for the building. This statement references all Performance Solutions that apply to the building.

2. CHANGE OF USE
Building alterations (internal)
Commercial and industrial

This section is to be completed if the application is for a 'change of use' and/or building alterations (internal).

The part of the premises subject to this application must already have a current lawful use.

Please nominate the **relevant** Development Consent number and date for the current lawful use –

No. Date of Consent

The conditions of the above nominated consent relating to the *current* lawful use of the premises including hours of operation, noise, car parking, loading, vehicular movement, traffic generation, waste management and landscaping, must not be contravened by the *proposed* use.

NOTE

Should your proposal involve a change to these conditions, or development consent for a current lawful use not be in existence, the complying development provisions cannot be used and you will need to apply for development consent.

3. FIRST USE
Commercial and industrial

This section is to be completed if the application is for the **first** lawful use of a premises or part of a premises.

There must be in existence a development consent for the premises.

Please nominate the **relevant** Development Consent number and date –

No. Date of Consent

The conditions of the above nominated consent relating to the premises including hours of operation, noise, car parking, loading, vehicular movement, traffic generation, waste management and landscaping, must not be contravened by the proposed use.

NOTE

Should your proposal involve a change to these conditions, or the part of the premises subject to this application already has consent for a lawful use, the 'first use' complying development provisions cannot be used.

4. HOURS OF OPERATION and STAFF and OCCUPANT NUMBERS
Commercial and industrial

Please list the hours of operation for the proposed use

| | | |
|-------------------|------|----|
| Monday – Saturday | FROM | TO |
| Sunday | FROM | TO |

Note – if the proposed hours are outside the hours specified in the conditions of the relevant consent nominated in sections 2 or 3 above, then the proposed use cannot be Complying Development.

If the relevant consent nominated in sections 2 or 3 above does not contain a condition applying to hours of operation, then the hours proposed must be in accordance with clause 21 of the conditions applying to the Commercial Code.

Please provide proposed numbers of staff and occupants

| | |
|-------|-----------|
| STAFF | OCCUPANTS |
|-------|-----------|

PART D**BUILDING WORK DETAILS****1. WHO WILL BE DOING THE BUILDING WORK?**

Not determined at this time
This information will be required prior to work commencing

Or

Owner-Builder See notes below

Or

Licensed Builder

Builder's
Name:

Builder's
Licence No.:

Builder's
Address:

Email:

Mobile:

Other:

Notes

- If a licenced builder is not engaged and the value of any residential work exceeds \$10,000, a copy of an Owner-Builder permit must be submitted to the PC prior to building work commencing.
- Where Owner-Builder work is proposed and the value of the proposed work is over \$20,000, you must have either completed an approved owner-builder course, or can satisfy the approved equivalent qualifications.
- Evidence that an application has been lodged is required before NSW Fair Trading will issue an Owner-Builder permit.
- Further information about Owner-Builder Permits can be obtained from the NSW Fair Trading website [click here](#)
- Demolisher's details can be inserted as Builder's details where the application is for demolition

2. LONG SERVICE LEVY

If the value of work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Complying Development Certificate can be issued.

The levy can be paid online via the [Long Service Payments Corporation website](#) or alternatively, the levy can be paid to Council (*Hills Certifiers*), who are agents for the Long Service Payments Corporation, when lodging this application. Partial levy exemptions may be applicable in some instances, for further information on the long service levy please contact the Corporation

Has the Long Service Levy already been paid?

Yes Please ensure you have attached a copy of the levy payment receipt

No The Long Service Levy must be paid prior to the Complying Development Certificate being issued.

Long Service Levy not required

3. HOME BUILDING COMPENSATION FUND (HBCF) INSURANCE

If you are using a licenced builder for residential building work exceeding \$20,000, a Certificate of Home Building Compensation Fund (HBCF) Insurance must be provided to confirm that it has been obtained. For more information, refer to the [Home Building Compensation Fund website](#)

Has a Certificate of Insurance under the HBCF been provided?

Yes Please ensure you have attached a copy of the HBCF Certificate of Insurance

No A copy of the HBCF Certificate of Insurance must be submitted to the PC prior to building work commencing. The PC may not be able to carry out inspections if the HBCF Certificate of Insurance has not been provided.

HBCF Insurance not required

4. SHIRE WIDE SECTION 7.12 CONTRIBUTIONS PLAN

For more information, refer to [The Hills Shire Council Shire Wide 7.12 Contributions Plan](#)

A Shire Wide Section 7.12 Contributions Plan operates over certain parts of the Hills Shire where the cost of the development exceeds \$100,000. This levy will be applied toward the provision of public facilities. A cost summary report must be lodged with the application and, if applicable, the levy must be paid prior to the works authorised by the Complying Development Certificate commencing.

Has the 7.12 Contribution been paid?

Yes Please ensure you have attached a copy of the payment receipt

N/A Please specify reason below

Shire Wide 7.12 Contribution Plan does not apply to this land

Proposed cost of the development does not exceed \$100,000

PART E

PRINCIPAL CERTIFIER (PC)

REQUIREMENTS

It is a requirement that a PC be appointed before the commencement of work. The PC must be a registered certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with section 81A of the Environmental Planning and Assessment Act 1979. The PC may also issue an Occupation Certificate which permits occupation or use of a building or part.

PCA APPOINTMENT

Will Council (*Hills Certifiers*) be the PC?

Yes

I wish to appoint The Hills Shire Council (*Hills Certifiers*) as the PC for this project. Please complete the PC Appointment Declaration below

Note – Should you not wish to appoint a PC at this time, a separate PC Appointment and Service Agreement from a registered certifier will still be required **before** you start work.

We have this documentation available should you wish to appoint us at a later date, however, it may be simpler to appoint us now by completing the PC Appointment Declaration below.

No

I do not wish to Appoint a PC at this time. Note – A separate PC agreement from a registered certifier will be required before you start work.

APPOINTOR'S DETAILS

The appointor **cannot** be the building contractor unless they own the property.

As per "Applicant Details" in Part A Section 2

Or

As per "Owner(s) Details" in Part A Section 3

Or

Appointor's Name:

Appointor's Address:

Suburb:

Postcode:

Email:

Mobile:

Other:

APPOINTMENT DECLARATION

I have freely chosen to engage *Hills Certifiers* to carry out all necessary certification work relevant or related to the development.

I have read, understood and accept the terms and conditions contained in the "Certification Appointment & Service Agreement". A copy of this document is available from the *Hills Certifiers'* website hillscertifiers.com.au.

I have read all documents accompanying the contract and understand the roles and responsibilities of both myself as appointer, and of the registered certifier.

.....
Appointor's Signature

.....
Date

This information is required for the purpose of providing information to the Australian Bureau of Statistics.

1. GENERAL DATA

Area of land (m²):

Gross Floor Area of existing building (m²):

Gross Floor Area of proposed addition or new building (m²):

Number of storeys the proposed building will consist of:

2. CONSTRUCTION MATERIALS DATA

Please select the building material which best describes the materials the new work will be constructed of:-

| Exterior Wall Material | Code |
|------------------------|-----------------------------|
| Brick veneer | <input type="checkbox"/> 12 |
| Full Brick | <input type="checkbox"/> 11 |
| Single Brick | <input type="checkbox"/> 11 |
| Concrete Block | <input type="checkbox"/> 11 |
| Concrete/Masonry | <input type="checkbox"/> 20 |
| Concrete | <input type="checkbox"/> 20 |
| Steel | <input type="checkbox"/> 60 |
| Fibrous cement | <input type="checkbox"/> 30 |
| Hardiplank | <input type="checkbox"/> 30 |
| Timber or Weatherboard | <input type="checkbox"/> 40 |
| Clad - Aluminium | <input type="checkbox"/> 70 |
| Curtain Glass | <input type="checkbox"/> 50 |
| Other | <input type="checkbox"/> 80 |
| Unknown | <input type="checkbox"/> 90 |

| Roof Material | Code |
|-----------------------|-----------------------------|
| Aluminium | <input type="checkbox"/> 70 |
| Steel | <input type="checkbox"/> 60 |
| Concrete | <input type="checkbox"/> 20 |
| Concrete Tile | <input type="checkbox"/> 10 |
| Fibrous Cement | <input type="checkbox"/> 30 |
| Fibreglass | <input type="checkbox"/> 80 |
| Masonry or Terracotta | <input type="checkbox"/> 10 |
| Slate | <input type="checkbox"/> 20 |

| Floor Material | Code |
|----------------|-----------------------------|
| Concrete | <input type="checkbox"/> 20 |
| Timber | <input type="checkbox"/> 40 |
| Other | <input type="checkbox"/> 80 |
| Unknown | <input type="checkbox"/> 90 |

| Frame Material | Code |
|----------------|-----------------------------|
| Timber | <input type="checkbox"/> 40 |
| Steel | <input type="checkbox"/> 60 |
| Aluminium | <input type="checkbox"/> 70 |
| Other | <input type="checkbox"/> 80 |
| Unknown | <input type="checkbox"/> 90 |

PART G

ACCOMPANYING DOCUMENTATION CHECKLIST

As part of this application, you are required to attach a list specifically detailing all documents accompanying the application. Please refer to [Council's fact sheet directory](#) "Electronic Lodgement of Development Application files" for information on how to structure and name documents/files.

| | Applicant use | | Office use |
|--|--------------------------|--------------------------|--------------------------|
| | YES | N/A | |
| DEMOLITION applications only | | | |
| <input type="checkbox"/> A site plan clearly showing - Electronic copy <ul style="list-style-type: none"> • Structure/s to be demolished and their associated setbacks from the boundaries. • If the structure/s to be demolished are within 900mm of the adjoining boundary, the existing structures (such as dwellings, etc) on that adjoining property must also be shown (please note that there are specific requirements for demolition adjacent to boundaries [see page 3 of the application form]). • A notation that – <ul style="list-style-type: none"> - there will be no trees/vegetation removed as part of the CDC application, and - they will be protected during the demolition works. • If you are proposing to remove trees, you will need to separately lodge with Council for consideration, an application for tree removal as the clearing of vegetation or the felling of trees does not fall within the scope of complying development for demolition. <input type="checkbox"/> A notation that the demolition works and removal of all materials will be completed in accordance with AS 2601. <input type="checkbox"/> The physical location of the – <ul style="list-style-type: none"> • security fencing to restrict access to the development site • sediment and erosion control measures • site toilet • truck shake down area <input type="checkbox"/> A satisfactorily completed waste management plan for the demolition works including details of the demolisher (if known). <input type="checkbox"/> A professional engineer's report detailing the method of maintaining support to the wall (if required - see Part B No. 4, page 3). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ALL applications except demolition | | | |
| CERTIFICATE OF TITLE Electronic copy <input type="checkbox"/> A copy of the Certificate of Title for the lot. | <input type="checkbox"/> | | <input type="checkbox"/> |
| REGISTERED EASEMENTS Electronic copy <input type="checkbox"/> If the land is subject to a registered easement, a title diagram for the lot and any adjoining lot that benefits from the easement is also required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GENERAL PLAN REQUIREMENTS Plans must be drawn to scale (preferably 1:100 or 1:200) and the scale identified on each plan. Free hand or illegible drawings will not be acceptable. A digital copy of all documentation (PDF format on CD or USB) assists us in providing you with faster approvals. Please refer to the Council's fact sheet directory for further details. The following information should be provided on all plans:- <ul style="list-style-type: none"> <input type="checkbox"/> Property description including Lot and DP number, house/unit number, street name and suburb <input type="checkbox"/> Architect/designer name, contact details and date of drawing <input type="checkbox"/> Location of true north <input type="checkbox"/> Measurements in metric <input type="checkbox"/> BASIX commitments (where relevant) <input type="checkbox"/> Buildings, or parts of building to be demolished to be indicated <input type="checkbox"/> Highlight in colour all proposed additions <input type="checkbox"/> Bushfire Attack Level (BAL) construction methods <input type="checkbox"/> Plans stamped by a Sydney Water Quick Check Agent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SURVEY PLAN Electronic copy Information should include (where relevant):- <ul style="list-style-type: none"> <input type="checkbox"/> Boundary dimensions, geometry and site area <input type="checkbox"/> Location and use of all existing structures <input type="checkbox"/> Location of all trees greater than 3m in height (including street trees that may front the site) <input type="checkbox"/> Details of any easement or restrictions on the use of the land <input type="checkbox"/> Existing levels – contours and spot levels (preferable to Australian Height Datum (AHD)) <input type="checkbox"/> Position and use of all buildings and structures on adjoining land (including their property description/street address) <input type="checkbox"/> Location of all utility services on the site and fronting the property, including stormwater, sewer and telecommunication pits, power poles and the like | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SITE PLAN Electronic copy Information should include (where relevant):- <ul style="list-style-type: none"> <input type="checkbox"/> Location of all registered easements <input type="checkbox"/> Location of new and existing buildings in relation to site boundaries and all buildings and structures on adjoining land <input type="checkbox"/> Location of any windows on adjoining land facing the proposed new buildings <input type="checkbox"/> Proposed finished levels of the lot indicating extent of cut and fill, floor levels of buildings, street kerb invert levels and stormwater drains <input type="checkbox"/> Location dimensions and area of any impermeable surfaces (including driveways) covering the lot <input type="checkbox"/> Location dimensions and area of private open space <input type="checkbox"/> Layout of stormwater drainage including the lawful point of drainage discharge <input type="checkbox"/> Location of vehicle access and car parking including dimensions, gradient and extent of cut and fill <input type="checkbox"/> Proposed landscaping and treatment of the land (indicating plant types and their height and maturity) <input type="checkbox"/> Site protection details during construction <input type="checkbox"/> Swimming pool volume calculations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|---|--------------------------|
| <p>ARCHITECTURAL PLANS Electronic copy Information should include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor plans of proposed buildings showing layout, partitioning, room dimensions and area and intended uses of each part of the building <input type="checkbox"/> Window and door location and dimensions <input type="checkbox"/> Floor levels and steps in floor levels <input type="checkbox"/> Elevations and sections showing proposed external colour, material, finishes, heights and levels including roof pitch and ridge height. | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>BUILDING SPECIFICATIONS Electronic copy</p> <p>The specifications are a written statement that should be up to date and include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> The construction of the building to specific BCA standards and materials to be used <input type="checkbox"/> Type and colour of external finishes <input type="checkbox"/> Whether the materials proposed to be used are new or second-hand and give particulars of any second-hand materials to be used <input type="checkbox"/> The method of drainage, effluent disposal, and water supply <input type="checkbox"/> Any other details relevant to the construction of the building <input type="checkbox"/> If relevant, evidence of any accredited component, process or design sought to be relied upon | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>BASIX (SUSTAINABILITY) CERTIFICATE Electronic copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> For new dwellings, additions and alterations to dwellings (where the value of the work is \$50,000 or more) and new swimming pools having a volume of 40,000 litres or greater, a current BASIX certificate must accompany the application <input type="checkbox"/> Applications cannot be accepted without this certificate (if required). You can generate a BASIX Certificate on the BASIX website | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>ENGINEERING PLANS AND SPECIALIST REPORTS Electronic copy</p> <p>Information should include (where relevant):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site and soil investigation report <input type="checkbox"/> Method of termite protection <input type="checkbox"/> Footing, wall bracing, roof truss and bracing layout plans <input type="checkbox"/> Structural engineer's details for all reinforced concrete, retaining wall and structural steel components <input type="checkbox"/> All engineering documentation must be certified by a practising professional engineer | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>HYDRAULIC ENGINEERING REPORT If the lot or any part of the lot is considered as being a flood control lot</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written certification prepared by either Council or a professional hydraulic engineer as required by the relevant SEPP Code. | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>BUSHFIRE ATTACK LEVEL (BAL) RISK ASSESSMENT CERTIFICATE Electronic copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the property is wholly or partly mapped as bushfire prone land, a BAL Certificate must be lodged with the complying development application. We can provide BAL certificates subject to separate application. | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>TREE APPROVAL Electronic copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> If required, has separate approval been obtained for the removal of trees or vegetation? | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| <p>FIRE SAFETY STATEMENT Electronic copy</p> <p>Information should include (not required for dwellings and outbuildings):-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed alteration to existing building (BCA Classes 2-9) are to be accompanied by a statement from an accredited person detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety <input type="checkbox"/> A schedule of fire safety measures listing all existing and those proposed to be installed in the building <input type="checkbox"/> In addition to the above, if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling house): <ul style="list-style-type: none"> • A list of Category 1 fire safety provisions (as defined by the EP&A Regulations) that currently apply to the existing building, and • A list of Category 1 fire safety provisions that are to apply to the building following its change of use • A list of the existing and proposed essential fire and other safety measures that apply to the building | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |

PART H

DECLARATIONS

1. APPLICANT

I declare that all the information provided in this application is, to the best of my knowledge, true and correct.

I understand that:

- I am entering into a contract with Council as required by Section 31 of the Building and Development Certifiers Act 2018. A copy of the certification Appointment and Service Agreement is available from the [Hills Certifiers' website](#).
- This application authorises Council (*Hills Certifiers*) officers to enter the property to perform inspections associated with its processing and subsequent determination.
- I am liable to pay for/rectify any damage caused to public infrastructure arising from construction works associated with the proposed development.

.....
 Applicant Signature Date

2. OWNER

I/we are the owners of the subject land and consent to this application and to Council (*Hills Certifiers*) staff entering premises during normal office hours for the purpose of conducting inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of the owners being a corporation, an ACN Number is required, or if crown land, written authorisation of the relevant statutory authority.

Company seal not required if an ACN has been provided.



.....
 Owner Signature Date

.....
 Owner Signature Date

.....
 Owner Signature Date

.....
 Owner Signature Date

.....
Date

ACN (if relevant)

3. COUNCIL

- Application form satisfactorily completed
- Relevant accompanying documents have been provided (refer to checklist)
- Contract completed, signed and included please circle YES / NO
- I confirm the application is suitable for lodgement

.....
 Officer Name Officer Signature Date

Signed for and on behalf of The Hills Shire Council

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website www.ipc.nsw.gov.au