DEVELOPMENT APPLICATION
(Section 4.12 Environmental Planning & Assessment Act, 1979)

Application No: D .................... / ....................... 

Parcel No(s): 

Date lodged: 

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning and Assessment Act, and in accordance with such Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies eg Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PPIP Act and GIPA Act. Enquiries may be directed to Council’s Public Officer concerning the PPIP Act or Council’s Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

Part 1

Site and Applicant Details

1. Location of the proposed development

   Unit No

   House No

   Village/ Locality

   Street

   Property/Building name

2. Land title description

   Lot(s)

   Section

   Deposited Plan(s)

   Other

   Strata Plan

3. Your (the Applicant’s) name

   Title

   Mr

   Mrs

   Ms

   Miss

   Surname

   Given names

   Company

   Company contact name

   ABN

4. Your postal address

   ..................................................................................................................

   ..................................................................................................................

   ..................................................................................................................

   Postcode ......................

5. Your phone or fax number

   Phone

   BH ( )

   Fax ( )

   Mobile

   Email

Part 2

Development Details

6. Development proposal

   Tick the applicable box(s) below:

   ☐ Use of land/building
   ☐ Erection of a building
   ☐ Subdivision of land/building
   ☐ Advertisement/advertising sign
   ☐ Carrying out of work
   ☐ Demolition
   ☐ Change of use
   ☐ Change of building use
   (ie change in BCA classification)

   Indicate the type of development proposed

   ..................................................................................................................

   ..................................................................................................................

    (Eg erection of dwelling, Strata subdivision, change of use of building from warehouse to retail store etc)

7. Development description

   ..................................................................................................................

   ..................................................................................................................

   ..................................................................................................................

   ..................................................................................................................
8. Proposed use
State the intended use of the land/building (eg warehousing of white goods, motor vehicle repairs etc)

9. Are you also seeking an approval under the Local Government Act, 1993?
You can apply with this development application to seek an approval for any of the listed activities which require approval under Section 68 of the Local Government Act, 1993. Additional fees may be applicable.

NOTE: Plans, specifications and information required for Council to process and assess the relevant Activity (including that which is specified in the Regulations under the Local Government Act) must also be submitted with this application.

10. Is this application for Integrated Development?
Nominate the additional approvals to be obtained from the administering approval bodies.

NOTE: An application for Integrated Development must include:

a) Sufficient information to permit the approval body to assess the application;
b) An additional fee of $320 for each approval body - Council requires a separate cheque to be made out to each body; and;
c) Additional copies of plans as determined by Council.

11. Does the development require the concurrence of State agencies?

12. Staged development?

13. Does this development require advertising?
Indicate if this Development is required to be advertised as a statutory requirement.
14. **What is the estimated cost of the development?**

<table>
<thead>
<tr>
<th>Estimated cost (includes GST)</th>
<th>$</th>
</tr>
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<tbody>
<tr>
<td>(Round up to the nearest $1,000)</td>
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</tbody>
</table>

15. **What are the operational hours of the development?**

<table>
<thead>
<tr>
<th>Days of Operation</th>
<th>Hours of Operation</th>
<th>Days of Operation</th>
<th>Hours of Operation</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>........... to ...........</td>
<td>Monday</td>
<td>........... to ...........</td>
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<tr>
<td>Saturday</td>
<td>........... to ...........</td>
<td>Tuesday</td>
<td>........... to ...........</td>
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<td>Sunday</td>
<td>........... to ...........</td>
<td>Wednesday</td>
<td>........... to ...........</td>
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<tr>
<td>Public Holidays</td>
<td>........... to ...........</td>
<td>Thursday</td>
<td>........... to ...........</td>
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<tr>
<td>OR</td>
<td></td>
<td>Friday</td>
<td>........... to ...........</td>
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</table>

16. **Part of your environmental consideration**

Tick the applicable boxes to indicate the likely affect of the proposed development.

- Is the land, or part of it, a critical habitat?  
  - Yes [ ]  
  - No [ ]

- Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?  
  - Yes [ ]  
  - No [ ]

**Note:** A more comprehensive environmental assessment must be submitted with this application, either in the form of a *Statement of Environmental Effects*, *Environmental Impact Statement*, and/or *Species Impact Statement*.

17. **Are you the owner of the land?**  
   - Yes [ ]  
   - No [ ]

**If no, please ensure Q18 is completed**

18. **Consent of all owners to lodge this application**

   The owner’s authorisation to lodge this application must be obtained if you are not the owner. This is a mandatory requirement of the Act.

   **Note:** If the land is owned by a company, the company seal must be provided with at least one executive signature.

   **Date:** / /

19. **Applicant’s declaration**

   I apply for approval to carry out the development described in this application, and I declare that to the best of my knowledge and belief, the information supplied is correct and complete. I also understand that:

   - Personal information, provided on/with this application will be available to be accessed by the public pursuant to the EP & A Act and the GIPA Act. The subject Acts permit members of the public to obtain extracts of the application and of certain accompanying documentation.

   - I am not entitled to copyright and am taken to have indemnified all persons using the application and documents in accordance with the Act against any claim or action in respect of breach of copyright (cl 10.14, EP & A Act, 1979).

   - This application authorises Council officers to enter upon such property for the purposes of assessing this application and the performing of any associated and subsequent inspections.

   - I am liable to pay for/rectify any damage caused to Council roads, drains etc arising from construction works associated with the proposed development.

**Development Details – Cont.**

**Signatures**

**Owner(s) name:** (Print) ......................................................

**Owner(s) signatures:** ........................................................................

- ...

- ...

- ...

- ...

- ...

- ...

- ...

- ...

- ...
Disclosure of Political Donations and Gifts
Under Section 10.4 of the *Environmental planning and Assessment Act 1979*, any reportable political donation to a Councillor and / or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years?

Yes ☐ No ☐

If yes, you are required to make a disclosure of a reportable political donation or gift under the EP&A Act, the disclosure is to be made:-

- In a statement accompanying, the relevant planning application if the donation or gift is made before the application is made, or
- If the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application was made within seven (7) days after the donation or gift is made.

If no, in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Conflict of Interest
Dubbo Regional Council has adopted a Policy entitled ‘Dealing with Development Applications for Councillors and Employees’, to ensure transparency in Council’s decision making process and to avoid potential conflicts of interest. You must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor. You MUST tick at least one of the boxes below:

☐ Neither I, the landowner or any other person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of Dubbo Regional Council.

☐ I am an employee/Councillor or relative of an employee/Councillor of Dubbo Regional Council. Name and relationship is: .................................

☐ The landowner is an employee/Councillor or relative of an employee/Councillor of Dubbo Regional Council. Name and relationship is: ...............................  

☐ Another person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of Dubbo Regional Council. Name and relationship is: .................................

Applicant’s signature: ___________________________________________ Date: / /

Name if not the applicant: _____________________________________________
Capacity if not the applicant: ___________________________________________

Part 4 Accompanying Documents

20. You must list all documents accompanying this application: (Schedule1 EP&A Reg.)

.........................................................................................................................
.........................................................................................................................
.........................................................................................................................
.........................................................................................................................
.........................................................................................................................

(If insufficient room, please attach a separate sheet listing all accompanying documents.)

21. Have you provided:

- Three (3) hardcopies of all plans/drawings & all other supporting documentation & YES ☐ NO ☐
- Three (3) hardcopies of the applicable supporting Statement of Environmental Effects?YES ☐ NO ☐
- a PDF electronic version of all plans & documentation (on disc / flash-drive)? YES ☐ NO ☐
### Part 5 Submission Checklist

#### 22. The Development Application must be accompanied with the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Yes</th>
<th>N/A</th>
<th>Office Use Only</th>
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<tbody>
<tr>
<td>Site Plan of the land, which must indicate the following:</td>
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<tr>
<td>- Location, boundary dimensions, site area and north point of the land,</td>
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<td>- Existing vegetation and trees on the land,</td>
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<td>- The location and uses of existing buildings on the land; and on the sites adjoining the land.</td>
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<tr>
<td>- The location and uses of buildings on sites adjoining the land.</td>
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<tr>
<td>Plan(s) of the development, which must indicate the following:</td>
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<tr>
<td>- The location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land’s boundaries and adjoining development,</td>
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<tr>
<td>- Floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building,</td>
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<td>- Elevations and sections showing proposed external finishes &amp; heights of proposed buildings,</td>
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<td>- Proposed finished levels of the land in relation to existing &amp; proposed buildings &amp; roads,</td>
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<td>- Proposed parking arrangements, entry and exit points for vehicles, &amp; provisions for movement of vehicles within the site (including dimensions where appropriate),</td>
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<td>- Proposed landscaping and treatment of the land (indicating plant types and their height and maturity)</td>
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<td>- Proposed methods of draining the land.</td>
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<tr>
<td>If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building.</td>
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<td>A Statement of Environmental Effects (in the case of development other than designated development), which must indicate the following:</td>
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<tr>
<td>- The environmental impacts of the development,</td>
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<td>- How the environmental impacts of the development have been identified,</td>
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<td>- The steps to be taken to protect the environment or lessen the expected harm to the environment,</td>
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<td>- Any matters required to be indicated by any guidelines issued by the Director-General of DOP</td>
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<tr>
<td>An Environmental Impact Statement (in the case of designated development).</td>
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<td>A Species Impact Statement (in the case of land that is, or part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities or their habitats).</td>
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<td>If the development involves a change of building use:</td>
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<tr>
<td>- A list of the category 1 fire safety provisions that currently apply to the existing building, and</td>
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<td>- A list of the category 1 fire safety provisions that are to apply to the building under its new use.</td>
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<td>If the development involves a new Class 1, 2, or 4 dwelling(s); or additions with a value &gt; $50,000:</td>
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<td>- a BASIX Certificate(s) detailing the building(s) required BASIX commitments.</td>
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<td>If the development involves any subdivision work:</td>
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<tr>
<td>- Details of the existing and proposed subdivision pattern (including roads and allotments),</td>
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<td>- Details of consultation with public authorities responsible for provision of utility services,</td>
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<td>- Preliminary engineering drawings indicating proposed infrastructure including roads, water, sewerage, stormwater, power, telephone, gas,</td>
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<td>- Existing and finished ground levels, existing buildings, trees, wells and water channels,</td>
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<td>- Details of areas to be filled, including nominating any existing trees to be removed,</td>
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<td>- Preliminary soil and water management details.</td>
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<tr>
<td>Additional information required by Council, where applicable:</td>
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<td>- Measures proposed to protect any adjoining properties, roads and footpaths, and the public.</td>
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<td>- Waste products generated by the development, there collection and manner of disposal.</td>
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<td>- Soil and water management plan, including erosion and sedimentation control details.</td>
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<td>- Type, vehicle size, frequency and delivery times of service and delivery vehicles to the site.</td>
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<tr>
<td>If the development is located on Bush Fire Prone Land:</td>
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<tr>
<td>- A bush fire assessment detailing compliance/deviations from Planning for Bush Fire Protection,</td>
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<tr>
<td>- And if Integrated due to s100B, provide all details specified under clause 44 of the Rural Fires Regulation 2013, together with completion of the NSW RFS Referral Form.</td>
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