



BELLINGEN SHIRE COUNCIL

ABN: 26 066 993 265

P O Box 117, BELLINGEN NSW 2454

Administration Office: 02 6655 7332

www.bellingen.nsw.gov.au

Office Use Only

Application Form

General Requirements

- The Information Booklet, available electronically or at the front counter, can be used to help determine the type of approval that the proposal will require.
- Council will not accept incomplete applications. It is the responsibility of the applicant to ensure required information is provided.
- Tick the boxes and fill out the sections as appropriate.
- Review and submit all the plans and documentation required to support the application.
- This form may be used for a single or combined application. Advice on the combining of applications should be first sought from Council prior to making an application(s).
- Fees **must** be paid at time of lodgement.

Privacy The personal information provided may be available for public access and/or disclosure under various

Notice: NSW Government legislation. For further information please contact Council's Corporate Services Division.

Office Use Only	DA No: _____	CC No: _____	CDC No: _____	FILE No:
	MD No: _____	LG No: _____	BC No: _____	
	SC No: _____	RW No: _____	DATE REC'D: _____	APPN ID: _____
PROPERTY ID: _____				

1. PROPERTY DETAILS

(THE FOLLOWING DETAILS MUST BE COMPLETED)

Lot No.	Deposited Plan No.	Strata Plan No.	Section No.
Address No.	Street/Road Name		
Town/Locality			Postcode

USE OF LAND AND BUILDINGS (Please describe, e.g. vacant land; dwelling; etc.)

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2. APPLICATION SUMMARY

TYPE OF WORK PROPOSED (PLEASE TICK THE RELEVANT BOXES)

<input type="checkbox"/> Building Works - New	<input type="checkbox"/> Building Works – Additions/Alterations	<input type="checkbox"/> Advertising Sign/s
<input type="checkbox"/> Demolition	<input type="checkbox"/> Subdivision / Boundary Adjustment	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Earth Works	<input type="checkbox"/> Works in Road Reserve	<input type="checkbox"/> OSMS
<input type="checkbox"/> Tree Removal/Lopping	<input type="checkbox"/> Activities & Events etc.	<input type="checkbox"/> Other

DESCRIBE THE WORKS

VALUE OF WORKS

NO. OF ADDITIONAL LOTS

\$

AND

(Relates to subdivision of land)

3. APPLICANT DETAILS

APPLICANT NAME(S)

Postal Address		Postcode
E-mail Address		Home Phone
Business Phone	Business Fax	Mobile Phone

I/we the applicants declare to the best of my/our knowledge and belief that all the particulars hereon are correct in every detail and the information required has been supplied. I/we also hereby consent to the Bellingen Shire Council displaying and copying the application/s and supporting documentation, including designs, for the purposes of seeking public comment, when necessary.

Signature(s)	Date

4. OWNER CONSENT DETAILS

ALL owners **must** complete this section. Where the owner is a corporation, the company seal must be applied and a statement of the capacity of the person signing the application. If you have recently purchased the land, you must provide a Certificate of title or Transfer Certificate showing the transferor, transferee and the current Lot and DP number of the property.

I/we the owners of the land to which the application/s apply hereby consent to the making of the application/s, and hereby grant to the council the power to enter and carry out inspections in relation to any land or building relating to the application/s.

OWNER(S) NAME

Address No.				Street/Road Name		Town/Locality		Postcode	
E-mail Address						Phone			
Signature(s)								Date	

OWNER(S) NAME

Address No.				Street/Road Name		Town/Locality		Postcode	
E-mail Address						Phone			
Signature(s)								Date	

(C) APPROVALS ISSUED UNDER THE ROADS ACT 1993 (SECTION 138)

Proposed works or use of the road reserve: _____

(D) APPOINTMENT OF A PRINCIPAL CERTIFYING AUTHORITY (PCA)

Once you have the necessary approvals the property owner **MUST** appoint a PCA prior to work starting

Appoint Bellingen Shire Council (for inspections/compliance certificates including the issue of the occupation/subdivision certificate).

Appoint an Accredited Certifier (please nominate) _____

6. FORWARDING INSTRUCTIONS (PLEASE PROVIDE INSTRUCTIONS FOR FORWARDING THE DETERMINATION)

Post to Applicant **Pick Up** (Phone No: _____)

7. BUILDING DETAILS

Please complete **ONLY** if you require a construction certificate or complying development certificate.

BUILDER/COMPANY NAME

Address No.	Street/Road Name	Town/Locality	Postcode

E-mail Address

Licence No.	Business Phone	Mobile Phone

PLUMBER/COMPANY NAME

Address No.	Street/Road Name	Town/Locality	Postcode

E-mail Address

Licence No.	Business Phone	Mobile Phone

8. BUILDING SUSTAINABILITY INDEX (BASIX)

BASIX Certificate supplied (see application guide for further details)

9. CONSTRUCTION DETAILS

No. of existing dwellings on the land on which the new building is to be erected? _____

No. of existing dwellings to be demolished in connection with the erection of the new building? _____

Does the land contain a dual occupancy? _____

STRUCTURE 1

Description of new building (e.g. dwelling, shop, garage, shed or carport) _____

No. of dwellings included in the new building _____

Value of new work \$ (including GST) _____

Is the building to be attached to any existing building? _____

Is the building to be attached to any other new building? _____

No. of storeys (including underground) _____

New floor area created by the building work (does not include area of unenclosed carports, verandahs etc)..... _____ m²

Floor

- 20.... concrete or slate
40.... timber
80.... other
90.... not specified

Frame

- 40 ... timber
60 ... steel
70 ... aluminium
80 ... other
90 ... not specified

Walls

- 11brick (double)
12brick (vener)
20concrete or stone
30fibre cement
40timber
50curtain glass
60steel
70aluminium
80other
90not specified

Roof

- 10tiles
20concrete or slate
30fibre cement
60steel
70aluminium
80other
90not specified

STRUCTURE 2

Description of new building (e.g. dwelling, shop, garage, shed or carport) _____

No. of dwellings included in the new building _____

Value of new work \$ (including GST) _____

Is the building to be attached to any existing building? _____

Is the building to be attached to any other new building? _____

No. of storeys (including underground) _____

New floor area created by the building work (does not include area of unenclosed carports, verandahs etc)..... _____ m²

Floor

- 20.... concrete or slate
40.... timber
80.... other
90.... not specified

Frame

- 40 ... timber
60 ... steel
70 ... aluminium
80 ... other
90 ... not specified

Walls

- 11brick (double)
12brick (vener)
20concrete or stone
30fibre cement
40timber
50curtain glass
60steel
70aluminium
80other
90not specified

Roof

- 10tiles
20concrete or slate
30fibre cement
60steel
70aluminium
80other
90not specified

10. LIST DOCUMENTS AND PLANS ACCOMPANYING THIS APPLICATION

- 1. _____
- 2. _____
- 3. _____
- 4. _____

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FEES & CHARGES

FILE No.	APPN ID	VALUE \$		
			FEE OR CHARGE	AMOUNT
				DATE PAID
				RECEIPT No.
			INTEGRATED FEE RECEIVED \$ _____	
S012			INTEGRATED DEVELOPMENT FEE – COUNCIL .. \$ _____	
S100			PLANNING REFORM FUND	\$ _____
S011			DEVELOPMENT APPLICATION	\$ _____
S011			COMPLYING DEVELOPMENT	\$ _____
S008			ADVERTISING	\$ _____
S011			MODIFICATION	\$ _____
S013			CONSTRUCTION CERTIFICATE	\$ _____ GST inc
S049			MANDATORY INSPECTIONS (No. of _____)	\$ _____ GST inc
S021			LONG SERVICE LEVY	\$ _____
S242			WATER SUPPLY	\$ _____
S125			WASTE SYSTEM INSTALLATION (SEPTIC, ETC) .	\$ _____
S239			WASTE SYSTEM (SEWER)	\$ _____
S094			LOCAL GOVERNMENT APPROVAL	\$ _____
S017			ROADS ACT	\$ _____
S049			OCCUPATION CERTIFICATE	\$ _____
S191			SUBDIVISION CERTIFICATE	\$ _____
A230			BOND	\$ _____
B136			PLAN APPROVAL FEE	\$ _____
B023			BUILDING CERTIFICATE	\$ _____
A013			PRIVATE CERTIFIER	\$ _____
B027			OTHER	\$ _____ GST inc
			(eg. building specs, copies of plans and documents, etc.)	
			TOTAL FEES \$ _____	RECEIPTED BY _____

REGISTRATION

- | | | |
|--|---|--|
| <input type="checkbox"/> Activity File record. | <input type="checkbox"/> Building Structure records. | <input type="checkbox"/> Referral Sheet/Merge doc. |
| <input type="checkbox"/> Workflow created. | <input type="checkbox"/> Advertising Structure records. | <input type="checkbox"/> Copies to Engineers. |
| <input type="checkbox"/> Land Parcel links. | <input type="checkbox"/> Waste System records. | |
| <input type="checkbox"/> Application records. | | |

REGISTRATION COMPLETED BY _____