

## Application for a Complying Development Certificate

### Information for the Applicant

- This form may be used to apply for a complying development certificate (a “CDC”) to carry out development classed as “complying development”. To complete this form, please place a cross in the relevant boxes, fill out the white sections as appropriate and attach copies of all documents indicated in the form as being required to be provided. To minimise delay in receiving a decision about the application, please ensure that all relevant information and documents are provided.
- Once completed, this application form should be submitted to a “certifying authority” for determination. Certifying authorities are either a private accredited certifier (which may be either an individual or a company) or the Local Council.
- It is recommended that applicants should obtain a planning certificate issued under s.10.7 Environmental Planning and Assessment Act 1979 from the Local Council and provide it to the certifying authority with this application. This may expedite the determination of the application.
- A single application for a CDC maybe made for development comprising the concurrent construction of new single storey or two storey dwelling houses if each is to be erected on existing adjoining lots.
- If the certifying authority issues a CDC, the Applicant (or a subsequent owner of the land on which the development is proposed to be carried out) has permission to carry out the development without the need to obtain further development consent.
- However, depending upon factors such as the type of development, the location of the development and whether there will be external work or activities involved (eg. road opening, use of footpath areas) there may still be a need to obtain other approvals in order for the work involved to be performed. A list of the possible additional approvals that may be required can be obtained from the Department of Planning at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au). In order to avoid potential delays in commencing any work, Applicants should ascertain whether other approvals will be needed, and if so, the stage at which they will be required.

### SECTION A. Details of the Applicant

Contact Name \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**SECTION B. Location and title details of the land where the development is to be carried out**

Lot No. \_\_\_\_\_

DP/SP No. \_\_\_\_\_

Flat/Street No. \_\_\_\_\_

Street Name \_\_\_\_\_

Suburb or Town \_\_\_\_\_

Post Code \_\_\_\_\_

**SECTION C. Describe the development proposed to be carried out**

Provide a brief description of the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

**SECTION D. Estimated cost of the development**

\_\_\_\_\_

The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.

**SECTION E. Environmental planning instrument**

Provide the name of the "environmental planning instrument" (\*see definition below) under which the development is complying development.

If the development is specified as complying development by a "development control plan" (\*see definition below) referred to in an environmental planning instrument, also provide the name of that development control plan.

Note: The criteria for complying development may vary between environmental planning instruments. You must nominate which instrument this Application is to be assessed under.

**Environmental planning instruments (EPI)** are State Environmental Planning Policies and Local Environmental Plans. Complying development is commonly, but not always, authorised under either the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 , or a Local Environmental Plan of the Council for the area where the development is to be carried out.

**Development Control Plan.** An EPI may refer to another instrument called a “Development Control Plan” (DCP) which contains more detailed provisions which support the EPI. A DCP may specify certain development as being complying development under the EPI

---

### SECTION F. Asbestos

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

square metres

*applicant to complete*

### SECTION G. Copyright

Information for the Applicant: Upon an application being made for a complying development certificate, the Applicant (not being entitled to copyright) is taken to have indemnified all persons using the application and any accompanying documents in accordance with the Act against any claim or action in respect of breach of copyright (See Cl. 129 EP&A Regulation 2000).

### SECTION H. Authority to enter and inspect land

Information for the Applicant: A certifying authority must not issue a complying development certificate for development unless the certifying authority, or an registered certifier or council on behalf of the certifying authority, has carried out an inspection of the site of the development.

By signing this Application, the Applicant, and if the Applicant is not the owner of the property, the owner also, authorise the certifying authority, or an registered certifier or council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant and the owner undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

**SECTION I. Long Service Payment Levy**

*Information for the Applicant:* Where a certifying authority completes a complying development certificate, that certificate must not be forwarded or delivered to the Applicant unless any long service payment levy payable under s.34 of the Building and Construction Industry Long Service Payments Act 1986 (or, where such a levy is payable by instalments, the first instalment of the levy) has been paid.

**The Applicant should attach a copy of a receipt for any long service payment levy that has been made or make arrangements for a copy to be available to be provided to the certifying authority in the event that a complying development certificate is completed.**

**SECTION J. Signature of Applicant(s)**

\_\_\_\_\_ Date  
 Signature of Applicant(s) Name(s)

**SECTION K. Consent of Owner(s)**

Note If the Applicant is not the owner of the property, the owner(s) must sign the following statement.

As the owner(s) of the above property, I/we consent to this application.

\_\_\_\_\_ Date  
 Signature of Applicant(s) Name(s)

**SECTION L. Description of the development**

*Applicant to complete*

**1. For each proposed new building, indicate:**

- The number of storeys (including underground storeys) in the building
- The gross floor area of the building (in square metres)
- The gross site area of the land on which the building is to be erected (in square metres)

**2. For each proposed new residential building, indicate:**

- The number of existing dwellings on the land on which the new building is to be erected
- The number of those existing dwellings that are to be demolished in connection with the erection of the new building
- The number of dwellings to be included in the new building
- Whether the new building is to be attached to any existing building
- Whether the new building is to be attached to any other new building
- Whether the land contains a dual occupancy
- The materials to be used in the construction of the new building by completing the table below

3. Place a cross in each appropriate box.

Walls	Code	Roof	Code	Floor	Code	Roof	Code
<input type="checkbox"/> Brick (double)	<input type="text" value="11"/>	<input type="checkbox"/> Tiles	<input type="text" value="10"/>	<input type="checkbox"/> Concrete/Slate	<input type="text" value="20"/>	<input type="checkbox"/> Timber	<input type="text" value="40"/>
<input type="checkbox"/> Brick (veneer)	<input type="text" value="12"/>	<input type="checkbox"/> Concrete/Slate	<input type="text" value="20"/>	<input type="checkbox"/> Timber	<input type="text" value="40"/>	<input type="checkbox"/> Steel	<input type="text" value="60"/>
<input type="checkbox"/> Concrete/Stone	<input type="text" value="20"/>	<input type="checkbox"/> Fibre Cement	<input type="text" value="30"/>	<input type="checkbox"/> Other	<input type="text" value="80"/>	<input type="checkbox"/> Aluminium	<input type="text" value="70"/>
<input type="checkbox"/> Fibre Cement	<input type="text" value="30"/>	<input type="checkbox"/> Steel	<input type="text" value="60"/>	<input type="checkbox"/> Not Specified	<input type="text" value="90"/>	<input type="checkbox"/> Other	<input type="text" value="80"/>
<input type="checkbox"/> Timber	<input type="text" value="40"/>	<input type="checkbox"/> Aluminium	<input type="text" value="70"/>			<input type="checkbox"/> Not Specified	<input type="text" value="90"/>
<input type="checkbox"/> Curtain Glass	<input type="text" value="50"/>	<input type="checkbox"/> Other	<input type="text" value="80"/>				
<input type="checkbox"/> Steel	<input type="text" value="50"/>	<input type="checkbox"/> Not Specified	<input type="text" value="90"/>				
<input type="checkbox"/> Aluminium Cladding	<input type="text" value="70"/>						
<input type="checkbox"/> Timber/ Weatherboard	<input type="text" value="40"/>						
<input type="checkbox"/> Other	<input type="text" value="80"/>						
<input type="checkbox"/> Not Specified	<input type="text" value="90"/>						

**SECTION M. Date of Receipt of Application**

FOR OFFICE USE ONLY:

To be completed by the certifying authority **immediately** after receiving this Application.

**This application was recieved on** \_\_/\_\_/\_\_