

# DEVELOPMENT APPLICATION FORM

Made under Section 4.12 of the Environmental Planning and Assessment Act 1979 (formerly s78A)



**About this form:**

Use this form to apply for development consent in the Waverley Local Government Area to:

- Construct, alter or demolish a building/s or structure/s
- Change the use of land or a building
- Carry out earthworks or similar
- Subdivide land
- Strata subdivide a building
- Erect or display advertising

**How to complete this form:**

1. Ensure that all fields are filled out correctly and the form is submitted on the NSW Planning Portal together with all other required documentation during lodgement.
2. All fields are mandatory and must be completed before submitting the application.
3. Your proposal may also require other approvals of government agencies or of Council for certain activities as detailed throughout this application form.
4. To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information and a valid email address. You will be advised by email upon your application being determined.

Once your application is lodged with Council, you can follow the progress on Council’s website, via the DA Tracking Tool available at: [http://www.waverley.nsw.gov.au/building/development\\_applications/track\\_a\\_da](http://www.waverley.nsw.gov.au/building/development_applications/track_a_da)

APPLICANT’S NAME		
Title:	Given Names:	Family Name:
Organisation / Company Name (if applicable):		
SITE DETAILS		
Unit / Shop / Suite No:	Street No:	Street Name:
Suburb:	Post code:	Lot / DP / SP No(s):
CURRENT / EXISTING USE OF SITE		
PRE-APPLICATION ADVICE		
Have you been given any pre-application advice on this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give the name of the Council Officer who gave the advice: Date advice given:		

<b>TYPE OF DEVELOPMENT</b> <i>(Please select all that apply)</i>		
<input type="checkbox"/> Building or structure works	<input type="checkbox"/> Subdivision	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Change of use	
<input type="checkbox"/> Earthworks or similar	<input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Sign or Advertisement		
Are you applying for a Staged Development Consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>DESCRIPTION OF PROPOSAL</b> <i>(Please describe exactly what you propose. If demolition is proposed, please specify what is being demolished)</i>		
Do you require a change to street numbering?	<input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> No
<b>ESTIMATED COSTS OF WORKS</b>		
<p><i>The cost of works is subject to a check by Council before acceptance. In the case of construction or building work, the development application fee is based on the estimated cost of development and is based on the cost incurred if a contractor carried out the works (this is not the cost of an owner-builder carrying out the works). For development costs &lt;\$500,000, a detailed cost report is required prepared by a suitably qualified person. For development costs ≥ \$500,000, a Registered Quantity Surveyor's detailed cost report is required. Please complete the report with the application.</i></p>		
Estimated Development Cost (including GST):		
<b>INTEGRATED DEVELOPMENT</b>		
<p><i>Integrated development is development that requires licences or approvals from other Government Departments. If your application is integrated, Council will refer your application electronically through the NSW Planning Portal to the relevant approval agency. This incurs a fee which is to be paid to that agency separately through the Planning Portal. You will be contacted separately to pay this fee through the Planning Portal after Council raises the referral request.</i></p>		
Is this application for Integrated Development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, select which of the following apply:		
<input type="checkbox"/> Item or place listed on the State Heritage Register		
<input type="checkbox"/> Destruction or damage to an Aboriginal relic		
<input type="checkbox"/> Works within 40m of foreshore or a watercourse		
<input type="checkbox"/> Removal or damage to marine vegetation		
<input type="checkbox"/> Penetration of an aquifer or extraction of groundwater		
<input type="checkbox"/> An EPA licensed activity		
<input type="checkbox"/> Dredging or reclamation of any waters		
<input type="checkbox"/> Other (please specify):		

**CONCURRENCE AUTHORITIES**

If your application requires the concurrence of another authority, Council will refer your application electronically through the NSW Planning Portal to the relevant approval agency. This incurs a fee which is to be paid to that agency separately through the Planning Portal. You will be contacted separately to pay this fee through the Planning Portal after Council raises the referral request.

Does this application require the concurrence of another authority?

Yes

No

If yes, please select which authorities are required to give their concurrence:

Office of Environment and Heritage (threatened species, State and Commonwealth listed heritage items)

Roads and Maritime Services (works on classified roads, some advertisements)

Transport for NSW: Sydney Trains (works near rail corridors)

Other (please specify):

**ADDITIONAL DETAILS** *(Please select all that apply)*

Does your proposal involve any of the following:

Development that relies on a clause 4.6 exception to a development standard under the WLEP 2012.

Regional development (as defined in Schedule 4A of the EP&A Act)

Designated Development (as defined in Schedule 3 of the EP&A Regulation)

Development on land that is, or is part of, critical habitat

Development that is likely to affect threatened species, populations or ecological communities

Alterations and additions, change of use, demolition or strata subdivision of a low rental residential building under Part 3 of the SEPP (Housing) 2021

Housing for seniors or people with a disability under the SEPP (Housing) 2021

**GENERAL INFORMATION**

What is the zoning of the property? *Refer to Part 2 of the WLEP 2012*

Is the proposal permissible in the zone?

Yes

No

What is the total area of the site (in m<sup>2</sup>)?

What is the Height of Building for the proposal? *Refer to clause 4.3 of the WLEP 2012*

What is the Floor Space Ratio (FSR) for the proposal? *Refer to clause 4.4 of the WLEP 2012*

What is the total Gross Floor Area (GFA) for your proposal? If your proposal only relates to a section of the site (such as an apartment or shop), what is the floor area of that section (in m<sup>2</sup>)?

Is a tree to be removed / pruned? If yes, extra information must be provided (Note: Arborist Report required where any trees covered by a Tree Preservation Order will be affected by the proposal)

If Subdivision is proposed, what type?

Land Subdivision

Strata Subdivision

Stratum Subdivision

Other (please specify)

What is the number of lots existing?

What is the number of lots proposed?

Is the property a heritage item, adjoining a heritage item or within a heritage conservation area?

Yes - If yes, a Heritage Impact Statement is required.  No

#### **POLITICAL DONATIONS**

*Under the Environmental Planning and Assessment Act 1979, the applicant (or any other persons with a financial interest in the application) must disclose any reportable political donations or gifts they have made to a Councillor or Council employee in the two years before the application is made. The disclosure requirements continue to apply until the application is determined.*

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

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

Yes  No

**If yes:** complete the 'Political Donation and Gifts Disclosure Statement' available on Council's website and lodge with this application

**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.

#### **CONFLICT OF INTEREST**

Are you an employee of Council or do you have an affiliation with a Council Officer or Councillor or member of Parliament by way of family, close personal friendship or business interest?

Yes  No

If yes, please provide details:

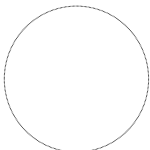
#### **NOTICE UNDER SECTION 10 OF THE PRIVACY & PERSONAL INFORMATION PROTECTION ACT 1998 & GIPPA Act**

*Waverley Council ('Council') is collecting and holding your personal information to assess and determine this application under the Environmental Planning and Assessment Act 1979 (EP&A Act) and Regulation. Your information may be made available to Council officers, delegates of Council, contractors engaged by Council—including lawyers, consultants and external experts—and other public sector agencies. Your information may also be made available to members of the public under the EP&A Act and the Government Information (Public Access) Act 2009. This application form will not be published on Council's website. The personal information requested on this form is mandatory. If you do not provide the information, Council will be unable to process this application.*

*Please advise Council if you require your personal information to be withheld. You are entitled to access and correct the information you provide. Questions concerning privacy or the use of your personal information should be referred to [governance@waverley.nsw.gov.au](mailto:governance@waverley.nsw.gov.au)*

#### **FEES**

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a quote prior to lodging your application. Once your application has been successfully lodged by Council after acceptance through the planning portal, you will be contacted to pay the fee within 48 hours of receiving the invoice. If lodging multiple applications, a separate payment must be made for each application. Fees may be paid by online on Council's website and EFTPOS. Please contact Council should you wish to pay with cash or cheque.

APPLICANT'S NAME		
Title:	Given Names:	Family Name:
Organisation / Company Name (if applicable):		
ABN:		
Applicant's Email address:		
<i>Note: Please provide an email and postal address, correspondence will be via email when possible (including notice of determination)</i>		
Address:		
<i>Note: It is important that we are able to contact you if we need more information. Please give as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application.</i>		
Contact Number:	Alternative Contact Number:	
DECLARATION		
<ul style="list-style-type: none"> <li>I apply for consent to carry out the development described in this application.</li> <li>I declare that all the information is true and correct, and electronic plans and documents submitted on electronic storage medium are an exact reproduction of the original source of documents submitted with this application.</li> <li>I understand that if incomplete, the application may be delayed or rejected.</li> <li>I understand that more information may be requested by Council.</li> <li>I give permission to Waverley Council ('Council') to make copies, including electronic copies, of all submitted documents, including plans, for the purposes of assessing and determining this application (and related purposes) under the <i>Environmental Planning and Assessment Act 1979</i> and to provide copies, including electronic copies, of all submitted documents, including plans, to members of the public, and to publish them on Council's website, in accordance with the <i>Government Information (Public Access) Act 2009</i>. This application form will not be published on Council's website.</li> <li>I warrant that if I am not entitled to copyright in respect of any submitted document, I have obtained permission from the copyright owner for Council to use the documents lodged with this application in accordance with the above paragraph.</li> <li>I indemnify the Council against all claims and actions in respect of a breach of copyright arising from the Council copying, issuing copies, reproducing or publishing any documents lodged with this application.</li> </ul>		
Applicant Signature:		
Name:	Date:	
OWNER'S CONSENT		
<i>Single / Joint Ownership:</i>	<i>All name owners must sign (if more than one owner, every owner must sign)</i>	
<i>Strata Title Property:</i>	<i>The strata secretary must sign the form and attach the strata seal</i>	
<i>Company / Business Owned Property:</i>	<i>The director/s or company secretary must sign the form and attach the company seal or provide a signed company letterhead with the ACN / ABN included giving consent to this application.</i>	
<ul style="list-style-type: none"> <li>I hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspections; and</li> <li>I have read and understood the privacy/GIPA notice on page 4 of this application.</li> </ul>		
Signature:		
Name:	Date:	
Signature:		
Name:	Date:	
Company / Strata Corp:	 AFFIX COMMON SEAL	
Position:		
ACN / ABN:	Date:	

# DEVELOPMENT APPLICATION CHECKLIST

In accordance with the Environmental Planning & Assessment Regulations 2021 and Waverley Development Control Plan 2012 (DCP).



**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH ALL DEVELOPMENT APPLICATIONS (INCLUDING MODIFICATION AND REVIEW APPLICATIONS).** **WAVERLEY COUNCIL**

Since 1 January 2021, all development applications (including reviews and modifications) are required to be lodged digitally on the NSW Planning Portal. Applications can no longer be lodged by mail or over the counter with Council. For more information on how to lodge applications on the NSW Planning Portal, please visit the following website: <https://pp.planningportal.nsw.gov.au/>

Applications will not be accepted for lodgement via the portal unless all forms, plans and supporting documentation are labelled in accordance with [Council's Electronic Lodgement Guidelines](#) for Building and Development Applications.

For full lodgement requirements, refer the [Development Application Guide](#). Please use this checklist prior to ensure that you have the correct information prior to lodging your application through the Planning Portal to avoid delays or having your application returned. Once your application is considered complete, you will be sent an invoice for fee payment and it will be formally lodged.

REQUIRED	SUBMITTED		
	YES	No	OFFICE
<b>Digital documentation</b> of ALL forms, plans and documentation in pdf form, combined and labelled in accordance with the <a href="#">'Electronic Lodgement Guidelines: Building and Development Applications'</a> . Files to be unprotected and limited to 5MB per file.			
<b>SECTION 1. APPLICATION FORMS</b>			
<b>Development Application, Modification or Review application form</b>			
<b>Development Application Checklist (this checklist)</b>			
<b>Political Donations and Gifts Disclosure Form</b> is required to disclose any relevant political donations or gifts as per Section 10.4(4) of the EP & A Act 1979.			
<b>Non-Residential Development form</b> available to download from Council's website is required to be completed for all applications that relate to a commercial premises including any new use or change of use for a non-residential development.			
<b>SECTION 2. PLANS</b>			
<b>Site plans</b> for all applications.			
<b>Survey plan</b> for applications excluding minor alterations and additions. Must be generated no more than 2 years prior to lodgement.			
<b>Site Analysis Plan</b> for all development, except minor alterations and additions to single dwellings			
<b>Context Analysis</b> for all development within a Heritage Conservation Area, Heritage Items, Multi residential development, mixed use development, places of public worship, or development subject to Part E of the WDCP 2022 (Site specific Development).			
<b>Streetscape Analysis</b> is required for development that proposes new vehicle crossing (driveway).			
<b>Floor plans (including existing), elevations, roof and section plans</b> required for all applications involving building work and change of use. Plans are to indicate maximum permissible height as per LEP 2012 and DCP 2022 and detail ventilation systems, air conditioning, satellite dishes and screening.			
<b>Calculation of Gross Floor Area</b> for all applications that seek additional or amended gross floor area.			
<b>Shadow Diagrams or View from the Sun Diagrams</b> are required for all applications for dwelling houses and dual occupancies, multi residential development, mixed use development and commercial development greater than 1 storey in height. Plans to show existing and proposed shadows.			
<b>Landscape plan</b> is required for all alterations and additions to development which WDCP 2022, part C2 applies and all new development (excluding development in business centres) and changes to landscaped open space, or applications for landscaping works.			
<b>Stormwater Management Plan</b> required for all development applications except for internal works and to be in accordance with Council's <a href="#">Water Management Technical Manual</a> (October 2021). The checklist as set out on pages 68-76 of the Water Management Technical Manual is available online shall be completed and submitted with all plans.			
<b>Subdivision Plan (Land, Strata or Stratum)</b> required for all applications proposing to Torrens title, strata or stratum subdivision. Any proposed deposited plans should be as per the <a href="#">Registrar General's Guidelines</a> on NSW Land Registry Services Website.			

REQUIRED	SUBMITTED		
	YES	N/A	OFFICE
<b>SECTION 3. COMPULSORY DOCUMENTATION</b>			
<b>Statement of Environmental Effects (SEE)</b> – Required for all DAs. The SEE must address relevant State Environmental Planning Policies (SEPPs) <a href="#">Waverley LEP 2012</a> and <a href="#">Waverley DCP 2022</a> and justify any variations.			
<b>Clause 4.6 Exception to a Development Standard</b> is required where the proposal seeks to justify a non-compliance with a principal development standard in the LEP or relevant SEPP			
<b>BASIX Certificate</b> as required by SEPP (Sustainable Buildings) 2022 (unless less than \$50K or pool under 40,000L). Certificate to be dated within 3 months of lodgement.			
<b>NatHERS Summary Report</b>			
<b>BASIX and/or NatHERS commitments noted on architectural plans</b>			
<b>Cost Report</b> – required for all DAs. Costs <\$500,000, <a href="#">a detailed cost report</a> is required prepared by a suitably qualified person. For development costs ≥ \$500,000, <a href="#">a Registered Quantity Surveyor's detailed cost report</a> is required.			
<b>SECTION 4. DEVELOPMENT SPECIFIC DOCUMENTATION/PLANS</b>			
<b>Arborist Report</b> for any DA which may have a potential impact on an existing tree covered by a Tree Preservation Order or listed on a significant tree register or heritage listing.			
<b>Archaeological Assessment</b> for a DA for works on land identified as Archaeological Heritage Item or Aboriginal sites in the WLEP 2012 heritage maps or State heritage inventory			
<b>Access Report</b> where disabled access is required under the Disability Discrimination Act 1992 ie. public spaces, common open spaces in multi dwelling housing and commercial development.			
<b>Adaptable Housing Plan</b> all new development with 3 or more habitable storeys or 10 or more units.			
<b>Acoustic Report</b> mixed use development comprising non-residential uses, new child care centres or intensification of an existing child care centre, commercial and retail development within a residential area, may also be required for late night trade or noise generating uses.			
<b>Advertising and signage documentation</b> - if applicable to the proposal - addressing Chapter 3 and Schedule 5 of State Environmental Planning Policy (Industry and Employment) 2021			
<b>Crime Risk Assessment</b> - all new residential development comprising 50 or more dwellings			
<b>Coastal Risk Assessment</b> – all development on land identified on the Waverley Online Mapping tool to be within an area of <i>Coastal Inundation</i>			
<b>Digital 3D model</b> for any development that proposes amendments to a building's existing envelope within the E2 Commercial Centre or MU1 Mixed Use Zone. For all other zones, for any development that proposes to make amendments to a building's existing envelope, which will result in a building height of 12 metres or more. For requirements for submission, refer to the <a href="#">Waverley Digital Model</a> section on Council's website and <a href="#">3D digital model checklist and information sheet</a> .			
<b>Electric Vehicle Charing Location/points</b> – must be shown on the plans for all commercial developments and mixed use and multi –residential developments with more than 5 dwellings			
<b>Energy Assessment Report Commitment</b> –all mixed use development and commercial development with cost of works of \$3 million or more.			
<b>Fire Safety Upgrade Report</b> - for major alterations and additions to multi residential development, mixed use and commercial buildings, or where required by Council's fire safety officer.			
<b>Flood Risk Assessment and Risk Management Plan</b> – All new buildings and significant alterations and additions in 'flood planning areas' as identified in the Flood Planning Map in WLEP 2012.			
<b>Geotechnical Report</b> – All development on the land identified on the Online Mapping Tool layers as a Geotechnical Hazard, Coastal Inundation or where excavation is proposed at or near cliff faces or is greater than 2m or on sites that have a slope of 25% or more, or where requested by Council.			
<b>Green Travel Plan or Workplace Travel Plan</b> – All development with over 2,500m <sup>2</sup> office/commercial/retail, 15 dwellings or more, 50 or more employees, places of public worship or as required by Council.			
<b>Green Roof/Wall Design Statement</b> – any development that proposes a green wall or green roof.			
<b>Heritage Conservation Management Plan or Heritage Conservation Management Strategy</b> – change of use alterations to the fabric or setting of a state heritage item, or substantial alterations and additions to a local heritage item considered to be of high local significance, or as required by Council.			
<b>Heritage Impact Statement</b> – applications relating to a heritage item, sites within a heritage conservation area or sites within the vicinity of a heritage item.			



<b>Housing Report</b> – Applications to strata subdivide an existing building with multi dwelling housing (aka. residential flat building) OR an application for the demolition of a building with multi dwelling housing OR significant alterations and additions to a multi dwelling housing which is <u>not</u> strata titled. The report must assess whether the proposal will result in a loss of affordable housing in accordance with SEPP (Housing) 2021 due to Please refer to the SEPP for further information.			
<b>Integrated or Designated Development</b> – as specified in Part 4.46 (Integrated) of the EPA Act 1979 or 4.10 (Designated) of the EPA Act and Schedule E of the EPA Regulation 2021.			
<b>Loading Vehicles Plan of Management</b> – Application for development as identified in WDCP 2022 Part B7 – Transport (see chapter on loading facilities)			
<b>3D model and/or Photomontages – SEPP (Housing) 2021 applications</b> (residential flat buildings of 4 or more dwellings and 3 or more storeys), new residential dwellings (photomontage only), and new multi-unit dwellings, mixed use developments of 3 or more storeys.			
<b>Open Space Plan</b> – Places of Public Worship and Education Establishments.			
<b>Planning Agreement</b> – where a Planning Agreement is being offered. Please refer to Council’s Planning Agreements Policy. Please use the template for a 'Letter of Offer' that is provided in Appendix 6 of <a href="#">Council's Planning Agreement Policy</a> for the proposed VPA.			
<b>Preliminary Contamination Report</b> – Applications on land that is or may be potentially contaminated, in accordance with Chapter 4 of the <a href="#">State Environmental Planning Policy (Resilience and Hazards) 2021</a>			
<b>Public Art Plan</b> for all new development and major alterations and additions within the E1 Local Centre, E2 Commercial Centre or MU1 Mixed Use Zone or any DA’s proposing public art. Please refer to WDCP 2022, Part B10 and the Council’s Public Art in the Private Domain policy.			
<b>Plan of Management</b> - places of shared accommodation, tourist and visitor accommodation, childcare centres, late night traders, restricted premises, licensed venues, tattoo parlours, places of public worship or as required by Council.			
<b>Reflectivity Report</b> – applications for buildings which incorporate large areas of glazing in external surfaces above ground floor level. Refer to WDCP 2022, Part B15 (specifically 15.5 – Reflectivity)			
<b>Schedule of external finishes</b> for all new development or significant alterations and additions to existing buildings. In all other cases, details of materials & finishes to be shown on plan.			
<b>Site Compatibility Certificate</b> – applications in accordance with SEPP (Transport and Infrastructure) 2021 or SEPP (Housing) 2021 where a certificate has been obtained from the Department of Planning and Environment for the use in that zone.			
<b>Site Waste and Recycling Management Plan (SWRMP)</b> – <a href="#">Checklist No 1</a> form required for all DAs excluding minor internal alterations or single unit dwellings (individual house).			
<b>Social Impact Statement</b> – applications that require one in accordance with <a href="#">Waverley’s Social Impact Assessment Guidelines 2022</a> .			
<b>Structural Engineers Report</b> - applications which propose to retain a portion of the existing building but are demolishing more than 50%.			
<b>Traffic and Transport Management Plan</b> - Childcare centres, residential development with 15 units or more, or commercial development with 2,500sqm GFA or more or as required by Council.			
<b>View Loss Analysis</b> – Any application that may result in view loss from public spaces and private property.			
<b>Wind Environment Statement</b> - Development in Bondi Junction over 6 storeys in height. Refer to WDCP 2022, Part E1.20			
<b>Wind Tunnel Study</b> – Development in Bondi Junction over 9 storeys in height OR to be within an exposed wind area. Refer to WDCP 2022, Part E1.20.			
<b>SECTION 5. DESIGN EXCELLENCE ADVISORY PANEL</b>			
Building assessed under SEPP (Housing) 2021, developments with a value of \$20m+, new-multi dwelling housing, residential flat buildings, boarding houses, student housing and serviced apartments, mixed use developments, commercial and retail buildings and institutional buildings, significant alterations and additions to buildings in the E1 (Local Centre), E2 (Commercial Centre) and MU1 (Mixed Use) zones.			
<b>Site analysis, architectural and landscape plans</b> scaled to A3 size showing adjoining buildings			
<b>Photomontage and 3D digital model</b> (see above for submission requirements)			
<b>Design Verification Statement by a Registered Architect and Assessment against Parts 3 and 4 of the Apartment Design Guide (if applicable)</b>			
<b>The Design Excellence referral fee will be added to your invoice once your application has been accepted for lodgement.</b>			