

This form

Use this form to apply for a complying development certificate for a proposed development, and if desired, for the appointment of the City of Newcastle (CN) as the Principal Certifier (PC). A PC will be required to issue an Occupation Certificate prior to occupation of the development.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

Please refer to the relevant checklist for your development regarding what is required to be submitted with your application. Visit the [DA Forms and Checklists page](#) on our website and download them.

Part 1: Applicant and site details

1. Applicant details

All correspondence will be sent to the email address provided unless 'care of' email address is specified

Name or company
 ABN (required if company).....
 Postal address.....
 Suburb.....Postcode.....
 PhoneE-mail
 Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?
 Yes
 No
 Care of name or company.....
 ABN (required if company).....Contact person.....
 Postal Address.....
 Phone.....E-mail

2. Location and title description of the property

This information is available on rates notices

Unit NoHouse NoStreet.....
 Suburb
 Lot(s).....Section.....
 Deposited Plan(s)Strata plan

3. Who owns the land?

Give the name of every owner and their postal address. Attach a list if space is insufficient.

Name 1.....
 Address.....Postcode.....
 Phone.....
Name 2.....
 Address.....Postcode.....
 Phone.....

4. Is the site sewered or is an on-site disposal system proposed?

- Yes
- No, a separate approval is required under the *Local Government Act*, prior to the lodgement of the application.

Part 2: Application Details

5. Have you completed the required checklist?

- Yes – Continue with the application.
- No – A completed checklist must accompany the application. Visit the [DA Forms and Checklists](#) page on our website to download them.

6. Describe the proposed development

- a) Give a detailed outline of what you propose in this application.

- b) Does it involve a change of use?
 - Yes, from.....to.....
 - No

7. Estimated cost of development

See our [A Guide to Estimating Costs of Works](#) for more information

Cost of development (inc. GST) \$.....

Consider the [guide](#) provided by CN to calculate the costs of works. Use the table below to derive an accurate and genuine cost of works. If there is insufficient space on the form, please attach a separate sheet, detailing how the cost was calculated.

Type of development	Area	Costs as per guide	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Cost of Works			\$

8. Have you discussed the plans with an officer of CN?

- Yes.
 Whom did you speak to?
- No

Part 3: Environmental Planning Instrument

9. Provide the name of the environmental planning instrument under which the development is complying development.

Note: The criteria for complying development may vary between environmental planning

- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)
- | Applies | Development Type | Part of Code |
|--------------------------|---|--------------|
| <input type="checkbox"/> | General Housing | 3 |
| <input type="checkbox"/> | Rural Housing | 3A |
| <input type="checkbox"/> | Low Rise Medium Density Housing Code | 3B |
| <input type="checkbox"/> | Greenfield Housing Code | 3C |
| <input type="checkbox"/> | Housing Alterations Code | 4 |

instruments. You must nominate which instrument this application is to be assessed under.

- General Development Code 4A
- Commercial and Industrial Alterations Code 5
- Commercial and Industrial Code (New buildings and additions) 5A
- Container Recycling Facilities 5B
- Subdivisions 6
- Demolition 7
- Fire Safety 8
- Other (please nominate)

.....

- [SEPP \(Infrastructure\) 2007](#) (e.g. works for government bodies, relating to the provision of infrastructure)
- [SEPP \(Affordable Rental Housing\) 2009](#) (e.g. secondary dwellings, group homes)
- [SEPP \(Three Ports\) 2013](#) (e.g. Port Facilities, works to building within the defined area)
- Other Environmental Planning Instrument (EPI)

.....

Part 4: Asbestos

10. Provide the estimated area (if any), in square metres or indicate that this section is not relevant.

- Square metres of bonded or friable asbestos material that will be disturbed, repaired or removed in carrying out the development.
- Not relevant, no bonded or friable asbestos material.

Part 5: Statistical data required for the Australian Bureau of Statistics

11. What is the area of the land?

Area m²

12. What is the floor area of the existing building and proposed building works?

- a) Floor area of the **existing** building on sitem²
- b) Floor area of the **new** building worksm²

13. How many storeys in the new building?

.....storeys

14. How many dwellings?

- How many dwellings:
- a) are proposed to be constructed?dwellings
 - b) currently at this address (existing)?dwellings
 - c) are proposed to be demolished?dwellings

Part 6: Appointment of Principal Certifier

15. Do you wish to appoint CN as 'Principal Certifier'?

Note: A contractor or person carrying out the work (unless the owner)

- Yes, I appoint the City of Newcastle to be the principal certifier in accordance with the terms specified opposite.

If yes, please read and sign the following terms and conditions:

1. Fees payable are as specified in the CN's current fees and charges schedule.

cannot appoint the Principal Certifier.

- 2. I agree to provide all documents that the City reasonably requires for it to perform the function of Principal Certifier.
- 3. I agree to provide the CN staff with reasonable access to the development site.
- 4. I understand that a separate application is required for an Occupation Certificate.

No, I do not wish to make an appointment at present. I understand that I can appoint CN at a later date, or I can appoint an accredited certifier.

Owner's Signature

16. Builder's name, address & licence

If you are appointing CN as the Principal Certifier, give details of who will be carrying out the works.

If applicable you will be required to provide a copy of the Owner Builder Permit or Home Building Compensation Fund No. prior to the commencement of work.

Owner-builder Permit Number.....

Licensed Principal Contractor Licence No

Name

Postal address.....

Suburb.....Post Code

Phone Email

If the Principal Contractor is employed by a company

Name of Company

ABN

Unlicensed Principal Contractor - Only permitted for non-residential building work

Name

Postal address.....

Suburb.....Post Code

Phone Email

I undertake to provide the details of the required details of the person carrying out the work, prior to the commencement of any work.

For residential work valued over \$20,000 Home Building

Compensation Fund No

A copy of the policy must be provided to CN before any inspections can be conducted.

17. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owner's consent

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised officers of the City of Newcastle to enter the land to carry out inspections.

Name 1

Signature

Company and legal authority (if applicable)

Name 2

Signature

Company and legal authority (if applicable)

Name 3

Signature

Name 4

Signature

A certifying authority must not issue a complying development certificate for development unless the certifying authority, or an accredited certifier or the City of Newcastle 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 accredited certifier or the City of Newcastle, 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 to make access available to the property to enable the inspection to be carried out.

<p>18. Probity Parties include owners, applicants, developers and companies.</p>	<p>Are parties with pecuniary or non-pecuniary interest:</p> <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship</p> <p><input type="checkbox"/> No</p>
<p>19. Applicant's declaration</p>	<ul style="list-style-type: none"> • I apply for consent to carry out the development described in this application. • I declare that all the information given is true and correct. • I declare that the electronic data has been named correctly and there are no security settings applied. • I understand that if incomplete, the application may be delayed, rejected or returned. • I understand that the information supplied on this form and any related document may be made available to the public *. • I indemnify all persons using the development application and documents in accordance with the <i>Environmental Planning and Assessment Act, 1979</i> against any claim or action in respect of breach of copyright. <p>Applicant's name (please print).....</p> <p>Applicant's Signature.....</p> <p>*Under the <i>Government Information (Public Access) Act 2009 (NSW) (GIPA Act)</i>, objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.</p>

Protecting your privacy

The City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 12 Stewart Avenue Newcastle West 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:
 - Enter the address of the property and the type of application (i.e. CD, Mod) in the subject line of the email.
 - Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
 - Emails are to be sent to applications@ncc.nsw.gov.au

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue, Newcastle West.
Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.
3. By mail:
The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment, we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 12 Stewart Avenue Newcastle West