

This form

Use this form to apply for a Development Application, a Construction Certificate or to appoint a Principal Certifier to:

- Erect, alter or demolish a building or structure
- Change the use of land or a building
- Carry out earthworks
- Subdivide land
- Strata subdivide a building
- Display advertising

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. Checklist's can be found on our [DA Forms and Checklists](#) page.

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. Attach a list if space insufficient. | Name 1Phone..... |
| | Address.....Postcode..... |
| | Name 2Phone..... |
| | Address.....Postcode..... |

Part 2: Application details

| | |
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| 4. Have you completed the required checklist? | <input type="checkbox"/> Yes – Continue with the application. Note if electronic copies of the applications are not provided in the required format additional fees will be charged. <input type="checkbox"/> No – A completed checklist must accompany the application. Checklists can be found on our DA Forms and Checklists page . |
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| 5. Type of development? | <input type="checkbox"/> Building works <input type="checkbox"/> Subdivision (including strata) <input type="checkbox"/> Demolition <input type="checkbox"/> Change of use <input type="checkbox"/> Earthworks <input type="checkbox"/> Other work (not building, subdividing or demolition) <input type="checkbox"/> Advertisement or sign. Number of signs |
|--------------------------------|--|

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| 6. Describe the proposed development Only development components described in this section will be assessed. All other details shown on the plans will not form part of the application If insufficient space is available on the application form, the details are to be included in the Statement of Environmental Effects. | Give a detailed outline of what you propose in this application. How many dwellings: i. presently on site?dwellings ii. proposed to be demolished?dwellings iii. proposed on completion of the development.....dwellings What is/are the height of all proposed building/s?..... What is the existing and proposed floor area of all buildings? Existing.....m2 Proposed.....m2 What is the site area? In case of a development involving the use of a building as an entertainment venue, function centre, pub, registered club or restaurant, please specify the maximum number of persons proposed to occupy, at any one time, that part of the building being used for the specified use. persons Does the application have a component to serve, sell or supply alcohol? <input type="checkbox"/> Yes, if yes please provide detailed information in the Statement of Environmental Effects <input type="checkbox"/> No |
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| <p>7. What type of applications are you applying for? Please tick applicable</p> | <p><input type="checkbox"/> Development Application</p> <p><input type="checkbox"/> Construction Certificate</p> <p><input type="checkbox"/> Appointment of Principal Certifier</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------|-------|--------------------|-------|--|--|----|----|--|--|----|----|--|--|----|----|--|--|----|----|--|--|----|----|----------------------------|--|--|----|
| <p>8. Use of the site</p> | <p>a) What is the previous (if known) and existing use on the site?</p> <p>b) What is the proposed use on the site?</p> <p>.....</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. Estimated cost of development</p> <p>See A Guide to Estimating Costs of Works for more information</p> | <p>Cost of development (inc GST) \$.....</p> <p>Consider the guide provided 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.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Type of development</th> <th style="width: 25%;">Area</th> <th style="width: 25%;">Costs as per guide</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td style="text-align: center;">\$</td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: center;">\$</td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: center;">\$</td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: center;">\$</td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: center;">\$</td><td style="text-align: center;">\$</td></tr> <tr> <td colspan="3">Total Cost of Works</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <p>The Capital Investment Value (CIV) of a project includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment (but excluding land costs and GST). This is not required to be completed if the CIV is less than \$5,000,000.</p> <p>Capital Investment Value (if relevant) \$.....</p> | Type of development | Area | Costs as per guide | Total | | | \$ | \$ | | | \$ | \$ | | | \$ | \$ | | | \$ | \$ | | | \$ | \$ | Total Cost of Works | | | \$ |
| Type of development | Area | Costs as per guide | Total | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | \$ | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | \$ | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | \$ | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Cost of Works | | | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. Details of previous interactions</p> | <p>a) Have you spoken about this application with an officer of the City of Newcastle (CN)?</p> <p><input type="checkbox"/> Yes, Whom did you speak to?</p> <p><input type="checkbox"/> No</p> <p>b) Have you been given Pre-DA advice relevant to this application?</p> <p><input type="checkbox"/> Yes, Application Number DA/Pre-DA</p> <p><input type="checkbox"/> No</p> <p>c) Have you received a quote from the CN for the fees associated with this application?</p> <p><input type="checkbox"/> Yes, Quote Number.....</p> <p><input type="checkbox"/> No</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

11. Approvals from other Government Authorities

The *Environmental Planning and Assessment Act 1979* enables the following approvals to be sort as part of this application (if applicable)

- a) Is the application for [integrated development](#)?
 Yes No
 - b) Does the proposal require concurrence from another agency?
 Yes No
- If yes, to either of these of questions, include a list of the authorities or agencies?

Part 3: Other Approvals - You can apply now or make a separate application at a later date

12. Application under Section 68 of the Local Government Act

- Are you applying for approval under the *Local Government Act 1993*?
- Yes, please nominate required approvals and provide details
 - Install a manufactured home or moveable dwelling
 - Management of waste
 - Conduct activities on community land
 - Operate a car park or caravan park
 - Install or operate amusement devices
 - Other
 - No

13. Application under Part 8, Division 2 of the Roads Act

It is encouraged to have the application under the Roads Act assessed simultaneously with the any Development Application to avoid delays later in the process.

- Are you applying for approval to “*regulate traffic*” under Part 8, Division 2 of the *Roads Act*?
- Yes, please nominate what form of regulation of traffic is proposed? e.g. signals, roundabouts and preventing vehicle turns into a road or roads. Full details are to be supplied in separate documentation.
 - No

Part 4: Statistical data required for a Construction Certificate for building work.

14. What is the area of the land?

Area m²

15. 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

16. How many storeys in the new building?

..... storeys

17. How many dwellings?

Please insert the appropriate number

How many dwellings:

- (a) are presently at this address? dwellings
- (b) are proposed to be demolished? dwellings
- (c) are proposed to be constructed? dwellings

Part 5: Appointment of Principal Certifier

18. Do you wish to appoint the City of Newcastle as 'Principal Certifier'?

Note: A contractor or person carrying out the work (unless the owner) cannot appoint the Principal Certifier.

- Yes, I appoint the City of Newcastle as the principal certifier in accordance with the terms specified below
 1. Fees payable are as specified in our current fees and charges schedule.
 2. I agree to provide all documents that the CN reasonably requires for it to perform the function of principal certifier.
 3. I agree to provide the CN with reasonable access to the development site.

Owner's Signature

Date

- No, I do not wish to make an appointment at present. I understand that I can appoint the City of Newcastle at a later date, or I can appoint an accredited certifier.

19. 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.....

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

- 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.

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

Part 6: Owner's consent and applicant's declaration

20. 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 the owner/s, or legal representative of the owner 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

21. Political donations and gifts

The [Environmental Planning and Assessment Act](#) 1979 requires a person to disclose “reportable political donations and gifts made by any person with a financial interest” in the application within the period commencing two years before the application is made and ending when the application is determined.

The following information is to be included on the statement:

- (a) all reportable political donations made to any local Councillor of the CN; and
- (b) all gifts made to any local Councillor or employee of CN

The City of Newcastle has prepared a [Political Donations and Gifts Disclosure Statement](#), incorporating explanatory information, which is available on the Newcastle City Council 's [website](#).

Note: Failure to disclose relevant information or make a false disclosure statement is an offence under the Act. The maximum penalty for the offence is currently \$22,000.

Reportable political donations declaration

Have you, or are you aware of any person having a financial interest in the application, made a ‘reportable donation’ or ‘gift’ to a Councillor or CN employee within a two year period before the date of this application?

- Yes, the statement must be attached. All disclosure statements of reportable donations and gifts will be made publicly available on our website.
- No, but in signing this application I undertake to disclose to the CN in writing, within seven days, any reportable political donation or gift made after the lodgement of the application and prior to its determination.

22. Probity

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of the City of Newcastle? or,
- b) a State or Federal Member of Parliament?

- Yes. If yes, state the relationship.....
- No

23. Applicant's declaration

- 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 *Environmental Planning and Assessment Act*, 1979 against any claim or action in respect of breach of copyright.

Applicant's name (please print).....

Applicant's Signature.....

* Under the *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*, 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.

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 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 accessed to check 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. DA, 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
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

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