

This form

Use this form to apply for a development application 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. 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 residential address. It is not to be marked 'Care Of the company submitting the application'	Name 1Phone.....
	Address.....Postcode.....
	Name 2Phone.....
	Address.....Postcode.....

Part 2: The application and development details

4. Have you completed the required checklist?	<input type="checkbox"/> Yes – Continue with the application.
	<input type="checkbox"/> No – A completed checklist must accompany the application. You can obtain the checklists by visiting our DA Forms and Checklists page .

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	

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 (SEE). You can obtain a guide on information required in a SEE by visiting DA Forms and Checklists page	a) Give a detailed outline of what you propose in this application.
	b) How many dwellings: i. presently on site?dwellings ii. proposed to be demolished?dwellings iii. are proposed to be constructed.....dwellings
	c) What is/are the height of all proposed building/s?.....
	d) What is the existing and proposed floor area of all buildings? Existing..... m ² Proposed..... m ²
	e) What is the site area?
	f) 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 anyone time, that part of the building being used for the specified use. persons
	g) 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

7. Use of the site

a) What is the previous (if known) and existing use on the site?

.....

b) What is proposed use on the site?

.....

8. Estimated cost of development

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

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

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.

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

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.**

Capital Investment Value (if relevant) \$.....

9. Details of previous interactions with CN Officers

a) Have you spoken about this application with a CN Officer?

Yes, whom did you speak to?

No

b) Have you paid for a Pre-DA meeting and been given advice relevant to this application?

Yes, Pre-DA Application Number

No

c) Is this application the subject of enforcement action by CN?

Yes, details.....

.....

No

Part 3: Other Approvals

10. 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?

.....
.....

11. Application under the Local Government Act 1993

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

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

12. Application under the Roads Act to 'regulate traffic'

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

Are you applying for approval to "regulate traffic" under the *Roads Act, 1993*?

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: Owner's consent and applicant's declaration

13. 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 CN officers 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

14. Probity

Parties include owners, applicants, developers and companies.

Do parties to this application have a pecuniary or non-pecuniary interest with:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN?
or,
- b) a State or Federal Member of Parliament?
 Yes. If yes, state the relationship.....
 No

15. 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 CN; and
- (b) all gifts made to any local Councillor or employee of CNI

CN has prepared a [Political Donations and Gifts Disclosure Statement](#), incorporating explanatory information, which is available on our [website](#) or at the Customer Administration Centre.

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 CN in writing, within seven days, any reportable political donation or gift made after the lodgement of the application and prior to its determination).

16. 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 any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- 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 NSW 2302 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
 - 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 NSW 2302.
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

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.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

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:

When lodging an application:

applications@ncc.nsw.gov.au

After lodgement: mail@ncc.nsw.gov.au

In Person: 12 Stewart Avenue Newcastle West