

# DEVELOPMENT APPLICATION

Received: \_\_\_\_\_ Application No.: \_\_\_\_\_

Use this form to apply for **consent to carry out development**. The **Help Guide** that accompanies this form will help you determine if you need development consent and help you to complete the application. Please place a cross in the boxes  and fill out the sections in white as appropriate. To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information. Once we have assessed your application, you will receive a notice of determination.

## 1. Details of the applicant

Mr  Ms  Mrs  Dr  Other

Your first name

Your family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

## 2. Identify the land you propose to develop

Flat/street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP/MPS no.

Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

## 3. Describe the development you propose to do

### 3. continued

Will this work involve:

- Erecting, altering or adding to a building ➤ Is it a temporary building? Yes  No
- Subdividing land
- Subdividing a building into strata units
- Demolition
- Changing the use of the land or a building (without building, subdividing or demolishing)
- Other work (without building, subdividing or demolishing)

### 4. Staged development

You can apply for development consent for only part of your proposal now, and for the remaining part(s) at a later stage.

Are you applying for development consent in stages?

- Yes
- No

### 5. Plans of the land and development

You need to provide a number of plans to us that show what you intend to do. Section 2 of the **Help Guide** sets out which plans to provide and the details to include.

Please attach:

- a site plan of the land (3 copies)
- plans or drawings of the proposal (3 copies)

and, where relevant:

- an A4 plan of the proposed building and other structures on the site
- a scaled plan of the existing building.

### 6. Environmental effects of your development

To assess your proposal, we need to understand the impacts it will have. Depending upon the nature and scale of your proposal, you need to provide one or more of the statements listed below to explain the environmental effects of your proposal. See section 3 of the **Help Guide**.

Is your proposal **designated development**?

- Yes  ➤ Please attach an environmental impact statement.
- No  ➤ Please attach a statement of environmental effects.

Will your proposal impact on the environment of **threatened species**?

- Yes  ➤ Please attach a species impact statement.
- No

### 7. Other approvals from council

To carry out your proposal, you may need other approvals from the council. See section 7 of the **Help Guide**.

Do you want council to approve any other activity at the same time as this application?

- No
- Yes  ➤ Please fill out **Attachment A** of the **Help Guide** and submit it with your application, along with any of the supporting documents required.

### 8. Concurrences from state agencies

Do you need the concurrence of a state agency to carry out the development? *We can help you to determine this.*

- No
- Yes  ➤ Please list any agencies whose concurrence you need

## 9. Approvals from state agencies

If you need a development consent and one or more approvals from state agencies as set out in **Attachment B** of the **Help Guide**, your development is known as integrated development. The agency will be involved in the assessment of your proposal. See section 6 of the **Help Guide**.

Is your application for integrated development?

No

Yes  ➤ Please fill out **Attachment B** of the **Help Guide** and submit it with your application and attach:

- sufficient information for the approval body(s) to assess your application
- additional copies of your application for each agency. *We can tell you the number that will be needed.*

## 10. Supporting information

You can support your application with additional material, such as photographs, slides and models to illustrate your proposal, as well as the details of any other consent that has been granted for part of the development.

## 11. Application fee

For development that involves a building or other work, the fee for your application is based upon the estimated cost of the development. If your application is for integrated development, you need to include \$250 for each agency that will look at your proposal. We will help you calculate the fee for your application.

What is the estimated cost of your development, including GST?

\$

## 12. Signatures

**The owners of the land to be developed must sign the application.**

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner of the above property, I/we consent to this application:

Owners Signature

Owners Name

Owners Address

Telephone Number

Date

Owners Signature

Owners Name

Owners Address

Telephone Number

Date

**The applicant, or the applicant's agent, must sign the application.**

Signature

Name, if you are not the applicant

Date

**Applications for companies must be signed under the company seal.**

In what capacity are you signing if you are not the applicant?

### 13. Privacy policy

The information you provide in this application will enable your application to be assessed by us and any relevant state agency. If the information is not provided, we can refuse the application. Your application will be notified or advertised to the public for comment if the development is designated development, integrated development or advertised development. The application will also be kept in a register by the council that can be viewed by the public at any time.

Please contact the council if the information in your application is incorrect or changes.

### 14. Lodgement

Before submitting your application, please ensure you have attached all the information we need to assess your proposal. You can use the following checklist. Please place a cross in the box next to the items you have attached:

- A map that sets out the lot, DP/MPS and volume/folio numbers
- A schedule that sets out the lot, DP/MPS and volume/folio numbers
- A site plan of the land (3 copies) — **required for all applications**
- Plans or drawings of the proposal (3 copies) — **required for all applications**
- An A4 plan of the proposed building and other structures on the site
- A scaled plan of the existing building
- An environmental impact statement for a designated development proposal
- A statement of environmental effects — **required for all applications** that are not designated development
- A species impact statement
- Attachment A of the Help Guide
- Supporting document(s) identified in Attachment A of the Help Guide
- Attachment B of the Help Guide
- Additional information required by the agencies you have identified in Attachment B of the Help Guide
- Additional copies of your application for each of those agencies
- Other material to support your application, such as photos, models and previous consents. Please list what you have attached:

- An application fee — **required for all applications.**

*For official use only.*

Received by:

Signature

Name

Position

Date