

## DEVELOPMENT APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 78A)  
Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

### Property Details

#### Property details

unit:	house:
-------	--------

street:
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suburb:	postcode:
---------	-----------

lot:	DP/SP etc:
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**Note:** Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council **cannot** accept this application.

### Development Description and Proposal Details

**Type and cost of proposed development - Please tick (✓)**

Signage/advertising

<input type="checkbox"/>
<input type="checkbox"/>

Use of land/building

<input type="checkbox"/>
<input type="checkbox"/>

Carrying out of works

<input type="checkbox"/>
<input type="checkbox"/>

Subdivision

<input type="checkbox"/>
<input type="checkbox"/>

Earthworks

<input type="checkbox"/>
<input type="checkbox"/>

Construct a building

<input type="checkbox"/>
<input type="checkbox"/>

Demolition

<input type="checkbox"/>
<input type="checkbox"/>

Other

<input type="checkbox"/>
<input type="checkbox"/>

#### Detailed Description of proposed development




Online Service  
Portal

You can log onto [www.parracity.nsw.gov.au](http://www.parracity.nsw.gov.au) to track the progress of an application. The information you supply on this form and any related documentation will be publicly available on this Council website.

#### OFFICE USE ONLY

Reference: <b>DA/</b>	DA Fee: \$	Lodged via Post <input type="checkbox"/>
Date:	Receipt #:	Lodged in person <input type="checkbox"/>

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### Proposed use of the building

Please tick (P)

<input type="checkbox"/>	Single dwelling
<input type="checkbox"/>	Residential flats, dual occupancy, multi unit, serviced apartments
<input type="checkbox"/>	Mixed use development (i.e. mix of residential, office & commercial)
<input type="checkbox"/>	Accommodation - hotel, motel, boarding house, hostel
<input type="checkbox"/>	Offices
<input type="checkbox"/>	Retail
<input type="checkbox"/>	Factory, service station
<input type="checkbox"/>	Warehouse, showroom
<input type="checkbox"/>	Public buildings, halls, educational, laboratories
<input type="checkbox"/>	Outbuildings, garages, pergolas, pools, signs
<input type="checkbox"/>	Other (please describe)
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

### Number of dwelling units/ gross floor area

	No. Existing	No. Proposed
Studio units	#	#
1 bedroom units	#	#
2 bedroom units	#	#
3 bedroom units	#	#
4 or more bedroom units	#	#
Total gross floor area (commercial/retail/ residential)	#	#

### Operating Details

	No. Existing	No. Proposed
Number of staff/employees	#	#
<b>Working hours:</b>		
Monday	to	to
Tuesday	to	to
Wednesday	to	to
Thursday	to	to
Friday	to	to
Saturday	to	to
Sunday	to	to
<b>Parking and loading facilities:</b>		
Number of parking spaces	#	#
Number of loading bays	#	#

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### Development Details

#### Integrated development (s91a of EPAA) - Please tick (✓)

Is this application for Integrated Development?

yes

no

Integrated development is development that requires licences or approvals from other Government Departments. If this is an Integrated Development, please select from the appropriate boxes below.

- Item or place under an Interim or Permanent Conservation Order or Interim Heritage Order - **Heritage Act 1977**
- Involve works for irrigation, water supply or drainage, changing or preventing a change in the course of a river, preventing the land from flooding - **Water Act 1912**
- Impact upon a crown road, highway, main road, a freeway or a toll way - **Roads Act 1993.**
- An Aboriginal place declared (under the **National Parks and Wildlife 1974**) over the land, or any Aboriginal relics on the land
- Dredging or reclamation of waters - **Fisheries Management Act 1994**
- Within 40 metres of a watercourse - **Water Management Act 2000**
- Impact on marine vegetation such as removal of seagrasses, mangroves, sea lettuce or blackfish - **Fisheries Management Act 1994**
- Erect a structure; carry out works etc, on a public road under the **Roads Act 1993.**
- An EPA Licensed activity - **Protection of the Environment Operations Act 1997**
- Aquaculture - **Fisheries Management Act 1994**
- Alterations or improvements within a mine subsidence district or subdivision of land within - **Mine Subsidence Compensation Act 1961**
- Grant of mining lease - **Mining Act 1992**
- Petroleum (Onshore Act) 1991**
- Rural Fires Act 1997**

#### Staged development

Are you applying for a staged development consent?

yes

no

If you answered yes to this question, please attach written details of the staging proposed.

#### Approval under s68 Local Government Act 1993

Please tick (✓)

yes

no

Generally, Section 68 refers to approvals relating (but not limited to) structures or places of public entertainment, water supply, sewerage and stormwater drainage work, management of waste community land, public land and of other activities to ensure compliance, refer to Local Government Act 1993, Section 68 and Regulation.

#### Approvals under s138 Roads Act 1993

Please tick (✓)

yes

no

Does this application propose any form of alteration to Council's road reserve, i.e. Driveway, footpath reconstruction, drainage connection, outdoor dining and the like?

If yes, full details of the layout of the proposed driveway crossing, drainage connections including temporary structures and the like are required to be provided with the Development Application.



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### Accompanying Documentation Checklist

✓ = Document required. ⊗ = Document required if applying for a Construction Certificate or Complying Development Certificate. ● = Document may be required. <b>NB:</b> Multiple copies are required as outlined on next page.	New Residential Dwellings	Alteration & Additions to Residential Dwellings	Swimming Pools & Spas	New Dual Occupancies	Multi Unit / Town Housing	Residential Flat Buildings & Seniors Living	Commercial & Industrial Buildings	Child Care Centres	Subdivision / Demolition	Advertising / Signage	Applicant Checklist (✓)	Council Checklist (✓)
Site Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan (1:100 scale / 1:200)	✓	✓	●	✓	✓	✓	✓	✓	●	●		
Elevation Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	●	✓		
Section Plan (1:100 scale / 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Shadow Diagrams	●	●	●	●	✓	✓	●	●	●	●		
Building Specifications	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Energy Certificate e.g. BASIX	✓	●	●	✓	✓	✓	✓	✓	na	na		
Notification Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Landscaping Plan	✓	●	●	✓	✓	✓	✓	✓	●	●		
Erosion & Sediment Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	●		
Drainage / Stormwater Plan	✓	✓	●	✓	✓	✓	✓	✓	✓	●		
Drainage Statement	na	●	✓	na	na	na	na	na	na	na		
Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓	●	●		
External Finishes & Materials	✓	●	✓	✓	✓	✓	✓	●	●	✓		
Registered Surveyor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	●		
Heritage Impact Statement	●	●	●	●	●	●	●	●	●	●		
Aboriginal Archaeolog. Statement	●	●	●	●	●	●	●	●	●	●		
Photomontage	●	●	●	●	✓	✓	✓	●	●	●		
SEPP 65 Statement	na	na	na	na	●	✓	●	na	na	na		
Contamination Report	●	●	●	●	●	●	●	●	●	●		
Flora and Fauna Statement	●	●	●	●	●	●	●	●	●	●		
Design Review Panel referral	na	●	na	na	●	●	●	na	na	na		
Social Impact & Cultural Statement	●	●	●	●	●	●	●	●	●	●		
Digital Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Detailed Cost Estimate	✓	✓	✓	✓	✓	✓	✓	✓	✓	na		
Political Donation Statement	●	●	●	●	●	●	●	●	●	●		

### Accompanying Documentation Checklist (continued)

#### Document copies required

- Council requires **4** hardcopies of all documents outlined in the checklist outlined on the previous page excluding the photomontage for which only 2 hardcopies are required.
- If the development is integrated and/or concurrence is required then 2 additional copies are required.
- All accompanying documents need to be digitalised.

#### Site, floor, elevation & section plans

Plans and drawings must include the following:

- Plans are to be **A3** size or larger
- Plans to scale, 1:100, 1:200
- North point
- Date
- Site address
- Description of plan / drawing
- Architect / designer name and contact
- Number and brief description of amendments
- Hardcopy plans and drawing to be folded to A4 size with a title block on the front
- Section plan shows driveway gradient
- Levels to the Australian Height Datum
- Alterations/additions or modifications are to be coloured/shaded/highlighted/bubbled
- Trees on subject and adjoining properties are to be shown

I have fulfilled these requirements:

yes

no

### Digital Requirements

All applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

#### **Applications without a correctly formatted digital data disc will not be accepted.**

- The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



**One PDF file should contain all plans and drawings (excluding internal residential floor plans) i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file.**



**Each additional accompanying document requires a separate PDF file** e.g. application form, statement of environmental effects, heritage report, and internal residential floor plans, etc each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

Files named as follows: **Document Type - Property Address**



Architectural Plans - 30 Darcy Street Parramatta.pdf



Application Form - 30 Darcy Street Parramatta.pdf



Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf



Waste Management Plan - 30 Darcy Street Parramatta.pdf



Internal Residential Floor Plans - 30 Darcy Street Parramatta.pdf

My disc contains files which are named correctly and their content exactly matches hardcopies submitted with this application:

yes

no

### Accompanying Documentation Guide - Statement of Environmental Effects

#### WHAT IS A STATEMENT OF ENVIRONMENTAL EFFECTS?

A Statement of Environmental Effects (SEE) is a written document which explains how a development has been designed to meet the requirements of any development control plans, any local environmental plans and to minimise the impact it may have on:

- the amenity and enjoyment of adjoining and nearby land;
- services available in the community;
- public health and safety;
- the ecology of the area;
- the character of the neighbourhood.

#### WHEN DO I NEED A STATEMENT OF ENVIRONMENTAL EFFECTS?

A SEE is required to accompany all development applications. Please note that Council is unable to accept a Development Application unless a SEE is prepared and lodged concurrently with the application. Council will review the statement to determine its adequacy and will advise if additional information is required.

#### WHAT DO I NEED TO INCLUDE IN A STATEMENT OF ENVIRONMENTAL EFFECTS?

A site specific SEE is required for all development applications. The SEE shall take the form of a written document which details the potential environmental effects of the development on the subject site, adjoining land and the immediate neighbourhood. Specifically, the statement shall address but not be limited to the following:

- **The manner in which the development will comply with Council's codes and policies and relevant regulation**, including issues such as floor space ratio, setbacks, height, open space provision and car parking.
- **A detailed description of the site** including any topographical features and constraints such as easements, flooding, filling, instability, contamination, bushfire hazard etc. Details as to how any such site constraints are to be overcome must be included.
- **Details of vegetation on the site** including location, height and species and whether any vegetation is to be removed in conjunction with the proposed development.
- **Details of any existing development on the site** including number and type of structures and their heritage significance, if applicable. Confirmation as to whether any structures are to be demolished (to be accompanied by a Demolition Work Plan, available from Council).
- **Confirmation as to whether the development is to be staged** and details of the type of development to be constructed in each stage.
- **A description of the proposed use of the site** (where applicable) including method, hours of operation, number of employees and servicing arrangements. (predominantly for commercial and industrial development).
- **Details of the availability of servicing** and confirmation of consultations with servicing authorities (if the services do not currently exist or are required to be relocated).
- **A detailed description of traffic management issues** including intersection treatment, method of ingress/egress, loading facilities and car parking arrangements.
- **The proposed method of stormwater drainage** including the provision of on site detention and whether any easements will be required in conjunction with the development.
- **The impact of the development on the streetscape** with regard to bulk and scale, compatibility and colours and materials of construction.



### Accompanying Documentation Guide (continued) - Statement of Environmental Effects

- **The impact of the development on the amenity of adjoining residents** including privacy, overshadowing, noise and views
- **Any potential environmental impacts** associated with the proposed development, including air, water and noise impacts and the methods to be employed to mitigate any impacts.
- **The method of soil and water management** to be implemented on the site during construction works.
- **The method of waste management** to be employed on the site, both during construction and following completion of the development, including type/quantity of waste, method of disposal and recycling opportunities (to be accompanied by a Demolition Work Plan, available from Council).

For specific development types, the following is also required in the Statement of Environmental Effects:

#### **Industrial, commercial and change of use applications must also address the following:**

- Hours of operation
- Number of employees
- Provision of car parking
- On-going waste management
- Fire safety measures
- Signage (refer Advertising Sign section for details required)

#### **Applications for Outdoor Dining must also address the following as part of a Management Plan for the outdoor area:**

- Hours of operation
- Time of last orders taken
- Storage of furniture
- Music
- Cleaning of furniture & footpath

#### **Sex Services Premises**

- Number and role of all staff
- Description of the activities that are proposed to be undertaken at the premises
- Hours of operation
- Number of rooms in premises
- Identification of the rooms to be used for the proposed activities.
- Plan of management (refer to 5.6.3 of the Sex Services DCP).

**NOTE: Other matters may be relevant depending upon the nature of the development proposal.**

**Note: Council may require the submission of additional statements from qualified consultants detailing issues such as noise, structural, geotechnical, tree management, traffic, native flora or fauna impacts where the development has the potential to result in additional environmental impacts.**



### Accompanying Documentation Guide (continued)

#### Other plans, statements and reports

Notification plans	To allow Council to notify adjacent properties of this proposal A4 size site and elevation plans are required.
Building specifications	Detailed specifications of structure in accordance with the Building Code of Australia (BCA).
Erosion and sediment control	Indicate where soil has been disturbed on plans.
External finishes and materials	Samples and/or colour charts are suitable.
Landscape plans	To be prepared by a qualified landscape architect.
Shadow profiles	Required for buildings of 2 storeys or greater at 9am, 12pm and 3pm (Winter Solstice).
Drainage plan	This is a stormwater concept plan of hydraulics and on-site stormwater detention (OSD) calculations if required. This must be on paper <b>A3</b> or larger.
Waste management plan	Meet the objectives of section 4.3.5 of the Parramatta Development Control Plan (DCP) 2005.
Energy & sustainability Performance certificate	Can be sourced from <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> . Also required for alterations and additions of \$50,000 or more and swimming pools of 40,000 litres or more.
Heritage impact statement	If the subject site is a heritage item or is in a conservation area. See Heritage DCP or LEP on Council website.
Aboriginal archaeological Statement	For "high and medium" sensitivity sites.
Contamination report	If the site is potentially contaminated.
Flora and fauna report	If requested by Council.
SEPP 65 verification statement	For structures 3 storeys or greater having a residential component see <a href="http://www.planning.nsw.gov.au">www.planning.nsw.gov.au</a> .
Social impact & cultural Statement	If the site is greater than 5000 m <sup>2</sup> .

I have fulfilled these requirements:

yes

no

### Design Review Panel

DRP provides independent professional advice to Council regarding design quality of:

- All residential flat buildings 3 storeys in height or greater
- All high density housing
- All mixed use development 3 storeys in height or greater
- Draft master plans required under Parramatta Local Environment Plan 2001
- Any other development which, in the opinion of the Manager Development Services, or the Council, is likely to benefit from design review.

If your proposal is described by any of these then 6 additional copies of plans (A3) and accompanying documents are to be submitted with this application along with an additional fee which can be found at [www.parracity.nsw.gov.au/development](http://www.parracity.nsw.gov.au/development).

I have fulfilled these requirements:

yes

no

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### Detailed Cost Summary (This must be completed for development up to & including \$750,000)

Note: Page 10 - 14 are not available for viewing on Council's website from 1 October 2011

The estimates provided will be used to calculate **Development Application fees and Development Contributions** (where relevant). The estimated value of work must include the cost of all materials and all labour costs and is based on the cost incurred if a contractor carried out the works. If demolition or land modification i.e. excavation or fill is required, these costs must be included in the estimated value.

#### This is not the cost of an owner-builder undertaking the work.

Please note that Council will check the estimated cost provided on your development application when lodged. Incorrectly paid fees will result in delays to your application. Do not under-estimate the cost if you think you will pay a lesser fee.

A. Total Estimated Cost of Works (including GST)	
Parking / Garaging Area (m <sup>2</sup> )	
Total Construction Area (exc. Parking / Garaging) (m <sup>2</sup> )	
Description of Cost	Genuine Cost Estimate
Demolition	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, waste management)	\$
Construction and Engineering Costs	\$
Change of Use	\$
Subdivision (planning, executing & registering, inc. covenants & easements)	\$
Services (e.g. plumbing, mechanical, fire, lift)	\$
External works (e.g. landscaping, driveways, parking, pools)	\$
External services (e.g. gas, telephone, electricity connection to mains)	\$
Other (specify)	\$
Margin	\$
Goods and Services Tax	\$
<b>A. TOTAL Genuine estimate of development costs</b>	<b>\$</b>

### B. Cost of Works used to determine Section 94A Contributions

Please note that certain development types require the payment of Section 94A Contributions to Council once a Development Application has been approved. Certain items included within the **Total Estimated Cost of Works** are not included in the amount used to determine Section 94A Contributions, therefore the Section 94A Contributions are generally based on a lower amount. If included in the above cost estimates, please specify individual value of items below (where relevant). Council will use the amount of "A" minus "B" to determine the S94A Contributions.

Fittings	\$
Project management	\$
Disabled access	\$
Energy and water efficiency measures	\$
<b>B. Total</b>	<b>\$</b>

I certify that I have:

- provided the genuine costs of the development proposed by this application and these costs are based on industry recognised prices;
- included GST in the calculation of development costs;
- referred to Sections 25J & 255 of the Environmental Planning & Assessment Regulation 2000;
- acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

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### Quantity Surveyor's Report - (This only is required to be completed for Development over \$750,000)

Note: Page 10 - 14 are not available for viewing on Council's website from 1 October 2011

A Quantity Surveyor's report is required for all developments over \$750,000 and must be provided at time of lodgement.

The format of the report provided is at the Quantity Surveyor's discretion. The proforma on the following page can be used if desired.

**Please note the Quantity Surveyor must be a member of the Australian Institute of Quantity Surveyors, and is required to complete the following:**

\$

**A. Total Estimated Cost of Works (including GST) -** Estimated cost of development in accordance with Clause 255 of the EP&A Regulation, 2000.

Please note that certain development types require the payment of Section 94A Contributions to Council once a Development Application has been approved. Certain items included within the Estimated Cost of Works are not included in the amount used to determine Section 94A Contributions, therefore the Section 94A Contributions are generally based on a lower amount.

\$

**B. Cost of Works used to determine Section 94A Contributions -** Estimated cost of development in accordance with Clause 25J of the EP&A Regulation, 2000.

I certify that I have:

- inspected the plans the subject of the application for development consent;
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manual for the Australian Institute of Quantity Surveyors;
- included GST in the calculation of the development cost;
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Volume 1 (Appendix A2);
- referred to Sections 25J & 255 of the Environmental Planning & Assessment Regulation, 2000;
- **acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position and Qualifications: \_\_\_\_\_

AIQS Membership No.: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

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**Quantity Surveyor's Report - (This only is required to be completed for Development over \$750,000) Note: Page 10 - 14 are not available for viewing on Council's website from 1 October 2011**

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

DEVELOPMENT DESCRIPTION: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

<b>DEVELOPMENT DETAILS:</b>	
Gross Floor Area – Commercial	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup>
Gross Floor Area – Other	m <sup>2</sup>
Total Gross Floor Area	m <sup>2</sup>
Total Site Area	m <sup>2</sup>
Total Car Parking Spaces	
<b>Total Development Cost</b>	<b>\$</b>
<b>Total Construction Cost</b>	<b>\$</b>
<b>Total GST</b>	<b>\$</b>

<b>ESTIMATE DETAILS:</b>	
<b>Excavation</b>	<b>\$</b>
Cost per square metre of site area	\$/m <sup>2</sup>
<b>Demolition and Site Preparation</b>	<b>\$</b>
Cost per square metre of site area	\$/m <sup>2</sup>
<b>Construction – Commercial</b>	<b>\$</b>
Cost per square metre of commercial area	\$/m <sup>2</sup>
<b>Construction – Residential</b>	<b>\$</b>
Cost per square metre of residential area	\$/m <sup>2</sup>
<b>Construction – Retail</b>	<b>\$</b>
Cost per square metre of retail area	\$/m <sup>2</sup>
<b>Car Park</b>	<b>\$</b>
Cost per square metre of site area	\$/m <sup>2</sup>
Cost per space	\$/space
<b>Fit-out – Commercial</b>	<b>\$</b>
Cost per m <sup>2</sup> of commercial area	\$/m <sup>2</sup>
<b>Fit-out – Residential</b>	<b>\$</b>
Cost per m <sup>2</sup> of residential area	\$/m <sup>2</sup>
<b>Fit-out – Retail</b>	<b>\$</b>
Cost per m <sup>2</sup> of retail area	\$/m <sup>2</sup>
<b>Professional Fees</b>	<b>\$</b>
% of Development Cost	%
% of Construction Cost	%

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### Applicant/s Details and Declaration

**Note: Page 10 - 14 are not available for viewing on Council's website from 1 October 2011**

family name (or company & ABN):

full given names OR company contact person:

Unit/House No:

Street Name:

Suburb:

Postcode:

Home Phone:

Mobile:

Office Phone:

Email:

Do you consent to receiving further information requests via email?

### Applicant/s declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

If yes, please state relationship: \_\_\_\_\_

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes

no

### Applicant/s signature

### Disclosure statement of political donations & gifts

It is required to disclose the following reportable political donations and gifts (if any) 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:

- all reportable political donations made to any local councillor of Parramatta City Council, and
- all gifts made to any local councillor or employee of Parramatta City Council.

A disclosure is required to be made in a statement accompanying the relevant planning application by the person who makes the application.

Such disclosures are required to cover a period of two years before the application or submission is made and end when the application is determined. If a donation or gift is made after the lodgement of the required disclosure statement, a further statement is required to be provided within seven days after the donation or gift is made.

Download a form from the Parramatta City Council website or ask Council staff for a 'Disclosure of Political Donations & Gifts Form'. Detailed requirements are outlined within that form.

Is a disclosure statement required?

yes

no

## DEVELOPMENT APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Section 78A)  
Roads Act 1993 (Section 138) and Local Government Act 1993 (Section 68)

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

**Owners Details and Declaration - Note: Page 10 - 14 are not available for viewing on Council's website from 1 October 2011**

family name (or company & ABN):

full given names OR company contact person:

Unit/House No:	Street Name:
Suburb:	Postcode:
Home Phone:	Mobile:
Office Phone:	Email:

### Owner/s declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

If yes, please state relationship: \_\_\_\_\_

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

### Owner(s) Consent Requirements (Please where applicable)

- Owner(s)** - all owners are to sign (please note additional requirements for other types of ownerships below)
- Company / Organisation** - If the owner is a company, owner's consent is to be provided in two (2) of the following ways:
  - Signatures of 2 directors or a director and a company secretary (unless it has a sole director).
  - Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
  - Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. If there is no common seal, a company letterhead is acceptable.
  - Together with an up to date ASIC Company Extract and other relevant supporting documentation.
- Joint wall / Fence** - When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).
- Signing on owners behalf** - If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).
- Strata title / Body corporate** - If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided if any works are proposed on common property:
  - The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
  - A letter on strata management letterhead.
  - Minutes signed by body corporate chairman.
- New owner(s)** - If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:
  - A copy of the Certificate of Title.
  - A letter from your solicitor confirming settlement.
  - Previous owner(s) to provide owner(s) consent.

**Owner/s signature - ALL OWNERS ARE TO SIGN**