



# *Young Shire Council*

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## PLANNING, ENVIRONMENT & STRATEGIC SERVICES DEPARTMENT

### FACT SHEET 2

## LODGING A DEVELOPMENT APPLICATION

### INTRODUCTION

The speed with which Council can deal with and process an application depends on the detail of information provided with the application. One of the services which Council offers to assist in avoiding this problem is the provision of advice prior to the formal lodgement of your DA. The advice ensures that your proposal is permissible and that you are fully aware of all issues which need to be addressed within your application.

### THE PROCESS

Once your plans are lodged with Council the first step will be for them to be advertised in accordance with Council's Advertising and Notification Policy (Development Control Plan No 8). During this period the application will be allocated to an assessment office for assessment against the requirements of the Environmental Planning and Assessment Act, 1979 and the Building Code of Australia.

If additional information is necessary the assessing officer will contact the **Applicant**, indicating precisely what information is required to complete the assessment.

Any submissions received during the advertising period are also taken into account at this stage. Should an objection be received the application will be referred to a full meeting of Council for determination. Similarly, an application with significant variations from Council's policies will also be referred to a full meeting of Council for determination. All other applications will be dealt with and determined by staff under delegated authority, within the guidelines set by legislation and policy.

When an application is approved, the **Applicant** will receive the approval, with any conditions attached, in the mail to the address indicated on the application form.

It is important that the **Applicant** read and understand all the conditions attached to the determination. The consent is a legal document and any non-compliance with the conditions is a breach of the Environmental Planning and Assessment Act, 1979 and the offender may be prosecuted.

**Work shall only commence on site when all applicable conditions have been satisfied, under the Development Consent.**

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A staff member from the Planning, Environment and Strategic Services Department is available for consultation at the Customer Service area between 8.30am and 11am weekdays. At other times Staff (and in particular other professional staff such as Building Surveyors, Planners & Engineers) are available via phone or by appointment (02) 6380 1203.

## REQUIREMENTS

To assist applicants and Council these lodgment requirements have been developed and list some of the information which may be required to be provided.

### THE APPLICATION FORM

- All applications must be made on the applicable application form provided by Young Shire Council, fully completed with the consent of **ALL** the property owners. All registered owners must sign applications and the stamp/seal of the company/firm is also required, where applicable. If the property has recently changed hands and the transfer not yet received by Council, a letter from your conveyancer confirming settlement may be required.
- The property must be identified on the application form by either Lot and Deposited Plan number or rateable street address. **Applications cannot be accepted that do not uniquely identify the work site.**
- The application fee must be paid at the time of lodgment. The fee is set by the *Environmental Planning & Assessment Regulation 2000* and is based upon the cost of construction.

The estimated cost must be based upon realistic construction costs including all costs incurred (including labour) to bring the development to occupation stage.

**Owner Builders must provide an estimated cost similar to a builders contract rate, ie NOT materials only.**

If Council does not consider the estimated cost is realistic it may require the applicant to provide evidence of construction cost or alternatively Council may use established rates set by publications produced by Quality Surveyors, such as Cordells or AIBS. The applicable fee can be obtained by contact Council's Planning and Environment Department.

### ACCOMPANYING INFORMATION;

Applicants are required to lodge with their application;

- Two (2) complete sets of plans with their application, preferably on A3 paper.
- An additional five (5) sets of plans showing site plan and elevations only on A4 paper are required for neighbour notification.

**Please Note: Plans cannot be accepted on graph paper, drawn in pencil or showing a previous Council stamp.**

### Disclaimer

Whilst Council endeavours to ensure the advice given by staff and the information supplied by Council is suitable, accurate and complete, no warranty is given that the verbal or material advice is free from error or omission. Verbal advice and material is intended for general use and general information only. Any person receiving such advice and material must exercise their own due skill and care with respect to the use of the advice and material.

Accordingly, Young Shire Council, expressly disclaim all liability for any act done, or admission made in reliance on such advice or material, and consequences of such an act or omission.

Copies of Council's Development Application and Construction Certificate Application form are available from the Customer Services Area at Council's Offices or on Young Shire Council's website at [www.young.nsw.gov.au](http://www.young.nsw.gov.au) - go to Council Forms - Planning & Environment.

If you have any you have any questions regarding this information sheet, please contact Council's Planning, Environment & Strategic Services Department on (02) 6380 1203.

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