

# DEVELOPMENT APPLICATION FORM (DA)

Made under the Environmental Planning and Assessment Act 1979 (Section 4.12)

## About this form

Use this form to apply for approval to carry out development of a property in the City of Ryde. This is a public record and will be made available on our website. This form is required so that Council can assess the likely impacts and ensure that the DA:

- Is permissible and is an appropriate use of the site according to its zoning
- Complies with the *Environmental Planning and Assessment Act 1979*
- Complies with the *City of Ryde Development Control Plan (DCP) 2014* and the *Local Environment Plan (LEP) 2014* and any other relevant planning controls
- Has no detrimental environmental impacts
- Has no adverse impact upon adjacent and neighbouring properties.

**Disclaimer:** The information provided by you on this form will be used by City of Ryde or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with the *City of Ryde Privacy Management Plan 2014* or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

## How to lodge this form

This form is in eight parts. Please ensure all fields have been filled out otherwise the City may be unable to process your application. Once completed, this form must be included with your application and submitted through the NSW Planning Portal.

**Essential information:** Before you begin, ensure you read the Development Application Info Package at [www.ryde.nsw.gov.au/dapackage](http://www.ryde.nsw.gov.au/dapackage). Factsheets and FAQ's are available online at [www.ryde.nsw.gov.au/da](http://www.ryde.nsw.gov.au/da). You can also discuss your proposal before lodging your DA by making an appointment online at [www.ryde.nsw.gov.au/bdas](http://www.ryde.nsw.gov.au/bdas) or by contacting Customer Service on 9952 8222.

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the Council will communicate with.

### Company / Organisation

If applicable

Title                      Mr                      Mrs                      Ms                      Miss                      Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact      Mobile                      Phone                      Email

Mobile

Phone

Business phone

Home phone

Email

Please note: all correspondence will be sent to this email address (please print clearly)

## PART 2 : LOCATION OF THE PROPERTY

Site details of the proposed development.

Address

Suburb

Postcode

Lot No.

DP / SP

Is access to the site available?      Yes                      No                      If No, state why?  
eg dog, locked gates

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY      Receipt number

Amount paid \$

Date received

## PART 3 : OWNER'S CONSENT

Every registered owner of the land must sign this form.

<b>3.a) Type of owner(s)</b>	<b>Land owner</b> (Torrens title)	<b>Unit owner</b> (Strata title) Common seal / stamp required	<b>Legal authority</b> Power of attorney Executor Trustee Body corporate	<b>Outdoor dining / footpath activity</b> Proceed to Part 4
	<b>Land owner</b> (Company title)			<b>Council</b>

**3.b) Owners address same as location of the proposed development?** **Yes** If yes, please proceed to number of owners (3.c) **No**

Title **Mr Mrs Ms Miss Other**

Given Name **Family Name**

Address

Suburb **Postcode**

Preferred contact **Mobile Phone Email**

Mobile **Phone**

Business phone **Home phone**

Email

**3.c) Number of owners**

**3.d) Consent**

As owner of the land (or legal authority) to which this application relates, I consent to this application. I also consent for authorised City of Ryde officers to enter the land to carry out inspections relating to this application.

Name of owner 1

Signature

Date

Name of owner 2

Signature

Date

Name of owner 3

Signature

Date

**3.e) Legal authority**

Without **ALL** the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative or as a Body Corporate, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc). If the owner is a company, this form must be signed by two directors or a director and company secretary and the common seal must be stamped on this form if applicable. If the company has a sole director a separate letter stating sole director status on company letterhead to be provided.

Name(s) of legal  
authorities

Position title / and  
Company

Signatures

Date

**Company / Strata Stamp or seal  
to be affixed if applicable**



## PART 5 : ESTIMATING COST OF WORKS FOR DEVELOPMENT

The estimated cost of work must be based on industry recognised prices, including cost for materials and all labour for construction and / or demolition and GST. Various commercial entities publish building and construction cost guides / calculators, which provides technical guidance on estimating costs and methods of measurement. A copy of the Cordell's Housing Building Cost Guide is available to assist at Top Ryde Library.

**This is not the cost of an owner builder undertaking the works.**

Council will check the estimated cost provided on the application form. If the estimate is understated, the figure will need to be adjusted. Additional application fees may apply.

Different lodgement requirements apply dependent on the estimated cost of works as follows:

### 5.a) Is the estimated cost of work:

**Between \$0 and \$500,000** (Council will accept a cost estimate by the applicant or a suitably qualified person\*).

**Between \$500,000 and \$1 million** (a cost estimate must be prepared by a suitably qualified person including their methodology).

**Over \$1 million** (a detailed cost report must be prepared by a registered quantity surveyor).

### 5.b) Estimated total cost of work

Including labour and materials, or contract price	\$	Including GST
---	----	---------------

\* A suitably qualified person is: a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing development works at least to a similar scale and type as is proposed.

**Use either of the two options below or over the page to estimate the cost of the proposal:**

Adapted from assessment sheets provided in Circular PS13-002: Calculating the genuine estimated cost of development, published by the NSW Department of Planning, Industry and Environment.

## OPTION 1 : ESTIMATED COST OF WORKS – BASED ON WORKS COMPONENTS COSTS

Demolition works (including cost of removal from site and disposal)	\$
Site preparation (eg clearing vegetation, decontamination or remediation)	\$
Excavation or dredging including shoring, tanking, filling and waterproofing	\$
Preliminaries (eg scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$
Building construction and engineering costs:	\$
• Concrete, brickwork, plastering • steelwork / metal works • roofing • carpentry / joinery	
• windows and doors • secondary dwelling	
Internal services (eg plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$
Internal fit out (eg flooring, wall finishing, fittings, fixtures, bathroom, equipment)	\$
Other structures (eg landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools*)	\$
*Pools must include a separate quote from the pool company.	
External services (eg gas, telecommunications, water, sewerage, drains, electricity to mains)	\$
Professional fees (eg architects and consultant fees, excluding fees associated with non-construction components)	\$
Other (specify)	\$
Parking / garaging area	\$
GST	\$
<b>Total</b>	<b>\$</b>

I certify that:

- I have provided a genuine estimate of the costs of the proposed development and that those costs are based on industry recognised prices.
- I acknowledge that Council may review the information provided and may seek further information or make its own cost estimate.

**Prepared by:**

**Phone no:**

**Position / qualification:**

**Address:**

**Signature:**

**For option 2, please see next page**

**Date:**

## OPTION 2 : ESTIMATED COST OF WORKS BASED ON FLOOR SPACE ESTIMATES

	Area*	Cost per M <sup>2</sup>	Total cost
	*Unless otherwise indicated		
Professional fees			\$
Demolition and site preparation		M <sup>2</sup> \$	\$
Excavation			
Area or		M <sup>2</sup> \$	\$
Volume		M <sup>2</sup> \$	\$
Construction Commercial		M <sup>2</sup> \$	\$
Construction Residential		M <sup>2</sup> \$	\$
Construction Retail		M <sup>2</sup> \$	\$
Construction Industrial		M <sup>2</sup> \$	\$
Construction Other		M <sup>2</sup> \$	\$
Fitout commercial		M <sup>2</sup> \$	\$
Fitout residential		M <sup>2</sup> \$	\$
Fitout retail		M <sup>2</sup> \$	\$
Fitout industrial		M <sup>2</sup> \$	\$
Fitout other		M <sup>2</sup> \$	\$
Carpark		Cost per space \$	\$
		M <sup>2</sup> \$	\$
<b>Total construction cost</b>			\$
<b>Total gst</b>			\$
<b>Total development cost</b>			\$

I certify that:

- I have provided a genuine estimate of the costs of the proposed development and that those costs are based on industry recognised prices.
- I acknowledge that Council may review the information provided and may seek further information or make its own cost estimate.

Prepared by:

Phone no:

Position / qualification:

Address:

Signature:

Date:

## PART 6 : OTHER APPROVALS AND CONCURRENCES FROM STATE AGENCIES

Your proposed development may require further approvals.

**Is this application an Integrated Development?** Integrated development is development that requires licences or approvals from other state agencies. Most forms of development will not be “intergrated” and need only the agreement of a state agency. For example development adjacent to a major road may need concurrence from NSW Roads and Maritime Services. Council will refer a copy of your application to the relevant agencies to seek their agreement. If you are unsure, please visit [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) for more information on the relevant act, or contact Customer Service Centre on 9952 8222 to determine if the development is integrated or requires concurrence.

- 6.a) Does your proposal involve a building or land subject a Heritage Conservation Order or identified as a State Heritage Item? (Heritage Act 1977)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to the Heritage Council on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.b) Could your proposal cause the pollution of our water? (Protection of the Environment Operations Act 1997)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to the **Environmental Protection Agency** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.c) Could your proposal affect Aboriginal relics and places within our City? (National Parks and Wildlife Act 1974)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to **NSW Office of Environment and Heritage** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.d) Will your proposal affect any major roads? (Roads Act 1993)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to **NSW Transport Roads and Maritime Services** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.e) Is your proposal within 40m of our rivers or streams (excluding residential purposes), likely to impact on ground waster table or involve the use of water from our waterways? (Water Management Act 2000)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to the **National Resources Regulator** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.f) Will your proposal require dredging and reclamation work within our waterways? (Fisheries Management Act 1994)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to the **National Resources Regulator** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.g) Is your proposal for the subdivision of residential land in a bushfire prone area? (Rural Fires Act 1997)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to **Rural Fire Services** on your behalf. A further fee will be charged by this state agency which will contact you directly.
- 6.h) Is your proposal in a bushfire prone area and include a school, childcare centre, hospital, hotel, motel, seniors housing, group home or facility for the mentally incapacitated? (Rural Fires Act 1997)**
- No** Yes If yes, \$140 admin fee for the City of Ryde is required and council will refer and forward the application to **Rural Fire Services** on your behalf. A further fee will be charged by this state agency which will contact you directly.

**6.i) Staged developments are proposals in stages over an period of time where subsequent Development Applications are required. Are you applying for a staged development?** **No** **Yes**  
*If yes, please attach written details of the staging proposal.*

**6.j) Development with a capital value over \$30 Million or over \$5 Million for Crown development will be decided by the independent Sydney North Planning Panel (SNPP) Does this application need to be presented to the Sydney North Planning Panel (SNPP)?** **No** **Yes**

**6.k) Approvals under s138 Roads Act 1993** **No** **Yes**  
Does this application propose any form of alteration to Council’s road reserve, i.e. Driveway, footpath reconstruction, drainage connection, outdoor dinning 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.

**6.l) Urban Design Review Panel (UDRP)** **No** **Yes**  
UDRP provides independent professional advice to Council regarding design quality of:  
• All residential apartment development 3 storeys in height or greater, all high density housing and all mixed use development 3 storeys in height or greater

Any other development including commercial developments, concept development etc which, in the opinion of the Manager of Assessment Department or the Council, is likely to benefit from design review.  
*If yes, additional fees apply in accordance with the Council’s fees and charges [www.ryde.nsw.gov.au/feescharges](http://www.ryde.nsw.gov.au/feescharges)*

## PART 7 : CHECKLIST

Please review the *Development Applications Requirements* at [www.ryde.nsw.gov.au/development](http://www.ryde.nsw.gov.au/development) and ensure you provide all plans and documentation that is relevant to your application.

**IMPORTANT: 1 hard copy and 1 PDF soft copy required for all below**

7)	DEVELOPMENT APPLICATION FORM	Yes	
7.a)	SITE PLANS – All site plans and associate documentation	Yes	
7.b)	NOTIFICATION PLANS	Yes	
7.c)	DETAILED COST REPORT	Yes	
7.d)	SITE-WASTE MINIMISATION AND MANAGEMENT PLAN	Yes	
7.e)	SEE (STATEMENT OF ENVIRONMENTAL EFFECTS)	Yes	
7.f)	SURVEY PLANS	Yes	N/A
7.g)	SITE ANALYSIS	Yes	N/A
7.h)	FLOOR PLANS	Yes	N/A
7.i)	ELEVATION PLANS	Yes	N/A
7.j)	SECTION PLANS	Yes	N/A
7.k)	LANDSCAPE PLANS	Yes	N/A
7.l)	DEMOLITION PLANS SITE PHOTOS & DEMO WORK METHOD STATEMENT	Yes	N/A
7.m)	SHADOW DIAGRAMS	Yes	N/A
7.n)	RESIDENTIAL FLAT BUILDINGS SEPP 65 DEVELOPMENT	Yes	N/A
7.o)	STORMWATER / OSD PLAN AND CHECKLIST	Yes	N/A
7.p)	BASIX CERTIFICATE	Yes	N/A
7.q)	ENERGY EFFICIENCY REPORT	Yes	N/A
7.r)	HERITAGE IMPACT STATEMENT / HERITAGE REPORT	Yes	N/A
7.s)	ACCESS REPORT	Yes	N/A
7.t)	BUSHFIRE REPORT	Yes	N/A
7.u)	GEOTECHNICAL REPORT	Yes	N/A
7.v)	FLOOD IMPACT STATEMENT	Yes	N/A
7.w)	ARBORIST REPORT	Yes	N/A
7.x)	FIRE SAFETY REPORT	Yes	N/A
7.y)	CONTAMINATED LAND REPORT	Yes	N/A
7.z)	POLITICAL DONATIONS AND GIFTS DISCLOSURE FORM	Yes	N/A
7.zi)	ELECTRONIC LODGEMENT REQUIREMENTS (CD or USB must contain all information and be properly named and formatted with no password locking)	Yes	N/A

## PART 8 : DECLARATION

**8.a)** A person who makes a Development Application 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 (2) years before the application is made and ending when the application is determined.

- all reportable political donations made to any of Council's elected representatives or their political party
- all gifts made to any local councillor or employee of City of Ryde

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

**8.b)** Declaration

I am applying for approval to carry out the development or works described in this application.

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct. I understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested.

I acknowledge that if the information provided is misleading any approval granted 'may be void'.

I have submitted all plans, forms and documentation as outlined in the checklist in Part 8 for this type of development.

Signature (s)

Date