

# DEVELOPMENT APPLICATION FORM (DA)

## 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.

## How to lodge this form

This form is in nine parts. Please ensure all fields have been filled out, and fields marked with an asterisk \* must be completed otherwise the City may be unable to process your application. Once completed, forms can be submitted by mail or in person by appointment with the Building and Development Advisory Service at Council's Customer Service Centre, 1 Pope Street, Ryde (corner Pope and Devlin Streets).

**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 City will communicate with.

Company / Organisation If applicable		<input type="text"/>	
Title*	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Miss	Other: <input type="text"/>	
Given Name*	<input type="text"/>		Family Name* <input type="text"/>
Unit / Suite No.	<input type="text"/>	House No.*	<input type="text"/>
Street Name* <input type="text"/>			
Suburb*	<input type="text"/>		Postcode* <input type="text"/>
Postal Address If different from above <input type="text"/>			
Suburb	<input type="text"/>		Postcode <input type="text"/>
Preferred Contact*	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	<input type="checkbox"/> Home
Mobile	<input type="text"/>		Fax <input type="text"/>
Business Phone	<input type="text"/>		Home Phone <input type="text"/>
Email* <input type="text"/>			

## PART 2 : LOCATION OF THE PROPERTY

Site details of the proposed development.

Unit / Suite No.	<input type="text"/>	House No.*	<input type="text"/>
Street Name* <input type="text"/>			
Suburb*	<input type="text"/>		Postcode* <input type="text"/>
Lot No.*	<input type="text"/>		DP/SP* <input type="text"/>
Is access to the site available?* <input type="checkbox"/> Yes <input type="checkbox"/> No If No, state why? eg dog, locked gates <input type="text"/>			

# PART 3 : OWNER'S CONSENT

Every registered owner of the land must sign this form.

**3.a) Type of owner(s)\***

<input type="checkbox"/> Land owner (Torrens title)	<input type="checkbox"/> Unit owner (Strata title) Common seal/ stamp required	<b>Legal authority</b>	<input type="checkbox"/> Outdoor dining / <b>footpath activity</b> Proceed to Part 4
<input type="checkbox"/> Land owner (Company title)		<input type="checkbox"/> Power of attorney	
		<input type="checkbox"/> Executor	
		<input type="checkbox"/> Trustee	
		<input type="checkbox"/> Body corporate	<input type="checkbox"/> Council

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

Unit / Suite No.	<input type="text"/>	House No.*	<input type="text"/>
Street Name*	<input type="text"/>		
Suburb*	<input type="text"/>	Postcode*	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Business Phone	<input type="text"/>	Home Phone	<input type="text"/>
Email*	<input type="text"/>		

**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*	<input type="text"/>		
Signature*	<input type="text"/>	Date*	<input type="text"/>
Name of owner 2	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Name of all other owners	<input type="text"/>		
Signatures	<input type="text"/>	Date	<input type="text"/>

**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 2 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	<input type="text"/>	<b>Company / Strata Stamp or seal to be affixed if applicable</b>
Position title / and Company	<input type="text"/>	
Signatures	<input type="text"/>	
Date	<input type="text"/>	

## PART 4 : TYPE OF DEVELOPMENT

Please select one or more from the types of development below.

### 4. a) Residential

- Dual Occupancy Attached - 1 & 2 storey
- Dwelling House - 1 storey
- Dwelling House - 2 storey
- Alterations and Additions - First Floor
- Secondary Dwelling (Granny Flat)
- Multi-dwelling Housing
- Residential Flat Buildings (Units)
- Mixed-use Dwellings
- Earthworks

### Commercial/industrial

- New Office/Commercial/Retail Building
- New Industrial Factory/Warehouse
- Alterations/Additions
- Earthworks

### Subdivision development

- Land subdivisions
- Boundary adjustment and consolidation

### 4. b) Residential

- Alterations and Additions - Ground Floor
- Decks/Pergolas/Shade structures
- Garages/Sheds/Carports
- Access Facilities - Ramps, inclinator, lifts
- Retaining Walls  Fences
- Swimming Pools and Spas
- Home Occupation
- Water Tanks
- Antenna or Satellite Dish
- Demolition
- Landscape

### Commercial/industrial

- Internal Fitout to Commercial Building
- Access Facilities - Ramps, inclinator, lifts
- Change of use for Shops/Offices
- Advertising/Signage
- Footpath Activity
- Demolition
- Landscape

### Subdivision

- Strata and community titles

Some of the above types of development may qualify as exempt development under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. Contact Council on 9952 8222 for more information.

### 4.c) Have you selected only developments from Part 4.b?\*

 Yes

If yes, please proceed to Part 5

## PART 5 : CALCULATING THE COST OF DEVELOPMENT

Accurate cost estimates are required

5.a) Detailed description of development\*

5.b) What is the total area of the proposed development?\*

If additions or alterations provide the additional floor area

m<sup>2</sup>

To calculate your estimated cost of development please use Council's information sheet *Estimating Cost of Works for Development* online at [www.ryde.nsw.gov.au/development](http://www.ryde.nsw.gov.au/development) (Subject to a check by the City before acceptance of the below figure).

5.c) Is the estimated cost of work:\*

- Between \$0 and \$500,000 (the City will accept a cost estimate by the applicant or a qualified person).  
 Between \$500,000 and \$1 million (a cost estimate must be prepared by a qualified person including their methodology).  
 Over \$1 million (a detailed cost report must be prepared by a registered quantity surveyor).

5.f) Estimated total cost of work\*

Including labour and materials, or contract price

\$

Including GST

## PART 6 : OTHER APPROVALS

Your proposed development may require further approvals.

**Is this application an Integrated Development?** Integrated development is development that requires licences or approvals from State Government Departments. Most forms of development will not be "integrated". 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 the Customer Service Centre on 9952 8222 to determine if the development is Integrated.

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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Office of Environment and Heritage](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Office of Environment and Heritage](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Office of Environment and Heritage](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Transport Roads and Maritime Services](#) which Council forwards on your behalf.

6.e) Is your proposal within 40m of our rivers or steams (excluding residential purposes) 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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Dept Primary Industries Office of Water](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [NSW Dept Primary Industries Office of Water](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [Rural Fire Services](#) which Council forwards on your behalf.

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 plus an additional set of plans and a cheque for \$320 addressed to [Rural Fire Services](#) which Council forwards on your behalf.

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

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

(If Yes, 4 in total copies of plans and documentation required)

## PART 7: CHECKLIST

OFFICE USE ONLY

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.

<b>7)</b> DEVELOPMENT APPLICATION FORM - (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.a)</b> SITE PLANS - All site plans and associate documentation (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.b)</b> NOTIFICATION PLANS - (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.c)</b> DETAILED COST REPORT - (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.d)</b> SITE-WASTE MINIMISATION AND MANAGEMENT PLAN - (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.e)</b> SEE (STATEMENT OF ENVIRONMENTAL EFFECTS) - (3 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.f)</b> SURVEY PLANS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.g)</b> SITE ANALYSIS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.h)</b> FLOOR PLANS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.i)</b> ELEVATION PLANS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.j)</b> SECTION PLANS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.k)</b> LANDSCAPE PLANS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.l)</b> DEMOLITION PLANS SITE PHOTOS & DEMO WORK METHOD STATEMENT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.m)</b> SHADOW DIAGRAMS - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.n)</b> RESIDENTIAL FLAT BUILDINGS SEPP 65 DEVELOPMENT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.o)</b> STORMWATER / OSD PLAN AND CHECKLIST - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.p)</b> BASIX CERTIFICATE - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.q)</b> ENERGY EFFICIENCY REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.r)</b> HERITAGE REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.s)</b> ACCESS REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.t)</b> BUSHFIRE REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.u)</b> GEO-TECHNICAL REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.v)</b> HYDROLOGY REPORT - (3 copies) and Flood Model (Electronic copy)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.w)</b> ARBORIST REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.x)</b> FIRE SAFETY REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.y)</b> CONTAMINATED LAND REPORT - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>7.z)</b> POLITICAL DONATIONS AND GIFTS DISCLOSURE FORM - (3 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Please note** For major development you may be required to supply extra copies, please contact Customer Service on **9952 8222** to confirm your documentation requirements.

## 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\*