

COMPLYING DEVELOPMENT APPLICATION

About this form

Use this form to apply for approval to carry out complying development of a property in the City of Ryde.

How to lodge this form

This form is in eight 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, 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. Factsheets and FAQ's are available online at 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 or by contacting Customer Service on 9952 8222.

Customer Service Centre 1 Pope Street, Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670
Email cityofryde@ryde.nsw.gov.au
Phone (02) 9952 8222

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.

PART 1 : APPLICANT AND SITE DETAILS

1 : APPLICANT DETAILS The applicant is the person lodging the form and the only person the City will communicate with.

Title*	Mr	Mrs	Ms	Miss	Other
Given Name*				Family Name*	
(or ACN)				(or Company)	
Contact person*					
(if Company)					
Please note: that the applicant is the only person the City will communicate with in the matter					
Unit / Suite No.	House No.*				
Street Name*					
Suburb*					Postcode*
Please note: all correspondence will be sent to this address (please print clearly)					
Postal Address					
If different from above					
Suburb					Postcode
Preferred Contact*	Mobile	Business	Home		
Mobile				Fax	
Business Phone				Home Phone	
Email*					

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.

2 : LOCATION OF THE PROPERTY Please list all properties subject to this application

Unit / Suite No.	House No.*
Street Name*	
Suburb*	Postcode*
Lot No	DP/SP
Is access to the site available? Yes No	
If NO, please specify obstacle (e.g. dog, locked gates etc)	

3 : OWNERS CONSENT

Every registered owner of the land must sign this form.

If the owner is a company, this form must be signed by 2 directors or a director and a company secretary and the common seal must be stamped on this form if applicable.

If it is Council owned property/land, the General Manager must sign this form prior to the application being submitted.

For Outdoor Dining applications, this section should be left blank.

If the property is a unit under strata title or a lot in a community title and approval is sought for work on or over common property, then the common seal of the body corporate must be stamped on this form and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Name of Owner and/or
authorised person

Position Title
(if company)

Unit / Suite No.	House No.*
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Street Name*

Suburb*

Postcode*

Postal Address

If different from above

Suburb

Postcode

Preferred Contact*	Mobile	Business	Home
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Mobile

Fax

Business Phone

Home Phone

Email*

As owner of the land 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.

Signature*

Date*

Without 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, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc)

PART 2 : DEVELOPMENT PROPOSED AND BUILDER DETAILS

4. DESCRIPTION OF DEVELOPMENT & APPLICABLE SEPP

Housing Code – Single and two storey detached dwelling including alterations & additions

Swimming Pool

Outbuildings

Affordable Housing - Secondary dwelling

State Planning Infrastructure 2007

Commercial / Industrial

Demolition

Please describe briefly everything that you want approved by the City including advertising signs, hours of operation, use, subdivision, demolition, etc

5. ESTIMATED COST OF WORK

The estimated cost of the development, labour and materials or contract price should include GST and is subject to a check by the City before final acceptance

Estimated cost of work \$

Name (printed), qualification and signature of qualified person certifying cost of work

6. WHO WILL BE DOING THE WORK?

You will need an owner-builder permit from the Department of Fair Trading if the value of the work is more than \$10,000

Owner Builder Permit No

Licensed Builder License No

Title*

Mr

Mrs

Ms

Miss

Other:

Given Name*

(or ACN)

Family Name*

(or Company)

Unit / Suite No.

House No.*

Street Name*

Suburb*

Postcode*

Preferred Contact*

Mobile

Business

Home

Mobile

Fax

Business Phone

Home Phone

Email*

You must notify the City in writing of the name, address and licence number of the builder before any building work commences.

Unlicensed Builder You are only permitted to use an unlicensed builder for non-residential work

PART 3: SITE DEVELOPMENT DETAILS

7. What is the area of the land?

m2

8. What is the gross floor area of the existing buildings?

m2

9. What is the gross floor area of the proposed buildings? *If additions or alterations give the additional floor area*

Proposed floor area

m2

10. What is the building site presently used for? *If vacant, write vacant*

Main use

Other uses

11. What will the proposed building be used for?

Main use

Other uses

12. How many dwellings will there be?

Existing	To be Demolished	
New Dwellings		

13. Does this site contain a dual occupancy?

Yes

No

14. How many storeys will be in the building?

Number of storeys

15. Building Materials *Tick more than one if necessary*

ROOF	WALLS	FLOOR	FRAME
10 Tiles	11 Double Brick		
	12 Brick Veneer		
20 Slate/Concrete	20 Stone/Concrete	20 Concrete	
30 Fibre Cement	30 Fibre Cement		
	40 Timber	40 Timber	40 Timber
60 Steel		60 Steel	60 Steel
70 Aluminium		70 Aluminium	70 Aluminium
80 Other	80 Other	80 Other	80 Other

PART 4: APPLICANT’S DECLARATION

All the details sought in the accompanying checklist must be provided. Site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may sometimes be required. A City of Ryde Officer will contact you soon after the initial inspection if this is the case.

**THE COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION.
FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD
WILL RESULT IN YOUR APPLICATION BEING RETURNED.**

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application is, to the best of my knowledge, true and correct.

I also 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’.

Signature

Date

HOW TO LODGE THIS APPLICATION

Address the application to : General Manager
City of Ryde

You can send it to us by any of the following methods:

Post: Locked Bag 2069
North Ryde NSW 1670

**COURIER OR
PERSONAL DELIVERY:** Locked Bag 2069
North Ryde NSW 1670

OFFICE HOURS: 9am - 5pm Monday to Friday
(second Thursday of each month: 10am - 5pm)
to visit Ryde Planning Business Centre
8:30 am to 5:00 pm Monday to Friday for telephone enquiries

HOW TO CONTACT US: Phone: (02) 9952 8222
Fax: (02) 9952 8070

Website Address: www.ryde.nsw.gov.au

We recommend that you consult with the City's Customer Service Officers before lodging this application.

Fees: Fees are calculated on a scale based on the contract value of the work of the market value of the labour and materials needed to complete the work including GST. Ask us for details.

NOTE – Any refunds will be processed to the person/company who paid the fees to the City Of Ryde

Payment Methods: By Mail: Cheque or Money Order
In Person: Cash, Cheque, Money Order, Mastercard, Visa, AMEX &/or EFTPOS

NOTE – A merchant fee surcharge is applicable for all credit card payments.

Make cheques payable to “City of Ryde”.

Acknowledgement: We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid and the registered number of the application.

Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the City may be unable to process your request. With regard to Complying Development Applications, the City requires the provision of owner's name and address with signature/s to verify owner's permission. This information is available for public inspection. The City of Ryde is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact the City's Customer Service Centre on (02) 9952 8222 and ask for an information sheet to be forwarded to you.

COMPLYING DEVELOPMENT CHECKLIST

Required	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
ALL PLANS AND ASSOCIATED DOCUMENTATION 3 copies of all plans and documentation must be submitted as part of the application plus 1 optional electronic version (PDF).	Yes	N/A	Yes	No	N/A
EVIDENCE - COMPLAINT WITH APPLICABLE SEPP REQUIREMENTS Provide evidence that the proposal you are seeking approval for, meets the SEPP requirements as applicable to complying development. This can be provided as a checklist or statement.	Yes	N/A	Yes	No	N/A
COMPLETED APPLICATION FORM (3 copies + PDF) The original completed application form plus 1 copy must be submitted with the application.	Yes	N/A	Yes	No	N/A
PLANS Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and on A4 or A3 size paper. Free hand, single line or illegible drawing will not be accepted. The following information should be included on all plans and documents: • Applicant's name, block/house/shop/flat number, street/road name, town or locality • Lot Number, Section Number, DP/SP Number • Measurements in metric • The position of true North • Building or parts of building to be demolished to be included in outline • Designer's/Architect's name and date	Yes	N/A	Yes	No	N/A
COLOURED PLANS (3 copies + PDF) (For alterations & additions plans are to be suitably coloured identifying all new work – site & floor plan and elevations). • Brick – Red • Concrete – Dark Green • Fibre Cement/Cement Render – Light Green • Timber – Yellow • Roof tiles – Orange • Tile – Purple • Glass & Glass Bricks – Light Blue • Steel, Galvanised Iron – Dark Blue • Sandstone – Light Brown	Yes	N/A	Yes	No	N/A

Required	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
SURVEY PLAN (3 copies + PDF) (not required for minor structures, change of use, home occupation, signs or internal alterations - Check with duty officer). Information should include: • To Australian Height Datum (AHD) plan to scale preferably 1:100 • Bench mark on the kerb or other suitable fixed point (i.e natural ground level) • Plan to show all existing structures • Plan to show the exact location of all trees greater than 5m in height, the RL at their base and their height and canopy spread • Location/position of all buildings/structures on adjoining land (showing street number & street address) floor levels and ridge heights of those buildings or structures at the boundary • Levels – contour and spot levels • Easements and rights of way NOTE - Certain plans may not be required for smaller developments but you as the applicant must provide sufficient information to demonstrate that your proposal complies with all the requirements of the relevant SEPP. The City of Ryde will not ask for further information in determining the application.	Yes	N/A	Yes	No	N/A
SITE PLAN (3 copies + PDF) A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments A site plan should include: • Drawing to a suitable scale (i.e. 1:100 or 1:200) • Location of the new and existing buildings in relation to the site boundaries • Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways • Relative location of adjoining buildings • Contour lines of site and spot levels at the corner of the building • Location of stormwater drainage pipes including downpipes and gutter, connection and discharge points • Zone boundaries if multiple zoning applies • Site fencing during construction • Details of soil and water management measures • Details of the BASIX certificate Commitments Measurements including: • Length, width and site area of land, both existing and proposed • Width of road reserve • Distance from the external walls and the outermost parts of the proposed building to all boundaries • Approximate distance from the proposed building to neighbouring buildings	Yes	N/A	Yes	No	N/A

Required	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
DEMOLITION (3 copies + PDF) If you are planning on demolishing any building or structure you will need to provide the following: • Demolition work plan prepared by a competent person in accordance with AS 2601-1991 The Demolition of Structures • Photographs of all buildings or structures to be demolished (1 original) • Payment of all required fees including Demolition Security Deposit	Yes	N/A	Yes	No	N/A
FLOOR PLANS A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development Floor plans should include: • Drawing to a suitable scale (i.e. 1:100 OR 1:50) • Outline of existing building/development on site (shown dotted) • Room names, areas and dimensions • Window and door locations and sizes • Floor levels and steps in floor levels (RL's) • Wall structure type and thickness • Location and specifications of any new or replacement hot water system (minimum 3.5 star greenhouse rating) Details of water efficient fixtures. Minimum AAA rating is required for all new taps, showerheads, dual flush toilet cisterns, aerators on bathroom hand basins and kitchen sinks.	Yes	N/A	Yes	No	N/A
ELEVATION PLANS (3 copies + PDF) (for applications to erect a structure) Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly. Elevation plans should include: • Drawings to a suitable scale (i.e. 1:100 OR 1:50) • Outline of existing building/development on site (shown dotted) • Window sizes and location • Location/position of all buildings/structures • Exterior cladding type and roofing material/structures • Exterior cladding type and roofing material/colour • Chimneys, flue exhaust vents, duct inlet or outlet • Reduced Levels (AHD) for roof ridge, floor and ceiling • Details of insulation for additional or replacement ceiling/roof and walls. Ceiling/roof insulation must have a minimum R3.0 rating and wall insulation must have a minimum R1.5 rating	Yes	N/A	Yes	No	N/A

Required	Applicant Yes	N/A	Office Use Only Yes	No	N/A
SECTION PLANS (3 copies + PDF) (for applications to erect a structure) A section(s) is a diagram showing a cut through the development at the most typical point Sections should include: • Drawings to a suitable scale (i.e 1:100 OR 1:50) • Outline of existing building/development on site (shown dotted) • Section names and where they are shown on plan (i.e. A/A, B/B ETC) • Room names • Room and window heights • Details of chimneys, fire places and stoves • Roof pitch and covering • Site works, finished and proposed floor & ground levels in long section (indicate cut, fill and access grades) • Construction material details	Yes	N/A	Yes	No	N/A
LANDSCAPING PLAN (3 copies + PDF) (for new dwellings and swimming pools) Information should include: • Description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance • Location and type of any trees to be removed • Schedule of plantings cross-referenced to site plan indicating species, massing and mature height • Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls • Erosion and sedimentation control measures to be undertaken during and after construction • Name of Landscape Architect or Consultant	Yes	N/A	Yes	No	N/A
FOOD AND REGISTERED PREMISES FITOUTS (3 copies + PDF) (food, hairdressers, beauty salons & skin penetration premises) Plans should include: • Proposed floor layout and use of each room • Proposed location and details of all fixtures, fittings and appliances (including the proposed method of installation) • Construction and finishes of all floors, walls and ceilings • Location of any proposed floor wastes • Lighting and ventilation details including the location of any proposed hoods • Proposed location and details of all waste storage areas and garbage rooms including details of the container equipment proposed access arrangements for servicing • Location of any proposed grease trap, including details of any proposed grease trap room if located inside a building, and access arrangements for servicing The details must comply with the following codes and legislation as applicable: • National Code for the Construction and Fitout of Food Premises published by the Australian Institute of Environmental Health (The City's Food Premises Code) • Food Safety Standard 3.2.3 (Food Premises and Equipment) • Local Government (Orders) Regulation 1999, Schedule 2 – Standards for Hairdressers Shops • Local Government (Orders) Regulation 1999, Schedule 3 – Standards for Beauty Salons • Public Health (Skin Penetration) Regulation 2000	Yes	N/A	Yes	No	N/A

Required	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
STORMWATER PLANS (3 copies + PDF) Plans are to be formulated to comply with Council's DCP 2010 Part 8.2 Stormwater Management and should include: • Existing and proposed stormwater drainage location – downpipes, drainage network, connection and discharge points to the street of the City of Ryde drainage system • Prepared and certified by a suitably qualified engineer • Supporting calculation sheets	Yes	N/A	Yes	No	N/A
WASTE MANAGEMENT PLAN (3 copies + PDF) This plan is a checklist that provides the City with details of the following: • Volume and type of waste to be generated • How waste is to be stored and treated on site • How residual waste is to be disposed of • How ongoing waste management will operate The checklist, sample waste management plan and further information can be obtained from the City's Waste Minimisation & Management DCP 2010 Part 7.2	Yes	N/A	Yes	No	N/A
SUBDIVISION PLAN (3 copies + PDF) If you are planning to strata subdivide a building other than a dual occupancy you will need to supply: • A plan of strata subdivision as prepared by a qualified surveyor	Yes	N/A	Yes	No	N/A
SPECIFICATIONS (3 copies + PDF) A specification is a written statement that should include as a minimum: • The construction and materials to be used • Type and colour of external finishes • Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars • The method of drainage, effluent disposal and provision of water supply • Any other details relevant to the construction of the building • The method of termite protection • The method of waterproofing of wet areas - Footings - Piers - Slab - Steel Frames - Beams	Yes	N/A	Yes	No	N/A
FIRE SAFETY MEASURES SCHEDULE A fire safety schedule is required for all change of use applications, new commercial/business/retail developments, and Class 2-9 buildings (3 copies + PDF) • A fire safety schedule is to be prepared by a suitably qualified person listing all existing and proposed essential fire services. The Schedule should include a list of the fire safety provisions that currently apply to all existing buildings on site and a list of the fire safety provisions that are to apply to the development. • In addition, please submit a report from an accredited certifier detailing what, if any, works are required to bring the building up to an acceptable standard of fire safety. The report is to address Clauses 93 and 94 of the Environmental Planning and Assessment Regulations.	Yes	N/A	Yes	No	N/A

Required	Applicant		Office Use Only		
	Yes	N/A	Yes	No	N/A
BCA Alternate Solution For applications with an alternate solution to the BCA (including Macquarie Shopping Centre) a fire safety engineering assessment report from a qualified fire engineer is also required indicating that the development complies with the alternative design solution.	Yes	N/A	Yes	No	N/A
BASIX CERTIFICATE (3 copies + PDF) (For all new residential development, alterations & additions to residential developments >\$50,000 and swimming pools & spascapacity >40,000L) BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments. - Complete the online assessment at www.basix.nsw.gov.au and provide the certificate - Commitments included on the BASIX certificate are to be shown on the plans and specifications - The BASIX Certificate must not have been issued more than 3 months prior to lodgement of this Development Application.	Yes	N/A	Yes	No	N/A
	Yes	N/A	Yes	No	N/A
	Yes	N/A	Yes	No	N/A
	Yes	N/A	Yes	No	N/A
BUILDER DETAILS - If a licenced builder is undertaking the work a statement detailing the builder's name, address and licence number must be provided - If an unlicensed builder is undertaking the work a statement detailing the builder's name, address and phone number must be provided Note – You are only permitted to use an unlicensed builder for residential work under \$10000 and for non-residential work - If an owner builder is undertaking the work an owner builder permit must be provided for all work over \$10000	Yes	N/A	Yes	No	N/A
SECTION 94 CONTRIBUTIONS APPLICABLE	Yes	N/A	Yes	No	N/A
HOME OWNER WARRANTY INSURANCE Home Owner warranty insurance is only required where the cost of work exceeds \$20,000 and the work is to be carried out by a licenced builder	Yes	N/A	Yes	No	N/A
SYDNEY WATER QUICK CHECK The plans must be submitted to a Sydney Water Quick Check agent or Customer Centre to determine whether the development will affect Sydney Water's sewer and water mains, stormwater drains and/or easements and if further requirements need to be met. The Sydney Water stamp must be on the plans provided	Yes	N/A	Yes	No	N/A
SECTION 149 (2) CERTIFICATE A S149 (2) Certificate is required to be obtained from Council so as to ascertain as to whether complying development can be carried on the allotment.	Yes	N/A	Yes	No	N/A
The City of Ryde in assessing your application will rely on the information provided by you. If any of this information is later found to be misleading or false you may be prosecuted for an offence under the Environmental Planning and Assessment Act.					

Confirmation of submission if all required documentation and plans:

Signature

Date

ON-SITE STORMWATER DETENTION (OSD) CHECKLIST

This form is to be used to determine if OSD will be required for residential developments and must be completed and submitted with any Application. Please read the reverse side of the form carefully.

Part A: Address and type of proposed development

Given Name*		Family Name*	
(or ACN)		(or Company)	
Contact person*			
(if Company)			
Unit / Suite No.		House No.*	
Street Name*			
Suburb*		Postcode*	
Please note: all correspondence will be sent to this address (please print clearly)			
Postal Address			
If different from above			
Suburb		Postcode	
Preferred Contact*	Mobile	Business	Home
Mobile			Fax
Business Phone		Home Phone	
Email*			