

# BUILDING INFORMATION CERTIFICATE (SECTION 6.23) APPLICATION

## About this form

Use this form to apply for a Building Information Certificate issued under Section 6.25 of the EP & A Act indicating as to whether Council will take any action about any unauthorised building work.

## Works you may have to carry out

Council may also require specified works to be undertaken before a building information certificate is issued. Consequently, you may need to complete works in accordance with:

- an “active” Development Consent (i.e. DA&CC or CDC); and / or
- the Exempt Development Criteria specified in the State Environmental Planning Policy (SEPP). Examples of “Exempt Development” works include:
  - the installation of smoke detector alarms;
  - repair or renewal of defective guttering and downpipes;
  - rectification of property maintenance issues, etc.

## How to lodge this form

Please ensure all fields have been filled out, otherwise Council will be unable to process your BIC application. Once completed, you will need to lodge your BIC application on the NSW Planning Portal. Owner’s consent will be required. A document checklist is provided on page 7 of this document. Details of how to lodge your BIC application can be accessed at the Department of Planning website:

[www.planning.nsw.gov.au](http://www.planning.nsw.gov.au) or [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)

## Appointment

For applications relating to **unauthorised works**, contact **Council’s Building Certification team on 9952 8222**.

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

## 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					
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			
Email					

## 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
Contact name for access to the site		Contact phone	

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
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<b>3.a) Type of owner(s)</b>	<b>Land owner</b> (Torrens title)	<b>Unit owner</b> (Strata title)	<b>Legal authority</b>	<b>Purchaser</b>
<b>Public Authority</b> that has notified the owner of its intention to apply for the certificate (Proceed to Q4)	<b>Land owner</b> (Company title)	Common seal/ stamp required	Power of attorney Executor Trustee Body corporate	under a contract for the sale of property that comprises or includes the building or part, or by the purchaser's solicitor or agent (Proceed to Q4)

**3.b) Owners address same as location ?\***

Yes

If yes, please proceed to number of owners (3.c)

No

**Address**

**Suburb**

**Postcode**

**Postal Address**  
If different from above

**Suburb**

**Postcode**

**Preferred contact**

**Mobile**

**Phone**

**Email**

**Mobile**

**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 all other owners**

**Signatures**

**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 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**

**Position title / and Company**

**Signatures**

**Date**

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

PART 4 : ABOUT THE BUILDING WORKS

4.a) Is the Building Information Certificate for

House only (Whole)

House only (Part) - please specify:

All buildings on the property

Some parts of the buildings on the property - please specify:

4.b) Is this certificate required for unauthorised or uncertified work?

Yes

No

Not sure

4.c) Type of work

4.d) Market value of work \$

Applications for Building Information Certificate

The following matters must be observed with respect to making application for a building information certificate.

1. The application must take the form of Council’s “Building Information Certificate Application” form

2. Submission of a current Survey Report & Plan by a registered surveyor

3. Fees relative to the application are to be paid as set out under the provisions of the Environmental Planning & Assessment Regulation, these provisions are set out below.

4. For illegal and unauthorised work the following documents must be lodged with the application:

• 2 copies of the architectural plans

• A Building Code of Australia Compliance Report

• Drainage Plans

• Statement of Environmental Effects

• Structural certificates from a professional engineer

• Sydney Water - Tap in Approval

• Other Certification as required including but not limited to

- Water proofing certificate

- Glazing Certificate

- Termite Certificate

- Smoke Alarm Certificate

- Installation Certificates

- Asbestos Clearance Certificate

Fee for Building Certificate - Application Fee:

For the purpose of Section 6.23(2) of the Act, the approved fee to accompany an application for a Building Certificate in relation to the whole or a part of a building is –

- (a) In the case of a Class I building (together with any Class 10 Buildings on the site) or a Class 10 Building - \$250 for each dwelling contained in the building or in any other Building on the allotment, or

(b) In the case of any other class of building – as follows:

Floor area of Building or part	Fee
Not exceeding 200 square metres	\$250
Exceeding 200 square metres but not exceeding 2,000 square metres	\$250, plus an additional \$0.50 per square metre for each square metre over 200
Exceeding 2,000 square metres	\$1165, plus an additional \$0.075 per square metre for each square metre over 2,000

- (c) In any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area - \$250.

Additional fees

- Inspection for work that is unauthorised or uncertified: \$250 plus the fee equivalent to the Development Application fee and Construction Certificate fee or Complying Development Application fee (whichever is relevant).

• If more than one (1) inspection is required before issuing the certificate: \$90 per inspection.

• Certified Copy of Building Certificate: \$53.00 .

PART 5 : DECLARATION

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

Signature (s)

Date

# LODGING BUILDING INFORMATION CERTIFICATE (BIC) INFORMATION PACKAGE



Including:

- Information sheet
- Required BIC documentation checklist
- Documentation descriptions including Electronic lodgements of documents/file **NEW**
- Lodgement of Building Information Certificate Application via the NSW planning portal **NEW**

# BUILDING INFORMATION CERTIFICATE (BIC) APPLICATION PROCESS INFO SHEET

## What is a BIC and why do I need one?

A Building Information Certificate is issued under the provisions of the *Environmental Planning and Assessment Act 1979*.

A Building Information Certificate is usually sought by buyers or seller of a property to make sure that the particular building (or part of a building) is not going to be the subject of regulatory action by the Council.

It is also commonly applied for when work is undertaken without the appropriate approvals being issued by the Council or accredited certifier.

By issuing a Building Information Certificate, Council confirms that it does not propose to issue an order, or commence proceedings for an order or injunction for, the subject building to be demolished, altered, added to or rebuilt.

It also confirms Council will not commence proceedings in relation to any encroachment by the subject building onto Council land.

A Building Information Certificate may apply to the whole or part of a building, and is valid for seven years.

## Key documents

Below is some key documents with relevant information



### Development Controls

[www.ryde.nsw.gov.au/planningcontrols](http://www.ryde.nsw.gov.au/planningcontrols)



### Fees and Charges

[www.ryde.nsw.gov.au/feescharges](http://www.ryde.nsw.gov.au/feescharges)



### Development Application - Policy

[www.ryde.nsw.gov.au/non-conforming-DA-policy](http://www.ryde.nsw.gov.au/non-conforming-DA-policy)

## What Information do I need to submit a BIC?

The requirements for BIC submission are set out in the BIC Application Form and Requirements Checklist on page 7 of this document.

BIC lodgements will only be completed once the relevant fees are paid. A Schedule of Fees can be obtained from Council's Customer Service Centre. Fees are calculated on a scale based on the contract value of the work or the market value of the labour and materials needed to complete the work including GST.

Before formally submitting the BIC through the NSW Planning Portal, it is advisable that you contact Council's Building Certification team to discuss your application by contacting Customer Service on 9952 8222. Council will not accept incomplete applications.

## How to lodge an application?

Applications will not be accepted in hard copy or at Council office.

## BIC Lodgement Requirement

You will be required to submit your BIC through the NSW Planning Portal. Owner's consent will be required. A document checklist is provided on page 7 of this document.

Details of how to lodge your application can be accessed at the Department of Planning website:

[www.planning.nsw.gov.au](http://www.planning.nsw.gov.au) or  
[www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)

# BIC APPLICATION PROCESS INFO SHEET

## What happens after I lodge my application?

Most BIC applications follow similar steps during processing, so this guide applies to the majority of applications. Please note that this is an indicative guide only, and that these steps do not necessarily occur one after the other. Once the application is submitted in the NSW Planning Portal, Council will be notified to conduct a review for acceptance

### • Lodgement Review

BIC Applications will be reviewed by Council's **Building Certification Team** and proceed through a Clearing House before being accepted. The Clearing House generally comprises of Building and Development Advisory Services Team members, Council Planners, Building Surveyor, Development Engineer and other senior staff.

A preliminary assessment of the application is carried out to ensure that the information provided complies with Council's requirements and that the quality of the documents and plans are adequate. If there are any problems with the application, the applicant will be notified via the NSW Planning Portal either to submit additional information or to pay the required fee. Applications can also be 'returned' via the Portal (application not accepted) in which case the applicant has to re-submit the application again.

### • Notification and Submissions

An application is notified for a period of generally a minimum of 14 days and can extend to 21 days. During the notification period members of the community are entitled to make submissions about the proposed development. Also copies of the application including plans are available for viewing at the Customer Service Centre. Some applications may not be notified depending on the nature of the proposal. If an application is amended before a determination is made, the changes may require re-notification and be subject to a re-notification fee.

Council BIC notification procedure mirrors the notification procedure for Development Applications. Consequently, further information regarding notification requirements can be found within Section 2.1 of City of Ryde Development Control Plan 2014.

### • Referrals

Many applications will require input from specialists within Council. If this is the case the application will be referred to the relevant department e.g. Landscape Architect, Health Officer, Building Surveyor, Development Engineer or Drainage Engineer. Comments provided are included as part of the overall assessment of the application. If the application is classified as Integrated Development under Clause 91 of the *Environmental Planning and Assessment Act 1979*, or if it involves land associated with a public authority it may also be forwarded at this time to the relevant additional public authority for their consent or agreement.

### • Assessment

When the notification period has finished the assessing officer will commence assessing the application. The officer will review all plans and supporting documentation, conduct a site inspection, review any submissions made, consider statutory requirements and compliance with relevant planning controls, and complete an assessment report. During this time the applicant will be advised of any issues and may be requested to provide further information or documentation.

# BIC APPLICATION REQUIREMENTS CHECKLIST

## FOR UNAUTHORISED AND NON-COMPLIANT DEVELOPMENT

The following table indicates what information and plans are required to ensure that the City of Ryde can accept your application.

● Required

■ Colour Plans Required

X Not required

? Council's BIC Assessment Officer will advise if this information is required via separate correspondence.

★ For all structures that comply with an approval

	Survey plan	Site plan	Structural Engineers Report (required all types of unauthorised and non-compliant development)	Floorplans	Elevations	Sections	Landscape plans	SEE	Shadow Diagrams	Stormwater/OSD Plan and Checklist	Site-Waste Management Plan	Building Code of Australia (BCA) Compliance Report	Heritage Report	Contaminated Land Report	Geotechnical Report	Flood Impact Statement	Bushfire Report	Arborist Report	Access Report	Documentation from Statutory Authorities (e.g Sydney Water etc)	Fire Safety Schedule	Cost estimate report	Notification Plans	Residential Flat Buildings (SEPP 65)	Political Donations and Gifts Disclosure	Other documentation and certification
RESIDENTIAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Boarding House	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	●	?	●	●	●	X	●	?
Dual Occupancy Attached – 1 & 2 Storey	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Dwelling House – 2 Storey	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Dwelling House – 1 Storey	●	●	●	●	●	●	●	●	X	●	●	●	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Alterations / Additions – Ground Floor	●	■	●	■	■	■	X	●	X	●	●	?	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Alterations / Additions – First Floor	●	■	●	■	■	■	X	●	●	X	●	?	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Secondary Dwelling (Granny Flat)	●	●	●	●	●	●	●	●	?	●	●	●	?	?	?	?	?	?	X	?	?	●	●	X	●	?
Multi-dwelling Housing	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	?	?	X	●	●	X	●	?
Residential Flat Buildings (Units)	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	●	?	●	●	●	●	●	?
Mixed-use Development	●	●	●	●	●	●	●	●	●	●	●	●	?	?	?	?	?	?	●	?	●	●	●	●	●	?
Decks / Pergolas / Shade Structures	X	●	X	●	●	●	X	●	X	●	●	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Garages / Sheds / Carports	?	●	X	●	●	●	X	●	X	●	●	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Retaining Walls	●	●	X	X	●	●	X	●	X	●	●	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Fences	X	●	X	X	●	●	X	●	X	X	●	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Swimming Pools and Spas	●	●	X	X	●	●	●	●	X	●	●	?	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Water Tanks	X	●	X	X	●	?	X	●	X	●	X	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Antenna or Satellite Dish	X	●	X	X	●	X	X	●	?	X	●	X	?	?	?	?	?	?	X	?	X	●	●	X	●	?
Access Facilities – Ramps, Inclinator, Lifts	X	●	X	●	●	?	X	●	?	?	●	X	?	?	?	?	?	?	●	?	X	●	●	X	●	?
★ Authorised Structures "Pre Purchase" BIC	●	X	X	X	X	X	X	X	X	X	X	X	?	?	?	?	?	?	?	?	X	X	X	X	X	?

COMMERCIAL/INDUSTRIAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Office / Commercial / Retail Building	●	●	●	●	●	●	●	●	●	●	●	X	?	?	?	?	?	?	●	●	●	●	●	X	●	?
Industrial Factory / Warehouse	●	●	●	●	●	●	●	●	●	●	●	X	?	?	?	?	?	?	●	●	●	●	●	X	●	?
Alterations / Additions	●	●	●	●	●	●	●	●	?	●	●	X	?	?	?	?	?	?	●	?	●	●	●	X	●	?
Internal Fitouts to Commercial Buildings	X	●	X	●	●	?	X	●	X	X	●	X	?	X	X	?	X	X	?	X	●	?	●	X	●	?
Access Facilities – Ramps, Inclinator, Lifts	X	●	X	●	●	?	X	●	?	?	●	X	?	?	?	?	?	?	?	X	●	X	●	X	●	?
★ Authorised Structures "Pre Purchase" BIC	●	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	?	●	●	X	X	X	?



# DOCUMENTATION DESCRIPTIONS

## DESCRIPTIONS

ADVERTISING STRUCTURE/SIGN  
 ARBORIST REPORT  
 ACCESS REPORT  
 BASIX CERTIFICATE  
 BUILDING CODE OF AUSTRALIA COMPLIANCE REPORT  
 BOARDING HOUSE  
 BUSHFIRE REPORT  
 COLOURED PLANS  
 CONTAMINATED LAND  
 DEMOLITION REPORT  
 DETAILED COST REPORT  
 ELEVATION PLANS  
 ENVIRONMENTAL SUSTAINABILITY & ENERGY EFFICIENCY PERFORMANCE REPORT  
 FIRE SAFETY MEASURES SCHEDULE  
 FLOODING & OVERLAND FLOW  
 FLOOR PLANS  
 GEOTECH REPORT  
 HERITAGE REPORT  
 FOOD AND REGISTERED PREMISES FITOUTS  
 LANDSCAPE PLANS  
 NOTIFICATION PLANS  
 SEPP 65 DEVELOPMENT  
 SECTION PLANS  
 SHADOW DIAGRAMS  
 SITE ANALYSIS  
 SITE PLAN  
 SITE-WASTE MINIMISATION AND MANAGEMENT PLAN  
 STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)  
 STORMWATER/OSD PLAN AND CHECKLIST  
 SURVEY PLAN  
 SWIMMING POOLS & SPAS

## ADVERTISING STRUCTURE/SIGN

### Development types:

If you are planning on erecting or changing an advertising structure or sign.

**Copies:** One PDF

### Plans should include:

- Area, size, height of proposed
- Details of the structure, materials to be used and how it will be fixed to the building or positioned on the site
- Its size, colours, lettering and overall design
- The proposed location shown on a scale plan and building elevation
- The extent of light spill, illumination details
- Changes to existing signage

### More info?



Refer to the City's Signage DCP 2014 Part 9.1  
[www.ryde.nsw.gov.au/dcp](http://www.ryde.nsw.gov.au/dcp)

## ARBORIST REPORT

### Development types:

Required for all trees that fall under the controls marked for removal and/or are impacted by the development, including trees on neighbouring properties.

**Copies:** One PDF

### Description:

- This report must be prepared by a relevantly qualified professional and is to provide detailed information on the prominent trees on the site including neighbouring trees on the boundary likely to be impacted by the development.

### More info?



Refer to the City's Tree Preservation DCP 2014 Part 9.5  
[www.ryde.nsw.gov.au/dcp](http://www.ryde.nsw.gov.au/dcp)

## ACCESS REPORT

### Development types:

Required for new high density development (residential flat buildings and mixed-use development) and the majority of commercial and industrial development.

**Copies:** One PDF

### Description:

- This report must be prepared by a relevantly qualified access consultant and it is to demonstrate how the issues of accessibility have been addressed in the design of the development.

### More info?

Refer to Access for People with Disabilities DCP 2014 Part 9.2 for further information and the Disability (Access to Premises - Buildings) Standards 2010



<http://www.comlaw.gov.au/Details/F2010L00668>

## BASIX CERTIFICATE

### Development types:

(For all new residential development, alterations & additions to residential developments ≥\$50,000 and swimming pools & spas capacity ≥ 40,000L)

**Copies:** One PDF

### Description:

BASIX is a web based planning tool designed to assess the water and energy efficiency of new residential developments.

- The BASIX Certificate must be current and apply to the BIC application.
- Complete the online assessment at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) and provide the certificate



- Commitments included on the BASIX certificate are to be shown on the plans and specifications



Visit the BASIX website at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

## BOARDING HOUSE

### Development types:

Boarding house in any permissible zone.

**Copies:** One PDF of all documentation identified in the checklist, **plus the following additional items:**

- Plan of management in accordance with template provided in Part 3.5 Boarding Houses of Development Control Plan 2014.
- Building Code of Australia Report addressing compliance with the Building Code of Australia.

## BUILDING CODE OF AUSTRALIA COMPLIANCE REPORT

### Development Types:

Residential buildings, including mixed uses, existing dual occupancy attached (other than single dwellings and town-house/villa type developments); Commercial buildings (other than minor shop fit-outs), including entertainment venues; Industrial development; Special use type buildings, eg. Schools, aged care, child care facilities; Public buildings; Changes of use applications; and Temporary structures. Child care centres.

**Copies:** One PDF

### Description

Applications for some types of buildings should include a BCA compliance report. It is essential that an accredited certifier who is suitably qualified in this field prepares this report otherwise Council may not accept it.

A BCA compliance report will minimise delays and the possibility of modifications being needed to the development consent during future assessment for a Construction Certificate and subdivision certificates.

The report is to:

- Identify the Classification of the building;
- Rise in Storeys;
- Type of Construction;
- Confirmation that the development will comply with the Performance Requirements of the Deemed-to-Satisfy provisions of the Building Code of Australia, or alternatively,
- Whether the development will rely on an Alternate Solution based assessment.
- Address Clauses 93 and 94 of the Environmental Planning and Assessment Regulation

For applications within Macquarie Shopping Centre a submission of a fire safety engineering assessment from a qualified fire engineer is also required indicating that the development complies with the alternative design solution prepared for the centre which is in accordance with the Building Code of Australia.

## BUSHFIRE REPORT

### Development types:

All development withing Bushfire Prone Areas are required to submit a Bushfire Assessment Report or a self assessment using the Rural Fire Service's Application Kit.

**Copies:** One PDF

### Description:

- This report must be prepared by a qualified bushfire consultant addressing the extent to which the proposed development conforms with or deviates from the specification set out in the Planning For Bushfire Protection (2006), or
- For single dwelling applications including alterations and additions, complete the Rural Fire Service's Application Kit

### More info?



View [www.ryde.nsw.gov.au/bushfireareas](http://www.ryde.nsw.gov.au/bushfireareas) development section on our website.



Rural Fire Service's Guidelines  
[www.ryde.nsw.gov.au/RFS-Guidelines](http://www.ryde.nsw.gov.au/RFS-Guidelines)

## COLOURED PLANS

### Development types:

For alterations & additions ALL PLANS (x1) are to be suitably coloured identifying all new work– site & floor plan and elevations)

- Brick – Red
- Concrete – Dark Green
- Tile – Purple
- Sandstone – Light Brown
- Roof tiles – Orange
- Fibre Cement/Cement Render – Light Green
- Glass & Glass Bricks – Light Blue
- Steel, Galvanised Iron – Dark Blue
- Timber – Yellow

## CONTAMINATED LAND

### Development types:

For redevelopment of industrial and/or commercial land – see Appendix 1 of City Of Ryde's Contaminated Land Policy)

**Copies:** One PDF

### Description:

Some land uses result in the degradation and contamination of land over time. In considering changes to land use, Council is legally required to give consideration to potential for land contamination. Generally, in most cases this is limited to areas that have had uses other than residential uses undertaken on site. These include uses such as service stations and industrial uses. When development is proposed on land that may be or is known to be contaminated a development application is to be accompanied by a Contaminated Land Report. Generally this includes two separate phases. These phases are:

- Preliminary Site Investigation (PSI) – a detailed appraisal of the site history and a report based on visual inspection and assessment.
- Detailed Site Investigation – required if the PSI finds contamination

The reports are to be carried out in accordance with relevant Department of Environment & Climate Change Guidelines. The reports must be undertaken by a suitably qualified consultant.

#### More info?

Refer to Contaminated Land Policy for further information.

## DEMOLITION REPORT

#### Development types:

If you are planning on demolishing any building or structure you will need to provide a Demolition Report

**Copies:** One PDF copy

#### Description

- Demolition work plan prepared by a competent person in accordance with AS 2601-2001 The Demolition of Structures
- Photographs of all buildings or structures to be demolished (1 original)
- Payment of all required fees including Demolition Security Deposit
- Details of demolishing Company/ Contractor
- Site-Waste Minimisation and Management Plan (see page 13 of information package)

## DETAILED COST REPORT

#### Development types:

Required for all developments

**Copies:** One PDF copy

#### For Developments:

- Between \$0 and \$500,000 :  
The City will accept a cost estimate by the builder or a qualified person
- Between \$500,000 and \$1 million:  
A cost estimate must be prepared by a qualified person including their methodology of calculation
- Over \$1 million:  
A detailed cost report must be prepared by a registered quantity surveyor.
- Over \$30 million and for Crown Developments over \$5 million :  
A detailed cost report for Capital Investment Value (CIV) must be prepared by a registered quantity

surveyor and supplied for the Joint Regional Planning Panel with the applications.

#### More info?

Refer to the *Development Application form*.

## ELEVATION PLANS

#### Development types:

See checklist

**Copies:** One PDF copy

#### Description:

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 (ie. 1:100 or 1:200)
- Outline of existing building/ development on site (shown dotted)
- Window sizes and locations
- Location/position of all buildings/ 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

## ENVIRONMENTAL SUSTAINABILITY & ENERGY EFFICIENCY PERFORMANCE REPORT

#### Development types:

Required for new developments on land in a business or industrial zone if the development is 1,500 square metres in gross floor area or greater.

**Copies:** One PDF copy

#### Description:

- This report must be prepared by an accredited energy consultant and should discuss how the proposal incorporates energy efficient design principles and meets the objectives set out in Part 7.1 of the DCP 2014, and Clause 6.6 of the Ryde LEP 2014

#### More info?



Refer to the DCP 2014 Part 7.1  
[www.ryde.nsw.gov.au/dcp](http://www.ryde.nsw.gov.au/dcp)

Refer to the LEP 2014 Clause 6.6  
[www.ryde.nsw.gov.au/lep](http://www.ryde.nsw.gov.au/lep)

## FIRE SAFETY MEASURES SCHEDULE

#### Development types:

A fire safety schedule is required for all change of use applications, new commercial/business/retail developments, and Class 2-9 buildings.

**Copies:** One PDF copy

#### Description

- 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.

## FLOOR PLANS

#### Development types:

See checklist

**Copies:** One PDF copy

#### Description:

A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.

Floor plans should include:

- Drawings to a suitable scale (i.e. 1:100 OR 1:200)
- 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 of any new or replacement hot water system (minimum 3.5 star greenhouse rating)
- Location of all smoke alarms, hard-wired or battery operated
- For alterations & additions, an existing floor plan of all levels is required.

## FLOOD IMPACT STATEMENT

### Development types:

Please call customer service on 9952 8222

**Copies:** One PDF copy

### Description:

Many properties within the City of Ryde are impacted by localised flooding and overland flow paths. This often has substantial impacts upon the location and design of the development. Council has undertaken flood modelling of all catchment areas and can provide flood information on application; however, this information will need to be endorsed by an engineer who specialised in flooding due to the limitations of councils modelling and accounting of localised irregularities which may affect overland flow.

The flood affectation will also be noted on a section S10.7 certificate from council. In the event that the development is proposed on a flood affected property, additional documentation in the form of a flood impact statement will be required. Please refer to section 2.2 of council's DCP part 8.2 (Storm Water and Floodplain management -technical Manual) which outlines the matters to be considered.

## GEOTECH REPORT

### Development types:

Please call customer service on 9952 8222

**Copies:** One PDF copy

### Description:

A Geotechnical report may be required to accompany a Development Application where the site has been

identified as being potentially affected by land instability, where excavation is proposed a joining neighbouring property or the extent of excavation is significant.

Land instability can be caused by a variety of reasons, however it is primarily limited to sloped sites. A S10.7 Certificate obtained from Council will advise you whether the site is possibly affected by land instability. For more information, please contact Council.

## HERITAGE IMPACT STATEMENT

### Development types:

For all applications involving heritage items or situated within a heritage conservation area.

**Copies:** One PDF copy

### Description:

- The report must be prepared by a suitably qualified Heritage consultant/specialist.
- The report must assess the impact of the proposed works on the heritage significance of the building.
- The report must follow the accepted methodology and guidelines as outlined in the Heritage Council of NSW guidelines 'Statements of Heritage Impact' and 'Assessing Heritage Significance'.
- The report must consider the significance or potential significance of the item or area concerned and provide the impact of the proposed works on the heritage significance of the item or area concerned

## FOOD AND REGISTERED PREMISES FITOUTS

### Development types:

Food, hairdressers, beauty salons & skin penetration premises

**Copies:** One PDF copy

### 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
- Location and details of all waste storage areas and garbage rooms including details of the container equipment proposed and access arrangements for servicing

The details must comply with the following codes and legislation as applicable:

- Australian Standard AS4674-2004 Design, Construction & Fitout of food premises
- Food Safety Standard 3.2.3 (Food Premises and Equipment)
- Local Government (Orders) Regulation 2004, Schedule 2 – Part 2, Standards for Hairdressers Shops
- Local Government (Orders) Regulation 1999, Schedule 3 – Part 3, Standards for Beauty Salons
- Public Health Regulation 2012, Part 4 - Division 2, Requirements for premises where skin penetration procedures are carried out.

## LANDSCAPE PLANS

### Development types:

See checklist

**Copies:** One PDF copy

### Description:

A landscape plan is a birds-eye view of the site detailing the proposed and existing planting and landscape features. It should include existing / proposed structures to demonstrate their relationship to the landscaped elements of the site.

### 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
- Location of outdoor clothes drying area (new dwellings only)

- 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
- Name of Landscape Architect or Consultant

## NOTIFICATION PLANS

**Development types:** All

**Copies:** One hard copy and one PDF A4 copies of the site plan, elevations, shadow diagrams, must be supplied for notification purposes, where applicable. All plans must be legible, therefore reduced large scale plans may not be appropriate.

## POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT

**Description:**

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 five (5) 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.

## RESIDENTIAL APARTMENT BUILDING (SEPP 65 DEVELOPMENT)

**Development types:**

Buildings with 3 or more storeys, and four or more self contained dwellings

**Copies:** One hard copy and one PDF

- All plans must be prepared and verified by a registered architect
- A photomontage and scale model are required to include the context of the development proposal in accordance with EPA Regulation 2000 (clause 50)

- A photomontage is required to include the context of the development proposal. Depending on the scope and complexity of the proposal, a scale model may need to be provided.

**More info?**

Contact Council's Customer Service Centre on 9952 8222

## SECTION PLANS

**Development types:**

See checklist

**Copies:** One PDF copy

**Description:**

A section is a diagram showing a cut through the development at the most critical point.

A Longitude Section may be required.

**Sections should include:**

- Drawings to a suitable scale (ie 1:100 OR 1:200)
- Outline of existing building / development on site (shown dotted)
- Section names and where they are shown on plan (ie 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 and ground levels in long section (indicate cut, fill and access grades)
- Construction material details
- BASIX Commitments
- Show adjoining ground level at the boundary.

## SHADOW DIAGRAMS

**Development types:**

See checklist

**Copies:** One PDF copy

**Description:**

A shadow diagram is a birds-eye view of the site and surrounding properties that shows the location and size of the shadow created by the proposed development.

**Shadow Diagrams should include:**

- Location of proposed development
- Location of adjoining buildings and land (showing street number and street)
- Shadows cast by the new development on 21 June at 9am, 12 noon and 3pm on adjoining site and street areas
- Note – Elevational shadow diagrams may be required depending upon the level of affectation to adjoining properties
- Shadows cast by existing building on and adjoining the site
- Shadow diagrams to be prepared by a suitably qualified person i.e. surveyor, architect or draftsman
- Drawn to true north and based on a site survey of levels

## SITE ANALYSIS

**Development types:**

See checklist

**Copies:** One PDF copy

**Description:**

A site analysis will ensure that site layout and building design addresses existing and possible future opportunities and constraints of both the site and its surrounds.

**A site analysis should include:**

- Site dimensions, site area and north point
- Location, use, overall height and important paper/datum lines of adjacent buildings
- Street trees, identified by size, botanical and common names
- Topography, showing spot levels and contours 0.5 metre intervals for the site, adjoining streets and land adjoining the site
- Views to and from the site, and views enjoyed by neighbouring properties and adjacent public areas
- Prevailing winds
- Geotechnical characteristics of the site and suitability of development
- Pedestrian and vehicular access points; existing and proposed
- Location of utility services, including electricity poles and street frontage



- features such as trees, kerb crossovers and bus stops
- Privacy; adjoining private open space, location of any facing windows, doors and external living areas to the site
- Walls built to the site's boundary; location, height and materials
- Difference in ground levels between the site and adjacent properties
- Solar access enjoyed by neighbouring properties
- Prominent trees on adjacent properties

## SITE PLAN

### Development types:

Required for all developments

**Copies:** One PDF copy

### Description:

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. Must be to scale.

### A site plan should include:

- 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 indicated in outline
- Designer's/Architect's name and date
- Drawings to a suitable scale (i.e. 1:100 OR 1:200)
- Location of the new and existing buildings in relation to site boundaries
- Location/position of all buildings/structures on adjoining land (showing street number and street address)
- 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 all the corners of the building

- Location of any adjoining owner's windows facing your development
- Location of vehicle access and car parking (indicating extent of cut and fill and gradients)
- Location of stormwater drainage pipes including downpipes and gutter, connection and discharge points
- Zone boundaries if multiple zoning applies
- Site fencing during construction
- Location of outdoor clothes drying area (residential development only)
- 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
- Dimensions of all building setbacks required under the DCP.

## SITE-WASTE MINIMISATION AND MANAGEMENT PLAN

### Development types:

Required for all Developments

**Copies:** One PDF copy

### Description:

This plan is a checklist that provides the City with details of how the development aims to minimise site-waste and about the ongoing waste management.

### A Site-Waste Minimisation and Management Plan should include:

- 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

### More info?

The checklist, a sample waste management plan and further information can be obtained from the City's Waste Minimisation & Management DCP2014 Part 7.2



View the DCP 2014  
[www.ryde.nsw.gov.au/dcp](http://www.ryde.nsw.gov.au/dcp)



[www.ryde.nsw.gov.au/sitewaste](http://www.ryde.nsw.gov.au/sitewaste)

## STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)

### Development types:

Required for all Development

**Copies:** One PDF copy

### Description:

This is a written statement that describes the proposed development and states whether the proposal complies with the City's planning controls. It should also explain the likely impacts of the proposed development both during and after construction and how these impacts will be minimised.

The statement, in appraising the suitability of land for development, should also detail (where applicable):

- Applicable planning controls and related legislation
- Whether the proposal complies with the applicable planning controls and related legislation
- Justification for any proposed non-compliances with the planning controls and related legislation
- Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks
- Effect on the landscape, streetscape, national park or scenic quality of the locality
- Impact on existing and future amenity of the locality
- Amount of traffic generated, car access, parking and availability of public transport
- Location of garbage and storage areas
- Availability of utility services, power, telephone, water/sewer
- Social effects and economic effects
- Anticipated impact of noise levels to the site locality
- Effect on historical and archaeological aspects

- Effect on flora and fauna
- Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site
- How the privacy, daylight and views of other dwellings will be affected (i.e. do they overlook or overshadow each other)
- Access for the disabled
- Non-compliance with the planning controls
- Any special circumstances

**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

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

## STORMWATER/OSD PLAN AND CHECKLIST

### Development types:

See Development Engineering Checklist and Guide for Storm water from Low Level Properties



**Stormwater Drainage and On-Site Stormwater Detention Checklist**  
[www.ryde.nsw.gov.au/SW-Submission-Package](http://www.ryde.nsw.gov.au/SW-Submission-Package)



**Guide for Stormwater Drainage from Low Level Properties**  
[www.ryde.nsw.gov.au/Low-level-SD-guide](http://www.ryde.nsw.gov.au/Low-level-SD-guide)

**Copies:** One PDF and any data files associated with modelling stormwater components (ie OSD/ WSUD).

### Description:

A Storm water Management Plan is required to show where storm water run-off from structure will be drained to.

On-site Storm water Detention (OSD) may be required depending on the type of development and extent of the proposed hardstand area.

The design of the storm water management system must comply with councils DCP par 8.2 storm water and floodplain management.

### Essentially the documentation should include:

- A plan showing the proposed storm water drainage system. Including the location of down pipes, the drainage lines and the point of discharge from the property.
- Details of an on-site detention system, water sensitive urban design components, rain water tanks and pump-sump systems.
- A completed development engineering checklist.

Note: Low level property requirements must be met if the property falls away from the street (refer to guide for stormwater drainage from low level properties)



View the DCP 2014  
[www.ryde.nsw.gov.au/dcp](http://www.ryde.nsw.gov.au/dcp)

## SURVEY PLAN: BOUNDARY IDENTIFICATION, DETAIL AND LEVEL SURVEY

### Development types:

See checklist

**Copies:** One PDF copy

### Description:

This plan is a birds-eye view of the existing features of the site. It determines and delineates boundary locations, building locations, topography, physical features and

other items of spatial importance that assist in the assessment of your Development Application (DA).

The survey plan must be prepared and signed by a Registered Surveyor (must include the surveyors name and registration number) and be no more than 12 months old.

### The plan must include the following features/details:

- Be drawn to scale, generally 1:100 or 1:200 (to be consistent with architectural site plan)
- Be based on and referenced to Australian Height Datum (AHD)
- Show true north point, or relationship to true north
- Show exact boundary dimensions and area of the land parcel based on survey
- Include bench mark on the kerb (or other suitable identifiable fixed point of reference)
- Site levels – existing spot levels & contours levels expressed in AHD with bench mark details and origin of levels shown
- Mean High Water Mark (MHWM) and Foreshore Building Line (FBL) if the site adjoins foreshore/ waterway
- Location of all existing building/ structures on the subject site (including floor level & ridge height of main building), driveways, fences, retaining walls, paths, swimming pools and natural features (i.e. ridgeline/rock outcrop)
- Location of existing building/ structures on adjoining land, including description, street number, floor level, ridge height, and window levels & locations in the walls closest to the side boundaries and from the front boundary
- Any offsets should be annotated clearly, showing the position of fences and walls in relation to the boundaries.
- Tree details including exact location trunk diameter, height, spread and species (if known) both on the subject site and on adjoining land within 4 metres of the site boundaries (including on the nature strip)
- All visible services within the site & Council footway area, including stormwater pits & invert levels, hydrants, sewer manholes, Telstra pits and the like

- If a drainage pipe traverses the site, the survey plan must identifying its location, depth and size
- Vehicle crossing/layback, kerb position with top of kerb levels, and kerb outlets
- Location & type of all existing easements and rights of way including party walls and common walls
- Be supported by current documentary evidence (Section 88B/E instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon.
- Any other visible/relevant features

## SWIMMING POOLS & SPAS

### Development types:

In ground and above ground pool applications only)

**Copies:** One PDF copy

**All pool applications must supply the following details:**

- Distance from outside edge of coping of pool to boundary or structure/ building
- The contours of the site together with natural ground level at each corner of the pool in relation to the finished coping level of the pool that relates to a datum point close to the pool (On sloping sites it is to be identified on the survey plan at AHD)
- Longitudinal cross section of the pool, showing the depth.
- Location of the filter
- Location and type of pool fencing to be used, all fencing surrounding the pool must conform to AS 1926.
- If there are any walls containing windows or doors which could allow access to the swimming pool area, plans must show compliance with the *Swimming Pools Act 1992*.
- Method of stormwater disposal
- Quote for cost of work by pool manufacturer or installer
- Swimming pools and spas must be registered, go to [www.swimmingpoolregister.nsw.gov.au](http://www.swimmingpoolregister.nsw.gov.au)

## ELECTRONIC LODGEMENT OF DOCUMENTS/FILES

NEW

All applications are to be lodged through the NSW Planning Portal in digital format. The documents uploaded with the application must follow the following electronic document lodgement rules:



The files must be in PDF format. Security settings must not be applied to electronic documents, **this includes no passwords locking.**



One PDF should contain all plans and drawings i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file

**Plans** must be to scale, rotated to landscape and provided in PDF format. The plans must be converted electronically rather than printed and scanned.

The scale must be clearly displayed on all plan sheet as:

Showing a scale (e.g 1:100) and separately state the original sheet size (e.g. A3)

Showing a scale as 1:100@A3

Black and white plans are to be at a resolution of 300dpi  
Coloured plans may be at a lower resolution

**Images** photos and photomontages are to be provided as JPEG(.jpg) images or in PDF format

**Multi-page documents** must be provided as a single complete document and not as a single image. They should contain bookmarks to help navigation.



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

Files larger than 5MB should be broken up into logical parts supplied as separate files.

**File naming as follows:**  
**Property Address – Document Type**



(Street number & street name)  
- Architectural Plans PDF



(Street number & street name)  
- Application Form PDF



(Street number & street name)  
- Statement Of Environmental Effects PDF



(Street number & street name)  
- Waste Management Plan PDF



(Street number & street name)  
Internal; Residential Floor Plans PDF