





### 10 ▶ Pre-DA / Design Excellence Panel

Please indicate whether you have attended the following –

Have you attended a Pre-DA meeting? No  Yes  ▶

If yes, what was the date?

### 11 ▶ Builder / Owner Builder Details

Please complete all fields below (if applying for a CC and CDC) –

Licensed builder  Owner builder

Full Name or Company Name & ABN / CAN

Licence No.

Street No. Street Name / PO Box

Suburb Postcode

Phone Mobile

Email Address

### 12 ▶ Pecuniary interests

Please tick if any of the following is applicable

Is the applicant or owner an employee of Campbelltown City Council, or is the application being submitted on behalf of an employee of Campbelltown City Council? No  Yes  ▶

Does the applicant or owner have a relationship to any staff or Councillor of Campbelltown City Council or is the application being submitted on behalf of someone who has such a relationship? No  Yes  ▶

If you answered yes to any of the above, the relationship must be disclosed below:

### 13 ▶ Political donations

All donations and gifts made by any person with a financial interest in the application (from two years prior to this application up to the time it is determined), must be disclosed including:

- All reportable donations made to any Councillor of Campbelltown City Council, and
- All gifts made to any Councillor or employee of Campbelltown City Council.

Any disclosure must be made in a statement accompanying the relevant application by the person who makes the application. If a further donation or gift is made after the lodgement of the application, a further statement must be provided within seven days after the donation or gift is made.

Please tick if any of the following is applicable

Is a disclosure statement required? No  Yes

### Office use only

Accepted by

Date

#### Civic Centre

91 Queen St Campbelltown NSW 2560

PO Box 57, Campbelltown NSW 2560

P: 02 4645 4000

E: council@campbelltown.nsw.gov.au

F: 02 4645 4111

W: campbelltown.nsw.gov.au

ABN 31 459 914 87

#### DATA AND DOCUMENT CONTROL

City Development Revised Date: 21/12/2018

DocSet: 6243892 Review Date: 30/12/2020


Version: 1



### 14 ▶ Applicant Details

**Note:** The applicant for a Construction Certificate application cannot be the Builder / Principal Contractor unless they are the owner of the land.

**Note:** All correspondence relating to the application will be directed to the applicant. The applicant may be, but is not necessarily the owner. The applicant's name will appear on the consent.

 All information provided in Parts 1 to 14 will be made available online on Council's application tracking website.

Please complete all fields below –

Full Name or Company Contact Name	
<input type="text"/>	
Company Name & ABN / ACN (if applicable)	
<input type="text"/>	
Street No.	Street Name / PO Box
<input type="text"/>	<input type="text"/>
Suburb	Postcode
<input type="text"/>	<input type="text"/>
Phone	Mobile
<input type="text"/>	<input type="text"/>
Email Address - Council will use this email for correspondence. <i>This field is mandatory, please print clearly</i>	
<input type="text"/>	

### Lodgement Requirements

Electronic lodgement removes the need for multiple hard copies of plans and documents, and helps us assess your application more efficiently. You need to provide:

- Complete sets of all plans and documentation in hard copy format as detailed in the relevant application checklist (see rules below), unless as otherwise agreed by Council, and
- 2 complete sets of all plans and documentation in electronic format (see rules below), on a separate CD or USB, and
- Applications that require neighbour notification are to supply 10 hard copy A4 notification plans (see rules below).

#### Rules for electronic copies

All DAs should be accompanied by an electronic copy of all plans and supporting documents. Where an electronic copy is not provided, a scanning fee will apply. Any CD/USB provided becomes Council's property.

#### Electronic documents must be:

- ✓ virus free
- ✓ submitted in PDF format
- ✓ Electronic modelling data, eg. MUSIC files and flood models must be submitted in their true file type (eg. sqz) and

#### Electronic documents must not be:

- ✗ protected by security settings or passwords, or
- ✗ stored within folder structures

Please contact the City Development Technical Support team on 02 4645 4608 to confirm documentation required.

### About your privacy

All information contained in your application including plans and supporting documents may be available for public access or disclosure under the Government Information (Public Access) Act 2009 (GIPA) and other legislation. However, in accordance with the Privacy and Personal Information Protection Act 1998, Council will seek to limit the availability of your personal information to third parties.

### Applicant's declaration

Please complete the declaration below –

<input type="checkbox"/>	I declare that all particulars supplied are correct and all information required, as outlined in the relevant application checklist have been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.
<input type="checkbox"/>	I understand that materials submitted with this application may be made available to the public at the Council's offices and on the Council's website. I am authorised by the copyright owner of any material submitted with the application to provide the material to the Council for its use as the consent authority and display (either digitally or by hard copy) during the assessment of the application.
Signature:	Date:
<input type="text"/>	<input type="text"/>

### Electronic plans

All different plan and report types require individual PDF files. For example building work or architectural plans (eg site, plan, floor plan, sections and elevations) are to be in one file and named as architectural plans. Other plan types are also to be in one file and individually named for example stormwater plans or engineering plans.

Reports or assessments are also to be saved and named separately. For example the statement of environmental effects, traffic, contamination or geotechnical report.

File names must include the name of the file/document first, followed by the address of the property.

### Rules for hard copies

- ✓ All DAs should be accompanied by an electronic copy of all plans and supporting documents (see above)
- ✓ all plans are folded to A4 size
- ✓ only originals of subdivision certificate related plans shall be rolled
- ✓ notification plans:
  - are A4 size
  - are kept separate from other plans, and
  - do not include any floor plans that affect your right to privacy

### Major applications

- Additional CDs /USBs will be required for major and integrated developments
- An appointment is required to lodge an advertised or integrated development (please contact Council on the below number to make an appointment)
- Certain applications may require the submission of additional information not listed in the guide

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### 15 ► Owner Details

#### Owner

Please complete all fields below –

Full Name

Postal address –

Street No.      Street Name / PO Box  
     

Suburb      Postcode  
     

Phone      Mobile  
     

Email Address

Company details (if applicable) –

Company Name      ABN / ACN Number  
     

Name and position of signatory for company

#### Declaration

As owner of the property for this application I consent to this application. I grant permission for Council Officers to enter the premises for the purpose of assessment of this application and to conduct inspections relative to this application.

Please sign below

Signature:      Date:  
     

#### Owner (if applicable)

Please complete all fields below –

Full Name

Postal address –

Street No.      Street Name / PO Box  
     

Suburb      Postcode  
     

Phone      Mobile  
     

Email Address

Company details (if applicable) –

Company Name      ABN / ACN Number  
     

Name and position of signatory for company

#### Declaration

As owner of the property for this application I consent to this application. I grant permission for Council Officers to enter the premises for the purpose of assessment of this application and to conduct inspections relative to this application.

Please sign below

Signature:      Date:  
     

### Additional requirements relating to owner details

If there are more than two owners of the property, please re-use this page for the remaining owners.

#### Company / Organisation

If the owner is a company, the owner's consent must be signed in accordance with the Corporations Act 2001 by:

- one company director and company secretary; or
- two company directors or
- if a sole director/secretary company, the sole director.

The applicant must provide the ABN or ACN numbers, the names and positions of those signing the consent, an up to date (dated the day of lodgement or the day before) ASIC company extract ([www.asic.gov.au](http://www.asic.gov.au)) and any other required supporting documentation.

### Strata title / body corporate

If the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect the common property.

- The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owner's corporation), the secretary of the owner's corporation and another member of the executive committee, or the appointed strata managing agent; and
- One of the following:
  - A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 1996 have been met; or
  - Copy of resolution or minutes showing that the special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.

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