

About this form

- You can use this form to request approval to undertake activities within the Kiama Municipal Council local government area.
- Refer to **Pages 6-9** for more information on the different types of activities that can be applied for with this form.
- Part B activities, relating to water supply, sewerage and stormwater drainage, do not apply to the Kiama Municipal Council local government area. Approval for these types of activities are governed by Sydney Water under the *Sydney Water Act 1994*.
- For Part D activities, use of community land, please refer Council's 'Guidelines for the use and hire of public land'.

TYPE OF ACTIVITY

A	Install a manufactured home	C	Management of waste
E	Use of public roads	F	Other activities

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are saved as separate PDF files.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically by email or by the NSW Planning Portal. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all information outlined in Part B is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Personal Information

A1 PROPERTY/SITE DETAILS

Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

A2 APPLICANT DETAILS

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Email:			
Applicant Signature:			Date:
X			

Note: All enquires and correspondence relating to this Building Information Certificate Application will only be discussed with or directly through the nominated contact.

A3 CONSENT OF OWNERS

This section must be signed by every property owner. If the owner is a Strata Title Body Corporate, consent to lodging the application must be signed by an authorised person under the common seal of the body corporate. If the owner is a company, either the signature of an authorised person identifying their office held, signed under the company seal, or if no company seal, two directors' signatures and their office held, one director and a company secretary and their office held, or in the case of a proprietary company that has a sole director who is also the company secretary – that director's signature and office held.

As the owner/s of the above property, I/we consent to this application and to any subsequent inspections required to be undertaken by Council officers in the assessment of this application.

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Signatures of all owners:	X	X	

A4 AUTHORITY TO SIGN: *Section 127 of the Corporations Law*

Signature of authorised person:	Signature of authorised person:	
X	X	
Name of authorised person:	Name of authorised person:	
Office held:	Office held:	
Important: Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). Incomplete or inaccurate information on this section may result in rejection of the application.		
Is the subject land Crown Land?	No	Yes – attach Authority

A5 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement

	Activities Application Form
	All associated plans and documents outlined in Part B of this form
	Any relevant Development Consents issued under the <i>Environmental Planning & Assessment Act 1979</i>
Note:	Council will notify you of the Fees and Charges payable once your application is submitted and has completed a pre-lodgement check. Fees and Charges will be applied in accordance with Council's adopted fees and charges.

Disclosure of Political Donations and Gifts

This section must be completed and signed by all persons with any financial interest in this application.

Any reportable political **donation** to a **Councillor** and/or **gift** to a **Councillor** or **Council employee** within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in the application who made a reportable donation or gift in the last two (2) years? No Yes

If yes, **Complete and attach** a Political Donations and Gifts Disclosure Statement (available from Council's website)

If no, In signing this application, I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Conflict of Interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of Kiama Municipal Council No Yes

If yes, state name and relationship:

Important Notice:

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I understand that building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of 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 delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. All documents are saved as separate PDF files, no bigger than 20MB each, named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' and Parts A and B of this form are saved as separate PDF files. I understand that information provided electronically (excluding Part A and non-exhibition plans) will be publicly available.
- I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website.

Applicant Name: (print name)

Applicant signature:

Date:

X

This Page is Intentionally Blank



Part B – Proposed Development

Note:

- Information provided on this Part B will be public information and will be placed on the Council’s website.
- All fields on this form are mandatory and must be completed before submitting the application.

B1 PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

B2 APPLICANT DETAILS	
Name/Company:	

B3 PROPOSED DEVELOPMENT DESCRIPTION
<p>Description of development:</p> <ul style="list-style-type: none"> • Provide details of everything that you want Council to assess, including any demolition, proposed use/s and any signage

B4 PRE-LODGEMENT ADVICE			
Have you been given any pre-lodgement advice on this application?		No	Yes
If yes, provide the name of the Council Officer/Date of DAU meeting -			
Name of officer:		Date of advice/meeting:	

B5 ATTACHMENTS RELATING TO THE PROPOSED DEVELOPMENT

Applicants must provide the documents listed below that are relevant to the type of activity that is to be carried out. TICK the appropriate box/es to indicate the documents you must provided.

Note: All plans are to be drawn to scale and show appropriate dimensions.

A1 Installing a manufactured home, moveable dwelling or associated structure on land

The following needs to be **provided**:

1. **Manufacturer plans** including structural certification/specification
2. **Site Plan** showing proposed location of manufactured home/moveable dwelling
3. **Compliance Plate** details
4. **Details** of any proposed ancillary buildings/structures (garage/decks etc.)

C1 For fee or reward, transport waste over or under a public place

The following needs to be **provided**:

1. **Site Plan** showing public place waste is to be transported over or under
2. **Details** of:
 - a. type of Waste
 - b. volume of Waste
 - c. method of Transportation
 - d. time and duration of Transportation

C2 Place waste in a public place

The following needs to be **provided**:

1. **Site Plan** showing public place where waste is to be placed
2. **Details** of:
 - a. type of Waste
 - b. volume of Waste
 - c. time and duration of Transportation

C3 Place a waste storage container in a public place

The following needs to be **provided**:

1. **Site Plan** showing public place where waste storage container is to be placed
2. **Details** of:
 - a. type of Waste
 - b. volume of Waste
 - c. size of container
 - d. time and duration of Transportation

C5 Install, construct or alter a waste treatment device or a human waste storage facility or drain connected to any such device or facility

The following needs to be **provided**:

1. **A plan, drawn to scale**, showing the location of:
 - a. the sewage management facility proposed to be installed or constructed on the premises
 - b. any related effluent application areas
 - c. any buildings or facilities existing on, and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or related effluent application areas
 - d. any related drainage lines or pipework (whether natural or constructed)
2. **Full specifications of the sewage management facility**
3. **Site assessment**, showing details of:
 - a. climate, geology, hydrology, topography, soil composition, and vegetation of any related effluent application areas together with an assessment of the site in the light of those details
4. **Statement**, outlining:
 - a. the number of persons residing, or probable number of persons to reside, on the premises
 - b. such other factors as are relevant to the capacity of the proposed sewage management facility
5. **Operation and maintenance details**, outlining:
 - a. the operation and maintenance requirements for the proposed sewage management facility
 - b. the proposed operation, maintenance and servicing arrangements intended to meet those requirements
 - c. the action to be taken in the event of a breakdown in, or other interference with, its operation
6. **Copy of relevant Development Consent**, outlining:
 - a. that the residential use (i.e. dwelling etc.) has been approved in accordance with the *Environmental Planning and Assessment Act 1979* (i.e. Development Application approval)

C6 Operate a system of wastewater management (within the meaning of Section 68A)

Since March 1998 legislation has required that any person who has a system of sewage management installed must also have an "Operating Approval" from Council. Approval to operate a system of sewage management is primarily an accountability mechanism between the individual landowner and the Council.

Council approval to operate a system of sewage management is personal and does not run with the land. This means that when a property is sold the new owner must gain an "Operating Approval" from Council for the system of sewage management.

The following needs to be **provided**:

1. **Details** of the sewage management facility
2. **Servicing details** of the sewage management facility
 - a. copy of service agreement and details of service agreement

E1 Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway

The following needs to be **provided**:

1. **A plan, drawn to scale**, showing the location of:
 - a. the lifting/hoisting equipment
 - b. the area of the roadway from which materials will be lifted/hoisted from
 - c. the extent of hoardings and slewings and/or luffing radius over roadways and surrounding properties
2. **Full specifications** of the proposed lifting/hoisting equipment
3. **Plant Item Registration** issued by WorkSafe NSW
4. **Public Liability Insurance** for a minimum of \$20 Million for proposed works duration
5. **Copy of Development Consent** (if required) for the development the activity is associated with
6. **Construction Certificate** (if required) for footings/anchorage point of equipment
7. **[Roads Act 1993](#) Approval**
8. **Arborist Report** (if required) which reports on street trees in the vicinity of the hoisting activity and includes recommendations of any trimming/maintenance required

E2 Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

The following needs to be **provided**:

1. **A plan, drawn to scale**, showing the location of:
 - a. the awning or signage
 - b. the area of the roadway which the awning/signage will overhang
 - c. the clearance between the awning/signage and the ground beneath
2. **Full specifications** of the proposed awning or signage
3. **Public Liability Insurance** for a minimum of \$20 Million for proposed works duration
4. **Development Consent** (if required) for awning/signage

F1 Operate a public car park

The following needs to be **provided**:

1. **A plan** that:
 - a. sufficiently identifies the land concerned, and
 - b. the streets to which the land has frontage, and
 - c. if the car park comprises the whole or part of a building, describes the building, its location on the site and any other purpose for which it is to be used
2. **The number of vehicles** proposed to be accommodated in the car park and the manner in which this is to be done
3. **Details of the means or proposed means of entry to or exit** from the car park and as to the method of movement within the car park
4. **Details of the off-street parking facilities** available for the temporary accommodation of vehicles awaiting access to the car park
5. **Details of ventilation** to be provided if it is a building
6. **Details of any petrol or oil or any motor service facilities** to be provided in the car park
7. **Details of the proposed hours of operation of the car park** and as to the method or proposed method of receiving the fee or charge and the location or proposed location of any facility for receiving the fee or charge

F3 Operate a manufactured home estate

The following needs to be **provided**:

1. **A Site plan, drawn to scale**, showing:
 - a. location and dimension of site boundaries, and
 - b. layout of proposed dwelling site and community amenities, and
 - c. layout of proposed internal road network, including visitor parking and
 - d. location of proposed utility services
2. **A Statement**, outlining servicing arrangement
3. **Development Consent** for use

F4 Install a domestic oil or solid fuel heating appliance, other than a portable appliance

The following needs to be **provided**:

1. **A Site plan, drawn to scale**, showing the location and dimension of site boundaries, and the positioning of all existing and proposed dwellings and structures
2. **A Floor plan, drawn to scale**, showing the location of the oil or solid fuel heating appliance
3. **A Roof plan, drawn to scale**, showing the location of any flue/chimney associated with the oil or solid fuel heating appliance
4. **Elevation plans, drawn to scale**, showing the location and height of any flue/chimney associated with the oil or solid fuel heating appliance
5. **Full specifications** of the oil or solid fuel heating appliance

F5 Install or operate amusement devices

The following needs to be **provided**:

1. **A plan, drawn to scale**, showing:
 - a. the location of the amusement device/s, and
 - b. that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous
2. **Full specifications** of the amusement device/s
3. **A Statement**, outlining the length of time and hours the amusement device/s will operate
4. **Registration** issued under the [Occupation Health and Safety Regulation 2001](#)
5. **Public Liability Insurance** for a minimum of \$20 Million for duration of operation
6. **Development Consent** (if required) for event

F7 Use a standing vehicle or any article for the purpose of selling any article in a public place

The following needs to be **provided**:

1. **An area plan**, showing:
 - a. the location/areas of the Municipality you wish to operate in
2. **A vehicle plan, drawn at scale 1:50**, showing:
 - a. the fit out of the van i.e. location of sinks, equipment and water supply and waste water tanks
3. **Details of the vehicle**, including
 - a. vehicle make and model, and
 - b. vehicle Registration Number
4. **A Statement**, outlining the following:
 - a. details of goods to be sold, and
 - b. the days and hours you wish to operate
5. **NSW Food Authority** (if required)
 - a. NSW Food Authority Notification Number
 - b. Food Safety Supervisor Certificate issued under the [Food Act 2003](#)
6. **Public Liability Insurance** for a minimum of \$20 Million

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.