

- This checklist should be completed by the Applicant. Please confirm that your application contains all the relevant information required, and then is uploaded to the NSW Planning Portal
- Lodgement of your application will be delayed if the information below is not provided
- 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*

### Information to be provided when lodging any Activities Application under Section 68 of the Local Government Act, 1993

Points 1 & 2 are required for all Activity Applications. In addition, proceed down to the relevant Activity Type you are applying for. Where a box exists in the column, this indicates that the information detailed in that row is required. Use the boxes to the right, to tick off each requirement as you gather the required information.

#### 1 Application Documents

When you submit your application on the NSW Planning Portal you will need to upload each of the plans and documents via the Portal and select the corresponding document type from the list.

- All plans and associated documents must be named and saved as separate PDF documents in accordance with Councils Naming Convention referred to in the GUIDE
- Combine the suite of Architectural Plans and upload them as one document
- Please ensure documents are only submitted once
- Please submit a separate application per Activity Type

#### 2 Owners Consent

Owners Consent must be obtained prior to submitting an application. You may wish to use Council's 'Authority to lodge an application' form if the owner is not the applicant.

#### Proceed down to the relevant Activity Type you are applying for to see the information required

- [A1](#) Installing a Manufactured home, moveable dwelling, or associated structure on land
- [C1](#) For fee or reward, transport waste over or under a public space
- [C2](#) Place waste in a public space
- [C3](#) Place a waste storage container in a public space
- [C5](#) Install, construct or alter a waste treatment device or a human waste storage facility or drain connected to any such device or facility
- [C6](#) Operate a system of wastewater management (within the meaning of section 68)
- [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
- [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
- [F1](#) Operate a public car park
- [F3](#) Operate a manufactured home estate
- [F4](#) Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- [F5](#) Install or operate amusement devices
- [F7](#) Use a standing vehicle or any article for the purpose of selling any article in a public place

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

Manufacturer plans including structural certification/specification

Site Plan showing proposed location of manufactured home/moveable dwelling

Compliance Plate details

Details of any proposed ancillary buildings/structures (garage/decks etc.)

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

Site Plan showing public place waste is to be transported over or under

Details of:

- Type of Waste
- Volume of Waste
- Method of Transportation
- Time and duration of Transportation

## **C2 Place waste in a public place**

Site Plan showing public place where waste is to be placed

Details of:

- Type of Waste
- Volume of Waste
- Time and duration of Transportation

## **C3 Place a waste storage container in a public place**

Site Plan showing public place where waste storage container is to be placed

Details of:

- Type of Waste
- Volume of Waste
- Size of container
- 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**

Full specifications of the sewage management facility

A plan, drawn to scale, showing the location of:

- The sewage management facility proposed to be installed or constructed on the premises
- Any related effluent application areas
- 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
- Any related drainage lines or pipework (whether natural or constructed)

Site assessment, showing details of:

- 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

Statement, outlining:

- The number of persons residing, or probable number of persons to reside, on the premises
- Such other factors as are relevant to the capacity of the proposed sewage management facility

Operation and maintenance details, outlining:

- The operation and maintenance requirements for the proposed sewage management facility
- The proposed operation, maintenance and servicing arrangements intended to meet those requirements
- The action to be taken in the event of a breakdown in, or other interference with, its operation

Copy of relevant Development Consent, outlining:

- 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:

- Details of the sewage management facility
- Servicing details of the sewage management facility
- 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**

A plan, drawn to scale, showing the location of:

- The lifting/hoisting equipment
- The area of the roadway from which materials will be lifted/hoisted from
- The extent of hoardings and slewings and/or luffing radius over roadways and surrounding properties

Full specifications of the proposed lifting/hoisting equipment

Plant Item Registration issued by WorkSafe NSW

Public Liability Insurance for a minimum of \$20 Million for proposed works duration

Copy of Development Consent (if required) for the development the activity is associated with

Construction Certificate (if required) for footings/anchorage point of equipment

[Roads Act 1993](#) Approval

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**

A plan, drawn to scale, showing the location of:

- The awning or signage
- The area of the roadway which the awning/signage will overhang
- The clearance between the awning/signage and the ground beneath

Full specifications of the proposed awning or signage

Public Liability Insurance for a minimum of \$20 Million for proposed works duration

Development Consent (if required) for awning/signage

**F1 Operate a public car park**

A plan that:

- Sufficiently identifies the land concerned
- The streets to which the land has frontage
- 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

The number of vehicles proposed to be accommodated in the car park and the manner in which this is to be done

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

Details of the off-street parking facilities available for the temporary accommodation of vehicles awaiting access to the car park

Details of ventilation to be provided if it is a building

Details of any petrol or oil or any motor service facilities to be provided in the car park

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**

A Site plan, drawn to scale, showing:

- Location and dimension of site boundaries
- Layout of proposed dwelling site and community amenities
- Layout of proposed internal road network, including visitor parking
- Location of proposed utility services
- A Statement, outlining servicing arrangement
- Development Consent for use

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

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

A Floor plan, drawn to scale, showing the location of the oil or solid fuel heating appliance

A Roof plan, drawn to scale, showing the location of any flue/chimney associated with the oil or solid fuel heating appliance

Elevation plans, drawn to scale, showing the location and height of any flue/chimney associated with the oil or solid fuel heating appliance

Installation instructions

Full specifications of the oil or solid fuel heating appliance

Certificate of compliance, showing particle emissions and energy efficiency

**Note:** A statement showing particle emissions less than 1.5gm/kg and a higher than 60% energy efficiency rate must be shown on either one of the Full specifications or Certificate of compliance documents

#### **F5 Install or operate amusement devices**

A plan, drawn to scale, showing:

- The location of the amusement device/s
- 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

Full specifications of the amusement device/s

A Statement, outlining the length of time and hours the amusement device/s will operate

Registration issued under the [Work Health and Safety Regulation 2017](#)

Public Liability Insurance for a minimum of \$20 Million for duration of operation

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**

An area plan, showing the location/areas of the Municipality you wish to operate in

A vehicle plan, drawn at scale 1:50, showing the fit out of the van i.e. location of sinks, equipment and water supply and waste water tanks

Details of the vehicle, including:

- Vehicle make and model, and
- Vehicle Registration Number

A Statement, outlining the following:

- Details of goods to be sold, and
- The days and hours you wish to operate

NSW Food Authority (if required):

- NSW Food Authority Notification Number
- Food Safety Supervisor Certificate issued under the [Food Act 2003](#)

Public Liability Insurance for a minimum of \$20 Million

Council may ask for further information during the assessment process.

If you would like to speak with one of Council's Development and Building Assessment Officers, who are available between 8.30am and 11.00am weekdays for advice, please call Customer Service on 02 42320444.

**NOTE:** The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a [Section 68 of the Local Government Act 1993](#), (Activity Application). Even if Council accepts the application with all the boxes ticked, Council may still request further information if it becomes necessary during the assessment process.

## 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](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama. NSW. 2533.