



# Uralla Shire Council

## Development Activity Application

**Development Consent**  
Please complete Sections A, B and D

**Construction Certificate**  
Please complete Sections A,C, D and E

**Section 68 Certificate**  
Please complete Sections A and F

**Subdivision Certificate**  
Please complete Section A and E

**Complying Development Certificate**  
Please complete section A, B, D and E  
Please choose which CDC assessment you require below

**Application for Occupation Certificate**  
Please complete Section A

**CDC Assessment under General  
Housing Code**

**CDC Assessment under Rural Housing Code**

**CDC Assessment under General  
Development Code**

**CDC Assessment under Commercial &  
Industrial Code**

**CDC Assessment under Subdivision  
Code**

**CDC Assessment under Demolition Code**

Council encourages intending applicants to discuss development proposals prior to formal lodgement. Should you wish to discuss your proposal, please contact Council to arrange an appointment with the relevant regulatory officer.

### Section A – PROPERTY DETAILS, APPLICANT & OWNERSHIP

Description of proposal: \_\_\_\_\_

Estimated commercial value of proposal: \$ \_\_\_\_\_

*Please Note: All labour and materials and site works are to be included*

## Property Address

Street Address: \_\_\_\_\_ Locality: \_\_\_\_\_

Lot and DP, Portion, or Section: \_\_\_\_\_

## Applicant

Name/s: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime contact (phone, mobile and / or fax): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Owner

Name/s: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime contact (phone, mobile and / or fax): \_\_\_\_\_ Date: \_\_\_\_\_

**Owner's consent** (ALL OWNERS MUST SIGN) \_\_\_\_\_ company seal to accompany application if not owned by an individual

*As the owner/s of the above property, I/we consent to the lodgement of this application. I/we permit officers of Council to enter the land to carry out inspections as required for the assessment of this application and will provide access where required.*

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## Building work to be carried out by:

OWNER BUILDER – permit no. \_\_\_\_\_

LICENCED BUILDER – name. \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime contact (phone, mobile and / or fax): \_\_\_\_\_ Licence No: \_\_\_\_\_

Will you be carrying out work on the road reserve (ie. constructing a new driveway)  YES  NO

## Section B – DEVELOPMENT DETAILS

Development Type  new building/s or additions/alterations to existing building/s  subdivision of land  
 change of use of land/building  other

Current use of site \_\_\_\_\_

For Commercial/Industrial development - proposed hours of operation \_\_\_\_\_

For Subdivision: number of lots to be created \_\_\_\_\_

For Subdivision: is a new road to be created?  YES  NO

What type of consent is sought?  Immediate commencement  Deferred commencement  Staged consent



**DESCRIPTION OF THE SITE**

(Describe the physical features such as shape, slope, vegetation, any waterways. Also describe the current use/s on the site).

Comments:.....  
.....  
.....  
.....  
.....  
.....

**CONTEXT AND SETTING**

Will the development:

- Be visually prominent in the surrounding area?  YES  NO
- Be inconsistent with the existing streetscape or Council's setback policies?  YES  NO
- Be out of character with the surrounding area?  YES  NO

Comments:.....  
.....  
.....  
.....  
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**ACCESS/TRAFFIC & UTILITIES**

(Note 1 dwelling = approx. 10 vehicle movements per day)

- Is legal and practical access available to the development?  YES  NO
- Will development increase local traffic movements / volumes?  YES  NO  
If Yes, by how much?.....
- Are additional access points to road network required?  YES  NO
- Has Vehicle maneuvering and onsite parking been assessed in the design  YES  NO
- Is power, water, electricity, sewer and telecommunications services readily available to the site?  YES  NO

Comments:.....  
.....  
.....  
.....  
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.....

**ENVIRONMENTAL IMPACTS**

- Is the development likely to result in any form of air pollution?(smoke, dust, odour etc.)  YES  NO
- Does the development have the potential to result in any form of water pollution?  YES  NO
- Will the development have any noise impacts above background noise levels?  YES  NO

- Does the development involve any significant excavation or filling?  YES  NO
- Could the development cause erosion or sediment run-off, including over the construction period?  YES  NO
- Is there any likelihood in the development resulting in soil contamination?  YES  NO
- Is the development likely to disturb any aboriginal artifacts or relics?  YES  NO

Comments:.....  
 .....  
 .....  
 .....  
 .....

**FLORA AND FAUNA IMPACTS**

(For further information on threatened species, see [www.threatenedspecies.environment.nsw.gov.au](http://www.threatenedspecies.environment.nsw.gov.au))

- Will the development result in the removal of any native vegetation from the site?  YES  NO
- Is the development likely to have any impact on threatened species or endangered ecological communities?  YES  NO

(If the answer is yes to either of the above questions it may be necessary to have a formal seven-part test completed to access the impact on threatened species – applicants are encouraged to consult Council).

Comments:.....  
 .....  
 .....  
 .....  
 .....

**NATURAL HAZARDS**

Is the development site subject to any of the following natural hazards:

- Bushfire Prone?                       Landslip?                       Flooding?

(Note if the site is identified as Bushfire Prone it will be necessary to address the Planning for Bushfire Protection Guidelines and in the case of subdivision the development will be integrated. For further information please consult the NSW Rural Fire Services web site [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)).

Comments:.....  
 .....  
 .....  
 .....  
 .....

**WASTE DISPOSAL**

- How will effluent be disposed of?                      To Sewer     Onsite
- Will liquid trade waste be discharged to Council's sewer?  YES     NO
- How will stormwater (from roof and hard standing) be disposed of:  
                                   Street Drainage System                       Other (if other provide details)

Comments:.....

.....  
.....  
.....

**SOCIAL AND ECONOMIC IMPACTS**

- Will the proposal have any economical consequences in the area?  YES  NO
- Will the proposal affect the amenity of surrounding residences by overshadowing, loss of privacy, increased noise or vibration?  YES  NO
- Is the development situated in a heritage area or likely to have an impact on any heritage item or item of cultural significance?  YES  NO

Comments:.....  
.....  
.....  
.....

**OPERATIONAL AND MANAGEMENT DETAILS**

(This section is only relevant to commercial / Industrial / public buildings and other non-residential uses)

Please attach a separate statement to this form addressing the following matters:

- Description of Operation
- Numbers of staff
- Description of production process
- Method / timing / frequency of deliveries (loading and unloading)
- Type and quality of goods handled including any hazardous substances
- Provision for disabled access and facilities
- Hours and days of operation
- Maximum expected no. of customers
- Nature of any waste generated

*If you answer YES to any of the following questions, you may be required to provide an Environmental Impact Statement which has prepared by an appropriately-qualified professional*

- Is the land (or part of the land) considered to be 'critical habitat'?  YES  NO
- Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?  YES  NO
- Will there be stormwater discharges into a natural drainage system?  YES  NO
- Will fumes, steam, smoke or dust be emitted from the development?  YES  NO
- Will the existing vegetation be removed?  YES  NO
- Will the development be visually prominent?  YES  NO
- Is the site affected by environmental constraints, eg. bushfire, flooding, contamination, landslip, slope exceeding 18 degrees from the horizontal and natural drainage courses?  YES  NO
- Will the proposal and associated machinery emit noise?  YES  NO
- Will the development result in increased traffic in the area?  YES  NO

**Section C – COMPLYING DEVELOPMENT and CONSTRUCTION CERTIFICATES**

**Complying Development -**

- Dwelling (incl. alterations and additions)
- Class 10 building (shed, carport, etc)
- Industrial
- Bed and Breakfast accommodation
- Commercial/retail
- Swimming pool
- Telecommunications

## Construction Certificate

- building work – BCA class of building \_\_\_\_\_  
 subdivision work

Development Consent No. \_\_\_\_\_

Date of Consent \_\_\_\_\_

## BASIX Certificate

The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices. A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You need a BASIX Certificate in Walcha, Uralla, Guyra and Armidale Dumaresq Council areas when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction. Where submitted plans or specifications are inconsistent with the relevant BASIX Certificate, Council should require applicants to submit consistent applications before progressing the assessment process, either by amending plans / specifications or by submitting a new BASIX Certificate with commitments that match the rest of the application.

Applicants can generate the BASIX Certificate only on the NSW Department of Infrastructure, Planning and Natural Resources' BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au). For more information, phone DIPNR's BASIX Help Line on 1300 650 908.

Has a BASIX Certificate been supplied with this application?  YES  NO

## Section D – INFORMATION REQUIRED BY BUREAU OF STATISTICS

Area of land \_\_\_\_\_

Current uses of land/buildings \_\_\_\_\_

Gross floor area of existing building (m<sup>2</sup>) \_\_\_\_\_

Storeys proposed (incl. underground floors) \_\_\_\_\_

Floor area of new work (m<sup>2</sup>) \_\_\_\_\_

### Residential Buildings ONLY:

No. dwellings to be constructed \_\_\_\_\_

Will a dwelling be attached to new buildings?  Y  N

No. pre-existing dwellings on the site \_\_\_\_\_

Will a new building be attached to other buildings?  Y  N

No. dwellings to be demolished \_\_\_\_\_

Will the site contain a dual occupancy?  Y  N

### Materials to be used in the construction of the new building(s)

*tick all that apply*

-Walls-

- brick (double)  
 brick (veneer)  
 concrete/stone  
 timber  
 steel / aluminium  
 other

-Roof-

- tiles  
 steel /aluminium  
 other

-Floor-

- concrete  
 timber  
 other

-Frame-

- timber  
 steel  
 other

## Section E – PRINCIPAL CERTIFYING AUTHORITY

Do you wish to appoint Council as the Principal Certifying Authority (PCA) for the purpose of undertaking inspections and issuing Occupation and/or Subdivision Certificates?  YES

NO

*If you tick YES, you must provide a copy of the Builders Home Warranty insurance or Owner-Builders Permit prior to booking the first inspection. If you tick NO and your proposal includes building or subdivision work, you are advised that building or construction work cannot be commenced until a PCA is appointed.*

If you have nominated Council as the PCA, do you intend to start work within 90 days?  YES

*If you tick NO, you will need to provide a separate Commence of Works form at least 2 days prior to booking an inspection.*  NO

## Section F – APPROVALS UNDER SECTION 68 LGA 1993

### Water, sewage & stormwater

- Water supply work and/or sewerage work in residential areas
- Stormwater drainage work
- Install and operate and onsite sewage management system
- Trade waste

### New structures or places of public entertainment

- Install a manufactured home, moveable dwelling or associated structure
- Install a temporary structure
- Use a building as a place of public entertainment

### Other activities

- Swing goods across a public road by means of a lift, hoist or tackle projecting over the footway
- 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
- Operate a public car park
- Operate a caravan park, camping ground or manufactured home estate
- Install a wood heater

**For water, sewerage & stormwater work in residential areas** Please indicate which services you require

- standard 20mm water service  standard sewer service
- service to supply multi-occupancy development: number of units \_\_\_\_\_
- commercial/industrial developments: type of industry \_\_\_\_\_

Will you be installing hose reels fixed sprinklers a hydrant within your property?

**For installation and operation of onsite sewage management systems** Please indicate which services you require

Installation Firm/Plumber: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Licence No: \_\_\_\_\_

WC Flush Capacity; \_\_\_\_\_ litres Septic Tank Capacity: \_\_\_\_\_ litres

Collection Well Capacity: \_\_\_\_\_ litres Aerated Septic Tank Brand: \_\_\_\_\_ litres

Source of Water Supply: \_\_\_\_\_

Wastes to be connected: WC and \_\_\_\_\_

Number of Persons Residing on Premises: \_\_\_\_\_

*Conditions of Installation : Council's water installation will terminate at the meter. The water pipe from the main and the meter remain the property of Council and is the owner's responsibility to protect from damage whilst maintaining reasonable access to the service and meter at all times. Council's sewer service will terminate in a junction/pipe socket. The owner is responsible for the internal service and inspection shaft ("S-Box").*

**Please note; The fee for each application and depends on the individual nature and the type of intended development. It is suggested that Council be contacted for a fee quote prior to lodgement to ensure that your application is not delayed unnecessarily.**



# Submitting applications

Here we outline the information we need from applicants in order to process applications for development activity accurately and promptly. We also discuss options for discussing proposals before a formal application is presented to the Council.

The better the information provided to our staff in the form of plans and supporting documentation such as statements of environmental effects, the better we will be able to appreciate your objectives in seeking to undertake the required activity. Clear and detailed applications will also help neighbours in assessing the likely impacts of the activity on their properties.

Submission of well prepared applications is therefore in the interest of all parties involved in and potentially affected by development activity.

## • Our Basic Requirements

These are set out in summary form in the table below, for the most common types of applications we receive. First look down the "DEVELOPMENT ACTIVITY" listings until you find your type of activity. Then read across the column.

### KEY:

- ✓ Indicates the information you will need to supply.
- ◆ Only required with Construction Certificate.
- Indicates this information may be required.
- If applicable to your application.

APPLICATION FORM  
REQUIRED IN ALL CASES.

FEES APPLY EXCEPT FOR TREE  
REMOVAL APPLICATIONS  
AND APPLICATIONS FOR  
DWELLINGS IN  
AREAS/ITEMS OF HERITAGE  
SIGNIFICANCE

DEVELOPMENT ACTIVITY	INFORMATION	Neighbour Notification Plan (See Part 4.2)	Site Plan	Site Analysis Plan	Floor Plan	Elevation Plans	Section Plans	Landscaping Plans	Subdivision Plan	Specification	Environmental Effects	Management Details	Effluent Disposal / Sewage Management Plan	Water Supply Plan	Stormwater Management Plan	Fuel Heater Details	Advertising Structure
Residential dwelling	✓	✓	✓	✓	✓	✓				✓	✓		■	■	✓	■	
Alterations/additions to residential dwelling	✓	✓	✓	✓	✓	✓				✓	✓		●	●	✓	■	
Garage, Outbuilding or Carport	✓	✓		✓	✓	✓				✓	✓				✓		
Human waste treatment device (septic tank)		✓				✓				✓	✓		✓				
Oil/wood (solid) fuel heater		✓		✓						✓	✓					✓	
Above/in-ground swimming pool	✓	✓			✓	✓	✓			✓	✓						
Commercial/industrial building	✓	✓		✓	✓	✓	✓			◆	✓	✓	✓	✓	✓	■	■
Units	✓	✓	✓	✓	✓	✓	✓	■	◆	✓	✓	✓	✓	✓	✓	■	
Dual occupancy	✓	✓	✓	✓	✓	✓	✓	■	◆	✓	✓	✓	✓	✓	✓	■	
Entertainment/tourist facility	✓	✓		✓	✓	✓	✓			◆	✓	✓	✓	✓	✓	■	■
Hotel/motel/guest house	✓	✓		✓	✓	✓	✓			◆	✓	✓	■	✓	✓	■	■
Subdivision of land/strata/community title		✓	●					●	✓		✓	●	■	■	■		
Boundary adjustment		✓						●	✓		✓		●	●	●		
Home Industry/Business	●	✓		✓	●	●	●			●	✓	✓	●	●	●	■	■
Outdoor advertising signs	●	✓	●		✓					●	●						✓
Shop fitout	●	✓		✓	✓	●				✓						■	■
Change of building use for shops/offices/light industry		✓		✓	●	●	●				✓	✓	●	●	●	■	■
Demolition		✓								●	●						
Removing a tree		✓						●			●						
Other - Check with Council Staff	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

Our staff can help you with any questions for a particular type of proposal.

## Our main requirements are:

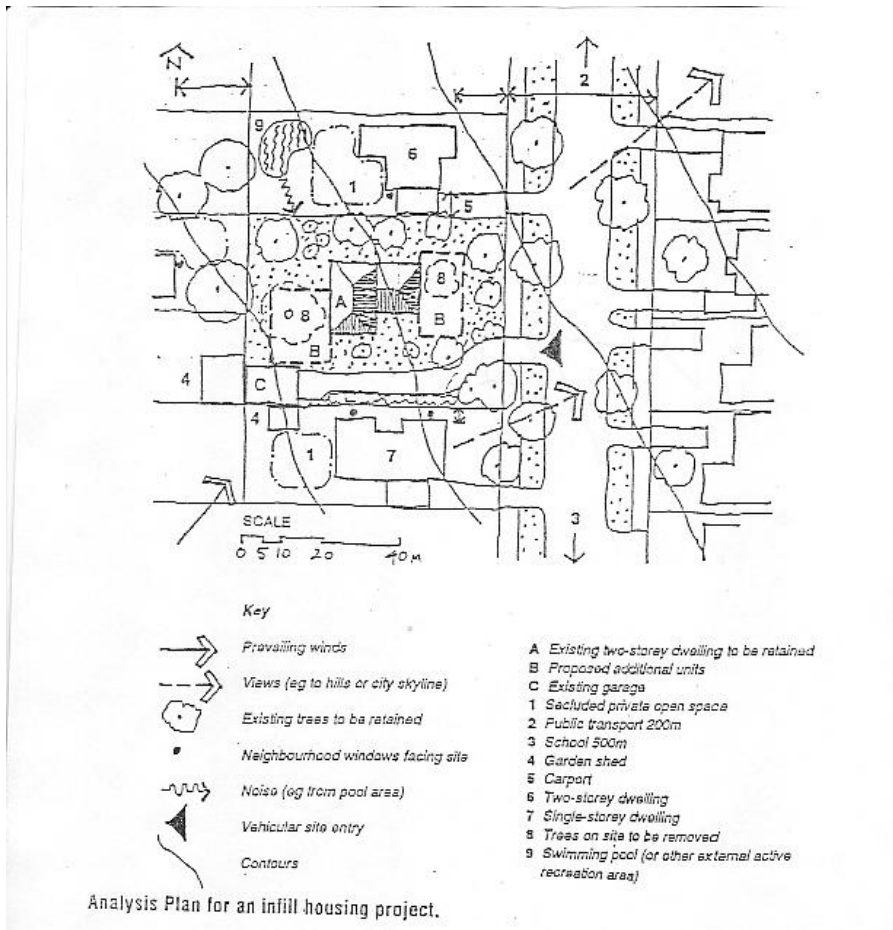
### • Plans

We normally require three sets of plans for all applications. This allows different members of the assessment team to view plans without delay. More copies may be required for major development activity and will assist with referrals to other organisations such as the Roads and Traffic Authority and the National Trust. We can dispense with the requirement for plans and specifications at our discretion - usually for minor works only such as the erection of fences.

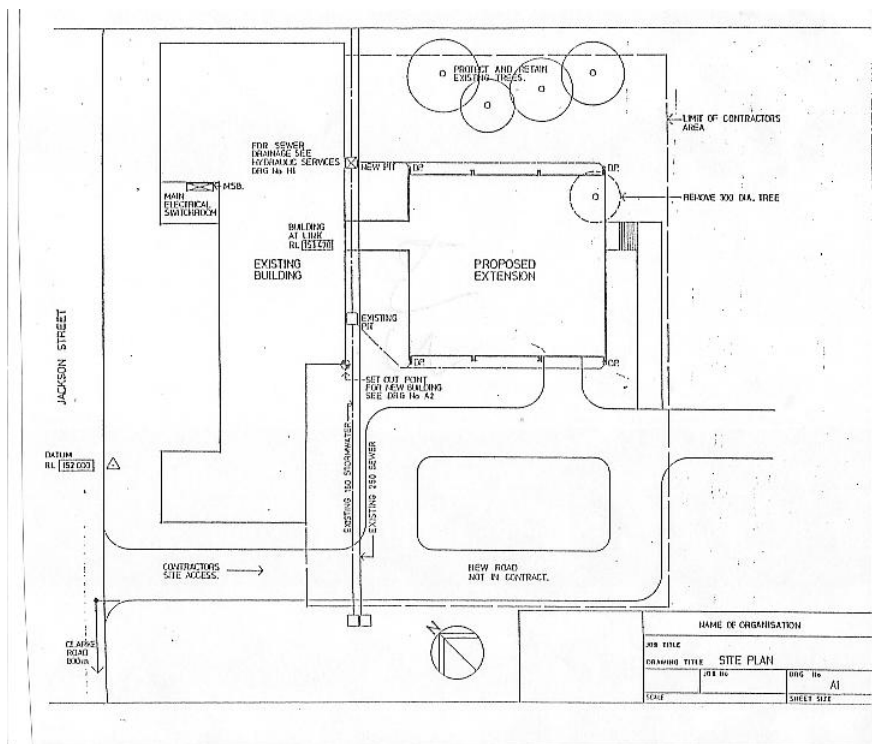
Plans should be drafted in the form shown in Australian Standard 1100.301- 1985 - Architectural Drawing and usually include the following detail:

- (a) a **site analysis plan** showing the opportunities and constraints of the property and relationship to surrounding land (including features of adjoining sites). - Refer to Figure 1.
- (b) detailed **site plan** (min. 1:500 scale) containing the following information:
  - \* boundaries, north point and existing buildings and natural features such as trees and watercourses;
  - \* reduced levels at each corner of any buildings;
  - \* reduced levels at each corner of the site or contours over the site;
  - \* locations of any easement or right of way on the site;
  - \* location of any Council sewer on the site;
  - \* Australian Height Datum (AHD) levels are required for floor or slab levels of buildings in flood affected areas;
- (c) legible **floor plans**, (*coloured or hatched where alterations or additions are proposed to existing development*) and drawn to a suitable scale (min.1:100 for approvals for building works). These should include AHD levels of the lowest floor and of any yard gully belonging to that floor;
- (d) detailed **elevations**, (*coloured or hatched where alterations or additions are proposed to existing development*) drawn to scale (min. 1:100 for approvals for building works);
- (e) A4 or A3 size **neighbour notification plans** (*see Section 4.2 below*) coloured or otherwise marked to distinguish any proposed alteration, rebuilding or modification;.
- (f) for applications a **Construction Certificate**, you will also need:
  - \* at least one detailed cross section showing construction details such as roof trusses;
  - \* details of provision for fire safety and resistance (if any);
  - \* window size schedule;
  - \* structural engineer's details of any footing, concrete slab or proposed retaining walls requiring approval; and
  - \* details of proposed insulation (including "R" rating); and
  - \* Specification details.

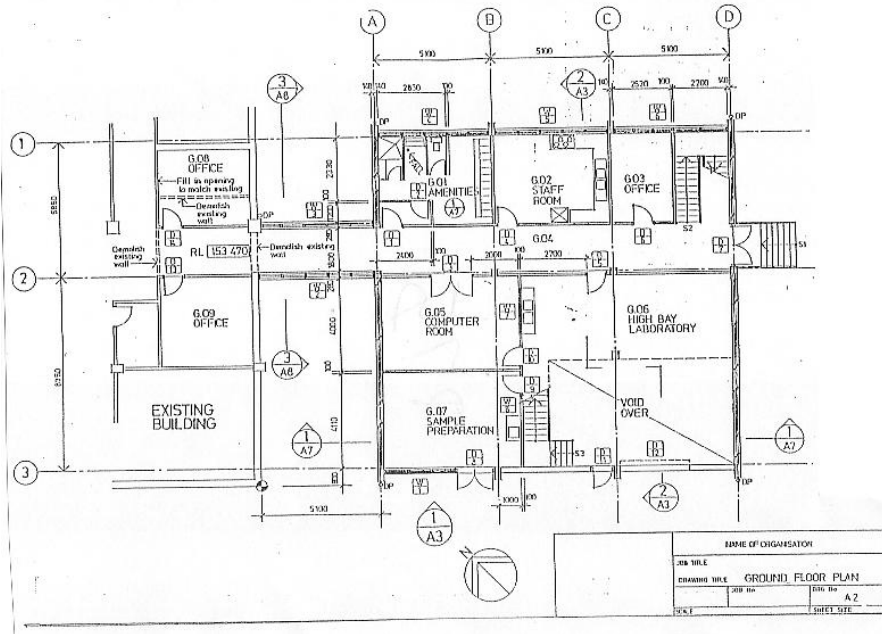
**FIGURE 1**  
**SITE CONTEXT PLAN (Source: Amcord)**



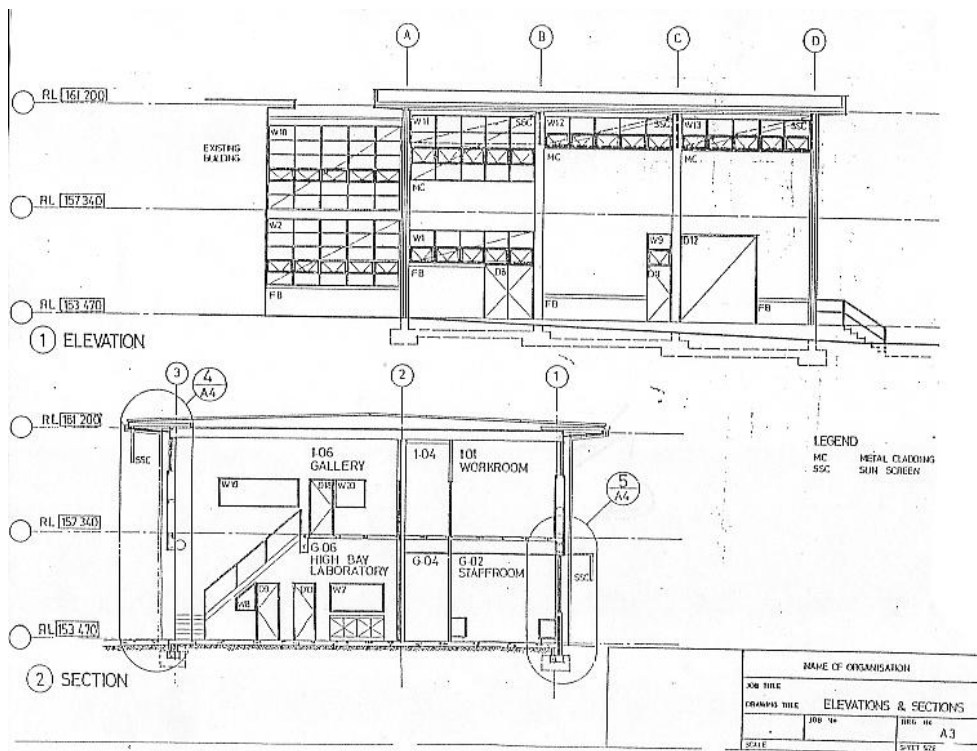
**FIGURE 2.1**  
**SITE PLAN (Source AS 1100.301 Supp.1 -1986)**



**FIGURE 2.2**  
**FLOOR PLAN (Source AS 1100.301 Supp.1 -1986)**



**FIGURE 2.3**  
**ELEVATION & SECTION (Source AS 1100.301 Supp.1 -1986)**



## • Forms and Other Documents

All our applications can be made on a standard **form** which can be provided by our Customer Service staff. These enable us to gather information which is used routinely in the assessment of your application, such as the name and contact details for the applicant, property address and basic details of the development activity for which approval is sought.

In addition to these forms, it may be necessary to provide additional information and where this is the case, the form will prompt you to do so. Examples of such information include:

- \* **Statements of environmental effects** for Development Applications (see below);
- \* Two copies of **Specifications** for building works, including details of materials to be used and the method proposed for drainage, sewerage and water supply. Please note that we may dispense with this requirement for minor works and that we hold a standard specification for projects such as dwelling construction.
- \* **Department of Fair Trading** insurance receipt for residential building applications for projects to be undertaken by licensed builders over \$12,000 in value; for owner-builders, a receipt and **Owner Builders Permit** is required for projects over \$5,000 in value;
- \* **Drainage plan application** with Construction Certificate (if new sewer drainage is proposed) - may be waived if Applicant's Plumbing Contractor agrees to submit 'works as executed' drawings to Council's standards.
- \* Any **other information requested in a Development Consent** preceding a Construction Certificate.

## • Statements of Environmental effects

People are sometimes unsure what to include in their Statement of Environmental Effects. This statement does not have to be in any special form, but should normally address the following matters:

- \* The objectives you are hoping to achieve. This will help the Council understand what your needs are;
- \* Outline any alternatives you considered, and why you preferred the one which you are submitting;
- \* Assess the likely "external" effects of your proposal, including any possible adverse effects on your neighbours or the locality;
- \* If the impact could potentially be significant, outline any measures you propose to neutralise or offset that impact. Alternatively explain why you think the likely effect is acceptable;
- \* Relevant standards/policies applicable to the development.

Please be as objective as possible. We may ask you to produce evidence in support of any claims you make.

## • Fees

Most of the fees applicable for our assessment of applications are set by State legislation. In some cases fees are set in our annual Management Plan. Our Customer Service staff will be pleased to provide intending applicants with a full schedule of relevant fees on request.

Additional fees are payable for inspections carried out by our staff following the issue of a Construction Certificate. Again, current details of these charges can be obtained from our Customer Service staff.

# Political donations and gifts disclosure statement



**URALLA SHIRE  
COUNCIL**

Office use only:

Date received: \_\_\_/\_\_\_/\_\_\_

Application no. \_\_\_\_\_

This form may be used to make a political donations and gifts disclosure under section 10.4 of the *Environmental Planning Assessment Act 1979* for applications or public submissions to a council.

Please read the following information before filling out the Disclosure Statement on page 3 of this form. Also refer to the 'Glossary of terms' provided overleaf (for definitions of terms in *italics* below).

Once completed, please attach the completed declaration to your planning application or submission.

## **Explanatory information**

### **Making a planning application to a council**

Under section 10.4 of the Environmental Planning and Assessment Act 1979 ('the Act') a person who makes a *relevant planning application* to a council 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 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

### **Making a public submission to a council**

Under section 10.4 of the Act a person who makes a *relevant public submission* to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any *associate of that person* within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

A reference in sections 10.4 of the Act to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

### **How and when do you make a disclosure?**

The disclosure of a reportable political donation or gift under section 10.4 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

### **What information needs to be in a disclosure?**

The information requirements of the disclosure are outlined in the Act under section 10.4 for political donations and section 10.4 for gifts.

Page 3 of this document includes a Disclosure Statement Template which outlines the relevant information requirements for disclosures to a council.

Note: A separate Disclosure Statement Template is available for disclosures to the Minister or the Director-General of the Department of Planning.

**Warning:** A person is guilty of an offence under section 9.5 of the *Environmental Planning and Assessment Act 1979* in connection with the obligations under section 10.4 only if the person fails to make a disclosure of a political donation or gift in accordance with section 10.4 that the person knows, or ought reasonably to know, was made and is required to be disclosed under section 10.4. The maximum penalty for any such offence is the maximum penalty under Part 6 of the *Election Funding and Disclosures Act 1981* for making a false statement in a declaration of disclosures lodged under that Part. Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

***SHOULD YOU HAVE ANY QUESTIONS ABOUT THE LEGISLATION PLEASE  
CONTACT THE NSW DEPARTMENT OF PLANNING – [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)***

## Glossary of terms (under section 10.4 of the *Environmental Planning and Assessment Act 1979*)

**gift** means a gift within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981*. Note. A gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note: Under section 84(1) of the *Election Funding and Disclosures Act 1981* gift is defined as follows:

**gift** means any disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.

**local councillor** means a councillor (including the mayor) of the council of a local government area.

**relevant planning application** means:

- a) a formal request to the Minister, a council or the Director-General to initiate the making of an environmental planning instrument or development control plan in relation to development on a particular site, or
  - b) a formal request to the Minister or the Director-General for development on a particular site to be made State significant development or declared a project to which Part 3A applies, or
  - c) an application for approval of a concept plan or project under Part 3A (or for the modification of a concept plan or of the approval for a project), or
  - d) an application for development consent under Part 4 (or for the modification of a development consent), or
  - e) any other application or request under or for the purposes of this Act that is prescribed by the regulations as a relevant planning application,
- but does not include:
- f) an application for (or for the modification of) a complying development certificate, or
  - g) an application or request made by a public authority on its own behalf or made on behalf of a public authority, or
  - h) any other application or request that is excluded from this definition by the regulations.

**relevant period** is the period commencing 2 years before the application or submission is made and ending when the application is determined.

**relevant public submission** means a written submission made by a person objecting to or supporting a relevant planning application or any development that would be authorised by the granting of the application.

**reportable political donation** means a reportable political donation within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981* that is required to be disclosed under that Part. Note. Reportable political donations include those of or above \$1,000.

Note: Under section 86 of the *Election Funding and Disclosures Act 1981* reportable political donation is defined as follows:

### 86 Meaning of "reportable political donation"

- (1) For the purposes of this Act, a reportable political donation is:
  - (a) in the case of disclosures under this Part by a party, elected member, group or candidate—a political donation of or exceeding \$1,000 made to or for the benefit of the party, elected member, group or candidate, or
  - (b) in the case of disclosures under this Part by a major political donor—a political donation of or exceeding \$1,000:
    - (i) made by the major political donor to or for the benefit of a party, elected member, group or candidate, or
    - (ii) made to the major political donor.
- (2) A political donation of less than an amount specified in subsection (1) made by an entity or other person is to be treated as a reportable political donation if that and other separate political donations made by that entity or other person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1).
- (3) A political donation of less than an amount specified in subsection (1) made by an entity or other person to a party is to be treated as a reportable political donation if that and other separate political donations made by that entity or person to an associated party within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1). This subsection does not apply in connection with disclosures of political donations by parties.
- (4) For the purposes of subsection (3), parties are associated parties if endorsed candidates of both parties were included in the same group in the last periodic Council election or are to be included in the same group in the next periodic Council election.

**a person has a financial interest** in a relevant planning application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

**persons are associated with each other** if:

- a) they carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission), or
- b) they are related bodies corporate under the *Corporations Act 2001* of the Commonwealth, or
- c) one is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or
- d) they have any other relationship prescribed by the regulations.

# Political Donations and Gifts Disclosure Statement to Council

If you are required under section 10.4 of the Environmental Planning and Assessment Act 1979 to disclose any political donations or gifts (see page 1 for details), please fill in this form and sign below.

Disclosure Statement Details					
Name of person making this disclosure statement			Planning application reference (e.g. DA number, planning application title or reference, property address or other description)		
Person's interest in the application (circle relevant option below) You are the APPLICANT <b>YES / NO</b> OR You are a PERSON MAKING A SUBMISSION IN RELATION TO AN APPLICATION <b>YES / NO</b>					
Reportable political donations or gifts made by person making this declaration or by other relevant persons					
<small>* State below any reportable political donations or gifts you have made over the 'relevant period' (see glossary on page 2). If the donation or gift was made by an entity (and not by you as an individual) include Australian Business Number (ABN).                      * If you are the applicant of a planning application state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by any persons with a financial interest in the planning application, OR                      * If you are a person making a submission in relation to an application, state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by an associate.</small>					
Donation or gift?	Name of donor (or ABN if an entity); or name of person who made the gift	Donor's residential address or entity's registered address or other official office of the donor; address of person who the made the gift or entity's address	Name of party or person for whose benefit the donation was made; or person to whom the gift was made	Date donation or gift was made	Amount/ value of donation or gift
<i>Please list all reportable political donations and gifts and add extra pages if necessary — please note that this disclosure will be made public</i>					
By signing below, I/we hereby declare that all information contained within this statement is accurate at the time of signing.					
Signature(s) and Date					
<input style="width: 100%; height: 20px;" type="text"/>					
Name(s)					
<input style="width: 100%; height: 20px;" type="text"/>					