

Activity Application Form

Section 68 Local Government Act 1993



1. Applicant Details		
Name		
Business Name (if applicable)		
Postal Address		
Town/Locality	State	Postcode
Telephone	Mobile	
Email		
<p>I apply for consent to carry out the activities described in this application. I declare that all the information given is true and correct. I have attached all the information needed for lodgement. I also understand that, if incomplete, the application may be returned to me, delayed, rejected or more information may be requested.</p> <p>NOTE: if not the owner, Owner's written consent is required.</p>		
Applicant Signature		
Date		

2. Site Details		
Lot	Section	DP
Street/Rural Address No	Street/Road Name	
Town/Locality	State	Postcode

3. Development Consent	
If there is a Development Consent relevant to this proposal, please identify the Development Application number	<input type="text"/>

4. Type of Application (see schedule over page)	
Part	<input type="text"/>
Brief description of Activity Application	

5. Supporting Documents (for ALL approvals provide the following)	
<input type="checkbox"/> Completed Application Form	
<input type="checkbox"/> Payment of Application Fees	
<input type="checkbox"/> Owner's Consent (if not applicant as above)	
<input type="checkbox"/> Reduced plans and documents (A4 or A3) or electronic copy	
<input type="checkbox"/> Plumber details (for private internal sewer/drainage works only)	

ACTIVITIES THAT REQUIRE COUNCIL APPROVAL

Manufactured Home or Moveable Dwelling

- Part A1 Install a manufactured home, movable dwelling or associated structure on land

Water Supply, Sewerage and Storm Water Drainage Work

- Part B1 Carry out water supply work
- Part B2 Draw water from a council water supply or a standpipe or sell water so drawn
- Part B3 Install, alter, disconnect or remove a meter connected to a service pipe
- Part B4 Carry out sewerage work
Note – this may include connection to an existing designated sewer connection point or boundary riser
- Part B5 Carry out storm water drainage work
- Part B6 Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer

Note: If an application is approved for B4, B5 or B6, the approval documentation will need to be forwarded by you to your nominated plumber prior to any works commencing.

Management of Waste

- Part C1 For fee or reward, transport waste over or under a public place
- Part C2 Place waste in a public place
- Part C3 Place a waste storage container in a public place
- Part C4 Dispose of waste into a sewer of the council
- Part C5 Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- Part C6 Operate a system of sewage management (within the meaning of section 68A)

Community Land

- Part D2 Direct or procure a theatrical, musical or other entertainment for the public
- Part D3 Construct a temporary enclosure for the purpose of entertainment
- Part D4 For fee or reward, play a musical instrument or sing
- Part D5 Set up, operate or use a loudspeaker or sound amplifying device
- Part D6 Deliver a public address or hold a religious service or public meeting

Public Roads

- Part 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
- Part 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

Other Activities

- Part F1 Operate a public car park
- Part F2 Operate a caravan park or camping ground
- Part F3 Operate a manufactured home estate
- Part F4 Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- Part F5 Install or operate amusement devices
- Part F6 Use a standing vehicle/any article for the purpose of selling any article in a public place
- Part F7 Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

Information Required to Accompany an Application

To help minimise delays in application processing times, documentation supporting an Activity Application should be prepared in accordance with this guide.

Council reserves the right to request any and all information that will assist in ensuring all relevant matters are considered in the relevant applications/activities assessment.

A. Plans and Elevations

These drawings will clearly document the proposed buildings or works. If the proposal is for alterations/additions to an existing building, the new work is to be coloured.

The following information must be shown on all plans, elevations and sections, unless otherwise specified below:

Title block

- Name of architect, designer or draftsman and contact details.
- Drawing number and date, eg plan number 1 of 5.
- Amendment drawing number and date (where relevant).
- A table of amendments and descriptions of each amendment.
- Applicant's name, (if a company, the company's name and ABN).
- Address of the property.
- File names for electronic documents (where applicable).

Orientation

- North point (true solar north) – on plans only.

Scale

- Ratio and bar scale. Use standard scales such as 1:100 or 1:200. A scale of 1:50 may be used for small properties.

Levels

- Contours, ground levels, floor levels, ceiling levels and roof levels. Contours and levels must be expressed as Reduced Levels (RLs) or levels to Australian Height Datum (AHD) and presented in not greater than one-metre intervals.

Include the following details on plans, elevations and sections where relevant:

Plans

- Plans must be drawn with clarity.
- All plans must be consistent with each other.
- Location of proposed new buildings, alterations or works (show setback distances from boundaries).
- Existing buildings (show outline only).
- Room layout, partitioning, location of windows and doors.
- Room dimensions, areas and proposed use.
- Courtyard dimensions and areas.
- Walls and fences.
- Total floor area and floor space ratio.

- Disabled person's access.
- Vehicle entrance and exit driveways.
- Car parking and loading areas (show layout and dimensions).
- Trees being retained and proposed for removal (show trunk and canopy dimensions to scale).
- Letter boxes.
- Private open spaces.
- Where privacy maybe an issue, the location of windows of the buildings on adjoining properties.
- Wall construction.
- Spot levels of existing ground (expressed as Reduced Levels (RLs) or levels to AHD) at the corners of proposed buildings and at significant changes in levels around the perimeter of proposed buildings.

Elevations

Draw an elevation viewed from each direction showing:

- Existing buildings (show outline only).
- Building facade, windows (including size and sill height), roof profile.
- Materials and external finishes (eg wall, roof, window, door and fence materials, paint colours, etc).
- Existing and finished ground levels, floor levels, ceiling levels, eave levels and roofline levels (expressed as Reduced Levels (RLs) or levels to AHD) (show driveway grade).
- Chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels).
- Details of any signage proposed (including dimensions, materials, method of fixing, any illumination, content – identification signage or advertising, etc.).
- Retaining walls and fences (indicate height).
- Extent of excavation or filling of the site including levels (expressed as Reduced Levels (RLs) or levels to AHD).
- Location of adjoining buildings showing address, height, setbacks and other relevant features.
- Height of levels expressed as Reduced Levels (RLs) or levels to AHD.

Modifications and reviews

If there are changes to the plans submitted with a modification application or with a request for a review of determination, the plans must clearly distinguish the changes from the plans that were originally determined.

- The method for distinguishing the changes is to be by highlighting, shading, hatching or 'clouding' so the changes are apparent on black & white copies.
- Changes to dimensions, wording, notations, RLs and other text must be clouded.

The title block of amended plans must show the issue or version of the amendments with an identifying title/caption.

B. Reduced plans and documentation (A4 or A3) or electronic copy

You are required to provide one (1) reduced copy (at A3 or A4 format) of any plans or documentation that you are submitting with your application that are of a larger format (e.g. A1 or A0). Council requires these reduced documents to enable them to be scanned so that they can be stored electronically.

Note: When providing reduced plans in A4 format please ensure that the plans remain legible. Pay particular attention to line and text clarity if they are reduced from larger scale drawings.

Alternatively you may elect to provide an electronic copy (PDF) of all your documentation on Compact Disc (CD). The electronic plans and documents are also used for referring the application to some internal departments and external agencies.

C. Specifications

The specifications are to:

- Describe the construction (including the standards that will be met), the materials which will be used to construct the building (and the methods of drainage, sewerage and water supply).
- State whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

D. Structural Engineering Certificate (including geotechnical soil report)

Where required Structural Engineers details of the following components of construction must be provided:

- Soil Classification – report by a geotechnical engineer or other suitable means.
- Foundation structural details
- Snow and wind loads for the location
- Wind bracing type, location and installation specification
- Tie-down type, location and installation specifications
- Retaining wall locations and structural details (if required)

In addition, in accordance with Clauses 51 and 143 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005* ‘manufactured homes’ ‘relocatable homes’ or associated structure constructed off site are required to be certified by a practising structural engineer to be structurally sound. Clauses 51 and 143 together specify that:

(2) A certificate issued under this clause:

- a. must indicate that the manufactured home or relocatable or associated structure complies with any standards, codes and specifications with which it is, by this Part (*of the Regulations*) or by Ministerial specifications, required to comply, and
- b. must include specifications as to the manner in which the manufactured home, relocatable home or associated structure must be transported and installed and as to the nature of the footings (if any) on which it must be installed.

(3) Any specifications with respect to footings or tie-down systems must have regard to the design gust wind speed, soil type and other design considerations applicable to the various locations in which the home or structure may be installed. A report by a geotechnical engineer is to be supplied confirming the soil type for the site in accordance with Australian Standard AS2870.

Note: In accordance with Clauses 52 and 143 of *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005* a manufactured home or associated structure must be designed to resist loads as determined in accordance with the following design codes, as appropriate:

- a. (a) AS/NZS 1170.1:2002, Structural design actions Part 1: Permanent, imposed and other actions, as in force on 1 September 2005,
- b. (b) AS/NZS 1170.2:2002, Structural design actions Part 2: Wind actions, as in force on 1 September 2005, or AS 4055—1992 Wind loads for housing, as in force on 1 September 2005 (except that the design gust wind speed for the area where the manufactured home or associated structure is located is not to be taken to be less than 41 metres per second),
- c. (c) AS 1170.3—1990, Minimum design loads on structures Part 3: Snow loads, as in force on 1 September 2005,
- d. (d) AS 1170.4—1993, Minimum design loads on structures Part 4: Earthquake loads, as in force on 1 September 2005.

In the case of building work that that involves associated structures that are to be separately accredited, evidence of any accredited component, process or design sought to be relied upon is to be submitted.

E. Stormwater and Sewerage Design Plans

Design plans for Sewer and Stormwater network extensions must be prepared in accordance with Council requirements information regarding this requirement can be obtained by contacting Council's Engineering Section on 6930 1800.

Note: Stormwater and sewerage design plans are only required for non-residential type applications.

I. Heating Appliance Details

Applications for Heating Appliances shall include the following information:

- Make and model for both appliance and flue kit.
- Manufacturer's details for both appliance and flue kit.
- Details of installer.
- Date of installation.
- Position of heater (including diagram) (i.e. fireplace, against wall, freestanding).
- Location of flue and chimney.

J. On Site Sewerage Management System (Septic Tank) Details

Applications for Onsite Sewerage Management Systems (Septic Tanks) shall include the following information:

Site Constraints Plan:

A dimensioned site constraints plan drawn to a suitable scale indicating:

- Location of the treatment tank(s);
- Location of primary and reserve disposal areas (including prescribed sizes and any vegetation / landscaping requirements);
- Location of boundaries, all buildings, swimming pools, driveways / roads and paths;
- Location of any environmentally sensitive areas of any land located within 100m of the wastewater management facility including groundwater bores, dams, waterways, intermittent drainage courses etc;
- Buffers from environmentally sensitive areas to the land application area;
- Location of the soil test holes;
- Location of stormwater diversion drains and earth bunds (if applicable)

Drainage Diagram:

A drainage diagram drawn to a suitable scale indicating:

- Proposed drainage diagram from each wastewater fixture within the building to the treatment tank(s) in accordance with the National Plumbing & Drainage Code AS/NZS 3500 (including pipe size, dimensions, location, inspection openings, vents, overflow relief gully, etc).

Floor Plan:

A copy of the floor plan of any building to be connected to the waste treatment device.

Manufacturer's Specifications:

- Manufacturer's specifications for the tank(s) (indicating Ministry of Health Accreditation for domestic systems).

Site and Soil Assessment Report:

A Site and Soil Assessment Report which demonstrates compliance with AS1547 and NSW Environment & Health Protection Guidelines is required for any proposed system to be located on a lot of less than 2000 m².

Note: For Environment & Health Protection Guidelines visit –
www.dlg.nsw.gov.au/dlg/dlghome/documents/information/onsite.pdf

Operation and Maintenance:

- Details of the operation and maintenance requirements for the wastewater treatment facility and the proposed operation, maintenance and servicing arrangements intended to meet these requirements;
- The action to be taken in the event of a breakdown in, or other interference with, the system's operation.

Aerated Wastewater Treatment Systems:

Where an aerated wastewater treatment system is to be installed, the applicant is required to supply:

- Detailed design plans and information for the irrigation pipework within the land application area.

Additional information that may be required to accompany the application:

- Geo-technical reports for all lots under 2,000m²;
- Cross-sectional drawing through any proposed trenches or beds (including dimensions);
- Manufacturer's specifications for any sub-surface irrigation system;
- Manufacturer's specifications for any distribution boxes or the like where provided to ensure the even distribution of treated effluent within land application areas;
- Location and type of any landscaping or vegetation that is proposed.