



Disclaimer: The DA form is provided for use by BOSSI Candidates only as a supplementary form to assist in their Candidate examinations with the Board.

APPLICATION FOR APPROVAL

Property Description

Lot, Sec & DP No:	
Street Address:	
Suburb:	

Applicant's Details - Only a single contact name can be the nominated Applicant

Name:			
Company (if applicable):			
Postal Address:			
Email:			
Telephone:		Mobile:	
Signature*:		Date:	

*the signatory acknowledges any obligation to disclose political donations or gifts

Description of the Proposed Development

<input type="checkbox"/> Change of Use	<input type="checkbox"/> New Building
<input type="checkbox"/> Alterations or Additions to Existing Building	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other

Describe the proposed development:

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Estimated Cost of the Proposed Development

Estimated Cost: \$

The value of the development is the genuine estimate of the costs associated with the construction of the building (including labour), and the costs associated with the preparation of the building for the purpose for which it is to be used (including the costs of installing plant, fittings, fixtures and equipment) and includes GST (Refer to NSW Department of Planning, Environment and Industry Planning Circular PS13-002).

- For development costs between \$100,000 and \$3 million, a quote from an independent, qualified builder, architect, building designer or quantity surveyor will be required
- For development costs exceeding \$3 million, a quantity surveyor’s cost report will be required.
- For large scale developments, the capital investment value will be required. The capital investment value of a project includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment (but excluding land costs and GST). Refer to NSW Department of Planning, Environment and Industry Planning Circular PS10-008).

Type of Development

- Local Development**
 Integrated development
 Designated Development

Integrated Development - Approvals from State Authorities

Approval or concurrence is required pursuant to:

Integrated Development Consent relates to development where consent is required from Council and one or more government authorities in accordance with Section 4.46 of the Environmental Planning and Assessment Act 1979. Does this development require a license, permit or approval under any of the following Acts?

- Section 144 of the Fisheries Management Act 1994**
- Section 201 of the Fisheries Management Act 1994**
- Section 205 of the Fisheries Management Act 1994**
- Section 219 of the Fisheries Management Act 1994**
- Section 58 of the Heritage Act 1977**
- Section 90 of the National Parks and Wildlife Act 1974**
- Sections 43(a), 47 and 55 of the Protection of the Environment Operations Act 1997**
- Sections 43(b), 48 and 55 of the Protection of the Environment Operations Act 1997**
- Sections 43(d), 55 and 122 of the Protection of the Environment Operations Act 1997**
- Section 100B of the Rural Fires Act 1997**
- Sections 89, 90, 91 of the Water Management Act 2000**
- Section 22 of the Coal Mine Compensation Act 2017**
- Sections 63, 64 of the Mining Act 1992**
- Section 138 of the Roads Act 1993 (if TfNSW are the road authority)**
- Clause _____ of the applicable Local Environmental Plan for the LGA**



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If any apply of the above apply the applicant will need to register on the NSW Planning Portal at:

<https://apps.planningportal.nsw.gov.au/prweb/IAC/>

How it Works: If an application is identified as requiring concurrence or a referral the relevant State Agency will be notified through the NSW Planning Portal. The applicant will receive an email notification from the Portal, requesting payment of any relevant agency fees. These fees can only be paid online via the Portal. A development application is not complete and cannot progress through assessment until any concurrence and referral fees have been paid.

Staged Development

Is consent sought for staged development? YES NO

Threatened Species

Is the proposed development biodiversity compliant development? YES NO

Is the proposed development likely to significantly affect threatened species, populations or ecological communities, or their habitats? YES NO

Does the land comprise critical habitat? YES NO

Supporting Documentation

• **1 x Electronic copy of all forms and documentation.**

- Documentation is to be included on the USB memory stick submitted with your BOSSI exam.
- Please tick (where relevant) the information which has been submitted with this application:

- Environmental Impact Statement
- Statement of Environmental Effects
- Notification plans
- Stormwater Drainage Statement
- Servicing Strategy (including preliminary engineering drawings)
- Plans of the Proposal (including site analysis, site plan, floor plan, elevation plan, landscape plan)
- Shadow Diagram
- Fire Safety Statement
- Landscape Plan
- BASIX Certificate
- Details of External Material and Finishes
- Traffic Assessment
- Flora and Fauna Assessment
- Bushfire Assessment pursuant to Section 110B of the Rural Fires Act 1997
- Bushfire Assessment or Bushfire Attack Level Assessment pursuant to Section 79BA of the Rural Fires Act 1997



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- Aboriginal Archaeological Study**
- Agricultural Assessment**
- Noise Assessment**
- Objection pursuant to clause _____ of the applicable Local Environmental Plan for the LGA**

Construction Certificate

A Construction Certificate is required after development consent is issued and before any building or subdivision work is carried out.

An application may be lodged at the same time as your development application or any time after lodgement of the development application.

Is a construction certificate requested to be issued? **YES** **NO**

If yes, please complete the details below.

Applicant's details - The applicant for a construction certificate must be the owner of land or the person/s having direct benefit from the consent.

Name:		
Company (if applicable):		Reference:

Builder's Details

Builder

Name:		License No:	
Postal Address:			
Telephone:			

Owner/Builder

Owner Builder Permit No.	
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Not Known

Principal Certifying Authority (PCA)

Prior to commencement of work you must appoint a PCA. The PCA may either be Council or an Accredited Certifier. The PCA will issue Compliance Certificates for inspections and if required an Occupation Certificate.

Do you wish to appoint Council as PCA? **YES** **NO**

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Local Government Act 1993 Approvals

All works authorised by Section 68 Local Government Act 1993 require approval from Council prior to the commencement of works.

Do you need an approval under Section 68 of the Local Government Act 1993? **YES** **NO**

The following activities require approval under Section 68 of the Local Government Act 1993. Approvals may either be sought with this development application or at a later date. If approval is sought with this development application, the relevant box should be selected, and appropriate information supplied

Sewage Management Systems

Install or construct a waste treatment device (An Approval to Operate application is also required):

Aerated System (AWTS) Absorption Trench Pump out Other

Size of system: Residential Commercial/Industrial Commercial/Industrial (50+ people)
(servicing up to 49 people)

- Buildings and fixtures to be connected:
- Septic Tank/Collection Well Capacities (if applicable): Number of Persons:
- Installers Details: Contact Person: Licence No: Phone: Postal Address:

Alterations to an existing sewerage management system

Aerated System (AWTS) Absorption Trench Pump out Other

New connection to an existing sewerage management facility

Carry out sewerage/ stormwater/ water supply work where Council is the water authority

Other Section 68 Activities

- Use a building or install and use a temporary structure as a place of entertainment, religious or public meeting place
- Install a domestic oil or solid fuel heating appliance
- Install a manufactured home, moveable dwelling or associated structure
- Other please specify below (Including use of Council land, etc.)



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Roads Act 1993 Approvals

All works authorised by Section 138 Roads Act 1993 require approval from Council prior to the commencement of works.

Do you need an approval under Section 138 of the Roads Act 1993? YES NO

Disclosure of Political Donations and Gifts

A disclosure must be made by any person who has a financial interest in a planning application and who has made a reportable political donation in the 2 years before the application was made

Do you have a reportable political donation to declare? YES NO

If yes, please complete the disclosure of Political Donations and Gifts Form

Lodgement

**Schedule – To be Completed for a Construction Certificate
For the Bureau of Statistics**

Owner Sector: Government Ownership Private Ownership

Type of Work:

	Alteration and Additions		Demolition of Existing Building
	Refurbishment		Conversion of non-residential building
	Relocation		New Building

Building Description:

011	Separate House	012	Kit House
019	Transportable/Relocatable Home	021	Single Storey
022	Two or More Storeys	023	One or Two Storeys
024	Three Storeys	025	Four or More Storeys (with elevator)
026	Flat, Unit or Apartment attached to House	030	Hotel or Motel
031	Hotel or Motel with Attached Flat, Unit or Apartment	040	Shop
041	Shop with Attached Flat, Unit or Apartment	050	Factory
051	Factory with Attached Flat, Unit or Apartment	060	Office
061	Office with Attached Flat, Unit or Apartment	070	Other Business Premises



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071	Other Business Premises with Attached Flat, Unit or Apartment	080	Education Building
081	Education Building with Attached Flat, Unit or Apartment	090	Religious Building
091	Religious Building with Attached Flat, Unit or Apartment	100	Health Building
101	Health Building with Attached Flat, Unit or Apartment	110	Entertainment and Recreation Building
111	Education and Recreation Building with Attached Unit, Flat or Apartment	120	Miscellaneous Building
121	Miscellaneous Building with Attached Unit, Flat or Apartment	012	Kit House

Details:

Is the development a detached dwelling?	
Is the development a dual occupancy?	
Number of dwellings	
Gross floor area of new building work (m ²)	
Number of existing dwellings	
Number of storeys (including underground floor)	
Number of dwellings to be demolished	
Estimated value	\$

Materials

Please select the materials to be used in the construction of the new building.

Walls:				Roof:			
<input type="checkbox"/>	Brick (double)	<input type="checkbox"/>	Brick (veneer)	<input type="checkbox"/>	Tiles	<input type="checkbox"/>	Concrete or Slate
<input type="checkbox"/>	Concrete or Stone	<input type="checkbox"/>	Fibre cement	<input type="checkbox"/>	Fibre cement	<input type="checkbox"/>	Steel
<input type="checkbox"/>	Timber	<input type="checkbox"/>	Curtain glass	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>	Other
<input type="checkbox"/>	Steel	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	
<input type="checkbox"/>	Other	<input type="checkbox"/>	Unknown	<input type="checkbox"/>		<input type="checkbox"/>	

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Floor:			Frame:			
	Tiles		Concrete or Slate		Timber	Other
	Steel		Fibre cement		Steel	Unknown
	Aluminium		Other		Aluminium	
	Unknown					

Privacy Statement:

The information you supply comprises of a public register which may be viewed by anyone on request.

Owner's Details

Name:	
Company Contact:	
Email:	
Telephone:	

(TICK HERE) **I declare that** the USB submitted to BOSSI contains a full and accurate copy of all documents (including application form, plans and supporting reports) lodged with this application. The electronic copy has been submitted in accordance with the relevant electronic lodgement policy.

Owner

All owners are to sign the form (additional requirements for other types of ownerships may apply below).

Company or Organisation

If the owner is a company, the nature of the position and authority of the signatory must be stated.

Joint wall or Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. detached dual occupancy or boundary fences).

Signing on Owners Behalf

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc).

Strata Title or Body Corporate

If the property is a unit under strata title, then the signature of each of the strata title owners must be provided. If any works are proposed on common property in a Community Title scheme, the signature of each of the owners must be provided.

New Owner

If the property has recently been sold, documentary evidence of the sale must be provided such as one of the following:

- A copy of the Certificate of Title; or
- Previous owner(s) to provide owner(s) consent.



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Owners Consent - Have the owners(s) of the property given consent to lodge this application?

This application must be signed by all owner/s of the land. If there is more than one (1) owner, every owner must sign.

If the owner is a company or owner's association, this form must be signed in accordance with section 127 of the Corporations Act 2001, e.g. the application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director. An ASIC search must also be attached.

If the property is a strata property, the application must be stamped with the strata seal and signed by an authorised authority.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers and delegates to enter the land to carry out inspections for the purpose of this application.

I also nominate a Single Point of Contact (SPOC) for the application process. This is to ensure communication and information flow is conveyed in a systematic and scheduled manner to a single person, the SPOC. Information provided through the SPOC is considered final and binding to prevent problems from being addressed multiple times at different points and to different people which ultimately saves a lot of time and frustration over the course of the application process.

Name:		Signature:	
Name:		Signature:	
Email Address:		Phone No:	
Postal Address:			
If signing on behalf of the owner as the owner's legal representative. The nature of your legal authority (e.g. power of attorney, executor, trustee, company director) is:			

Do you consent to receiving information about this application by email? YES NO

Developer's Details (if different to the Owner)

Name:	
Email:	
Telephone:	