

# Development Application and Building Certification process



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## 1. PRE-DEVELOPMENT APPLICATION

Council's pre-DA service enables you to discuss your concept and obtain guidance prior to the lodgement of your DA. You will need to provide concept drawings and complete an application form.

## 2. DEVELOPMENT APPLICATION LODGEMENT

When lodging a DA you must provide documentation required by the DA Checklist and pay the relevant fee. Council checks the documentation before accepting the application. If your proposal is Integrated Development, a \$250 cheque made payable to the approval body is required.

## 3. DEVELOPMENT APPLICATION ASSESSMENT

Council officers will conduct a site inspection, consult with relevant departments and assess the application against relevant legislation/policies. The assessment process often reveals the need for additional information and/or amended plans and Council will contact you accordingly.

## 4. DEVELOPMENT APPLICATION NOTIFICATION

Notification may include a notice in the Tweed Link, notice on Council's website, letters to neighbouring properties and a site notice. Submissions received during the notification are taken into account by Council before determining the DA.



## 5B. SECTION 82A REVIEW

A Section 82A Review seeks to review a determination (approval or refusal) of a DA. There can only ever be one Review per Development Application. Documentation required for a Section 82A Review depends on the purpose of the review.

## 5A. SECTION 96 APPLICATION

A Section 96 Application modifies an approved DA. The modification should result in a development that is substantially the same as that which was originally approved. Documentation required for a Section 96 Application depends on the modifications sought.

## 5. DEVELOPMENT APPLICATION DETERMINATION

DAs can be determined by Council Officers if the delegated powers are met. DAs that do not meet the delegations are determined at Council Meetings. Once a decision is made you will receive a Notice of Determination telling you if the DA has been approved (Development Consent) or refused.



## 6. CONSTRUCTION CERTIFICATE

CCs ensure the building is erected in accordance with the Building Code of Australia, conditions of Development Consent and relevant legislation. You must receive a CC before commencing any building works. Note: You may need to amend a CC if there has been a Section 96 modification. Council's Building and Environmental Health Unit has very experienced staff and offers a thorough and competitive approval and inspection package however you have a choice to use either Council or a privately accredited certifier to issue your Construction Certificate.

## 7. PRINCIPAL CERTIFYING AUTHORITY APPOINTMENT

After obtaining Development Consent and a CC, you are now required to appoint a PCA. Council may be appointed as the PCA. If the Council is not the PCA, you must notify Council of the PCA at least 2 days prior to work commencing.

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## 11. ONGOING USE

It is now your responsibility to ensure that the development is maintained in accordance with all of the above approvals. If you wish to alter the use of your development or do any further building work or make alterations then please contact Council for further advice.

## 10. SUBDIVISION CERTIFICATE

If your development proposed subdivision you will need to have a Subdivision Certificate issued prior to having the plan registered with Land and Property Information New South Wales.

## 9. OCCUPATION CERTIFICATE

An OC certifies that the building is safe and suitable to be occupied. The OC must be obtained from Council or the PCA prior to the occupation of the building.

## 8. BUILDING INSPECTORS

Various inspections are required at different stages of the building process. The certifier (Council or private) will advise you of the inspections required during the construction process. Also check the Conditions of Development Consent Form for other inspection requirements. Failure to have building work inspected may lead to prosecution proceedings.