

# DWELLINGS & ADDITIONS

Make sure you have the right information before you start.



Dwelling houses and additions need approval and prior to any works commencing you will need either:

- A Development Consent from Council and Construction Certificate, or
- A Complying Development Certificate from Council or a private certifier.

## BEFORE YOU LODGE YOUR APPLICATION

Council has developed a Development **Application Guide** on how to prepare and lodge a Development Application.

**There is also a Development Application Checklist which lists the information most commonly required for assessment, and how many copies are required.**

To enable Council staff to efficiently assess your application please ensure that your application is complete.

Research what is permissible on your land and in your area. Check out development plans and policies, including the:

- Local Environmental Plans (Cootamundra LEP 2013 and Gundagai LEP 2011)
- Cootamundra Development Control Plan 2013
- Development Contribution Plans
- State Environment Planning Policies

## PREPARING PLANS AND DRAWINGS

Submission of clear and accurate plans will enable Council to fully understand your development and complete an assessment in a timely manner. The requirements for submitting a DA can also be found in Schedule 1 of the Environmental Planning and Assessment Regulation 2000, which can be viewed on the NSW legislation website: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

Generally, **all plans** should be drawn to scale in ink with the following information:

- Plan description, version and date
- Metric dimensions and measurements,
- Scales shown on plan, and
- The address and title of the property

Plans required include:

**SITE PLANS** - shows the location of proposed development and any existing structures on site; any structures to be demolished; vegetation to be removed; access; setbacks to all boundaries; contours; easements; landscaping; proposed cut & fill; details of any site constraints (slope, bores, dams, flooding, bushfire, on-site waste treatment systems etc.) and BASIX requirements.

**FLOOR PLANS** show the internal layout including floor area, room names, uses and dimensions, indicative layout of fixtures including sinks, bathroom and kitchen plumbing, windows, doors and other openings sizes and location, location of smoke detectors

**ELEVATIONS** from boundary to boundary showing location of doors, windows, any earthworks proposed, ground levels, finished floor levels and ridge levels, exterior cladding/finishes, roofing materials and colours

**ENGINEERING PLANS** (required for Construction Certificate) for certified engineering design for earthworks, retaining walls, footings and slabs, cross sections, truss design etc.

## SUPPORTING INFORMATION

**BASIX Certificate** A BASIX Certificate must be submitted with the Development Application or Complying Development Certificate, and BASIX commitments must be identified on plans and specifications.

**STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)** An SEE is a written report outlining the likely impacts of the development, and the proposed measures to mitigate these impacts. Council has a template SEE that can be used for small scale developments such as additions, pools, sheds and garages.

**EROSION AND SEDIMENT CONTROL PLAN**

**WASTE MANAGEMENT PLAN**

**STORMWATER MANAGEMENT PLAN**

**SHADOW DIAGRAM**

Where multi-storey or high pitched buildings create the potential for overshadowing, a shadow diagram depicting the extent of shadows cast by existing and proposed building, including buildings on adjoining land.

**OWNERS BUILDERS PERMIT/BUILDERS LICENSE DETAILS** and **HOME OWNERS WARRANTY INSURANCE** (if applicable)

Depending on the location of your property and your proposal you may also need to submit:

A **BUSHFIRE REPORT (BAL)** if the site is identified as Bushfire Prone Land

A **FLOOD CERTIFICATE** if located on a flood control lot. Development of flood prone land is permitted with consent in accordance with Cl 6.2 of the Cootamundra LEP and section 6.2 of the DCP.

**GEOTECHNICAL SOIL REPORTS** if required for engineering design

**HERITAGE IMPACT STATEMENT**

**ON-SITE EFFLUENT DISPOSAL REPORT**

Please talk to Council staff if you are unsure if this information is required for your development.

## OTHER APPROVALS & NEEDED

Your development consent will usually outline any other approvals you may require for your development. Some common examples include:

A **CONSTRUCTION CERTIFICATE**

**WORKS IN PUBLIC PLACES AND RESERVES PERMIT** to construct layback/driveways. This may also require a Traffic Control Plan

**SECTION 68 APPROVALS** (Local Government Act 1993) including:

- Plumbing and Drainage works
- Water supply
- Installing and Operating an onsite sewage management systems
- Installing a Manufactured Home, moveable dwelling
- Installing a wood heater

**OCCUPATION CERTIFICATE** - authorises occupation or use of the building



**COOTAMUNDRA -  
GUNDAGAI REGIONAL  
COUNCIL**

PO Box 420, Cootamundra NSW 2590  
Phone 1300 459 689  
Email [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
Fax 02 6490 2127