

# Application for Local Government Approval



Pursuant to Section 68 of the *Local Government Act 1993*

📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

## 1. Applicant Details

<b>Name of Applicant:</b>			
<b>Contact Name:</b>			
<b>Postal Address:</b>			
<b>Business Phone:</b>		<b>Mobile Phone:</b>	
<b>Email:</b>			

## 2. Subject Land

<b>Property Number:</b>		<b>Lot/s:</b>		<b>Sec:</b>		<b>DP/SP:</b>	
<b>Street Number:</b>		<b>Street/Road Name:</b>					
<b>Locality:</b>							

## 3. Type of Activity

<b>Part A Structures or places of public entertainment</b>	
	<p><b>A1</b> Install a manufactured home, moveable dwelling or associated structure on land</p> <p><i>Supporting documents required: Plans and manufacturers specifications and details of compliance with the Local Government Regulation.</i></p>

<b>Part B Water supply, sewerage and stormwater drainage work</b>	
	<p><b>B1</b> Carry out water supply work <i>(Note: If no water meter installed onsite complete separate water services application form)</i></p>
	<b>B2</b> Draw water from a council water supply or a standpipe or sell water so drawn
	<b>B3</b> Install, alter, disconnect or remove a meter connected to a service pipe
	<b>B4</b> Carry out sewerage work
	<b>B5</b> Carry out stormwater drainage work
	<p><b>B6</b> 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</p> <p><i>For Private Works: Supporting documents should include: Site Plan, Floor Plan and details of proposed systems to be installed and design, stormwater calculations/ electronic model of proposed stormwater drainage works.</i></p> <p><i>For Public Infrastructure Works (i.e. assets to be handed over to Council): Supporting documents should include, as a minimum requirement, detailed engineering design plans prepared by a professional engineer, and stormwater drainage calculations/ electronic modelling for on-site detention and/or extension/ augmentation of the public stormwater system.</i></p>

*Working with you*

<b>Part C Management of waste</b>	
	<b>C1</b> For fee or reward, transport waste over or under a public place
	<b>C2</b> Place waste in a public place
	<b>C3</b> Place a waste storage container in a public place
	<b>C4</b> Dispose of waste into a sewer of the council
	<b>C5</b> Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
	<b>C6</b> Operate a system of sewage management (within the meaning of section 68A) <i>Supporting documents required: Site layout plan, details and plans of proposed systems to be installed, Wastewater Assessment Report (C5), Service Contractor details if applicable (C6), age and type of effluent disposal system (C6).</i>
<b>Part D Community land</b>	
	<b>D1</b> Engage in a trade or business
	<b>D2</b> Direct or procure a theatrical, musical or other entertainment for the public
	<b>D3</b> Construct a temporary enclosure for the purpose of entertainment
	<b>D4</b> For fee or reward, play a musical instrument or sing
	<b>D5</b> Set up, operate or use a loudspeaker or sound amplifying device
	<b>D6</b> Deliver a public address or hold a religious service or public meeting <i>Supporting documents required: Written overview of proposed activity and any support documentation.</i>
<b>Part E Public Roads</b>	
	<b>E1</b> 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
	<b>E2</b> 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 <i>Supporting documents required: Written overview, site layout plan, public liability insurance (if applicable).</i>
<b>Part F Other Activities</b>	
	<b>F1</b> Operate a public car park
	<b>F2</b> Operate a caravan park or camping ground
	<b>F3</b> Operate a manufactured home estate
	<b>F4</b> Install a domestic oil or solid fuel heating appliance, other than a portable appliance

	<b>F5</b> Install or operate amusement devices
	<b>F7</b> Use a standing vehicle or any article for the purpose of selling any article in a public place
	<p><b>F10</b> Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations</p> <p><i>Supporting documents required: Site layout plan, written overview, requirements under Local Government Regulations (F2 &amp; F3), floor plan and specifications (F4). Name and description of each device, public liability insurance, site layout plan, Workcover certificate, risk assessment, structural certification (F5).</i></p>

#### 4. Brief Description of the Activity/Activities Requiring Approval

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#### 5. Political Donations Disclosure

Is a political disclosure statement required?	No	Yes*
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Any persons with a financial interest in the application, is required to disclose all reportable political donations and gifts made within the previous 2 years when making an application to Council. A disclosure must also be made of any reportable political donations or gifts made during the period the application is being considered prior to it being determined.

These include:

- i. all reportable political donations made to any local councillor of the council;
- ii. all gifts made to any local councillor or employee of that council.

A reportable political donation made to a local councillor of any local council includes any donation made at the time the person was a candidate for election to the council.

Disclosure forms are available on Council's website – [www.wingecarribee.nsw.gov.au](http://www.wingecarribee.nsw.gov.au)

**\*If you selected yes please complete and attach a political donation disclosure form, available from our website.**

#### 5. Probity

Please indicate any pecuniary or non-pecuniary interest:

<b>I am a Council Staff Member:</b>	Yes	No
<b>I am family of a Council Staff Member:</b>	Yes	No
<b>I am a Councillor:</b>	Yes	No
<b>I am family of a Councillor:</b>	Yes	No

#### 6. Owners Consent

As the owner/s of the subject land, we hereby consent to the lodgement of this application and to any inspections required to be undertaken by Council officers in the assessment of this application.

Name	Signature	Date

If applicable:

<b>Company Name:</b>			
<b>Position Held:</b>		<b>ABN:</b>	
<b>Phone:</b>		<b>Mobile:</b>	

#### Signature of ALL owner(s)

All owners of this land either must sign this form or complete a separate document in the form of a letter or annexure confirming consent to lodge this application. This application will not be accepted without all owners consent. Please see notes below for further information. An Owner's Consent Annexure template can be located on Council's website: <https://www.wsc.nsw.gov.au/application-forms>.

#### Company/Organisation

Please provide one of the following:

- Signature of director and common seal stamped on the form.
- Letter on company letterhead signed by authorised person

#### New Owner/s

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the certificate of title
- A letter from your Solicitor confirming settlement
- Previous owner(s) to provide owner(s) consent

#### Signing on owner(s) 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.).

## 7. Submission Requirements

1. All relevant sections of the application form must be complete, including legal description of land and consent from all registered owners.
2. You must provide **two hard copies** of **ALL** plans (minimum size A3), as well as **one hard copy** of all reports and supporting documentation. In accordance with Council's adopted Fees & Charges Policy, additional fees may apply if you are unable to provide hard copies. Please contact Customer Service on 48680888 for further information.
3. All forms, plans and supporting documentation must also be supplied **electronically in .pdf format, on a USB, CD or email**. In accordance with Council's adopted Fees & Charges Policy, additional fees may apply if you are unable to provide an electronic copy. Please contact Customer Service on 48680888 for further information.
4. A Council Fee Quote Estimate can be provided by contacting Customer Service via [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au) or phoning 48680888. Application Fees must be paid upon lodgement. Please refer to Customer Service for payment options.

## 8. Plans and Supporting Information

Further information in regards to the type of information required to be submitted with your application for modification can be obtained by contacting Council's Duty Officers on 4868 0888.

Staff Use Only - Information checked and confirmed by Customer Service Officer:				
	All sections of application form complete		Owners Consent	Correct Lot/DP/Address
	2 Hard copy sets of plans/documentation		Electronic Copy	Fee Quote
	Additional USB electronic copy – stormwater drainage calculations/ model if stormwater drainage works approval required.			
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection and intended recipients:** The personal information in this form will be used and disclosed for the purpose of communicating with you regarding your application, facilitating Council's exercise of its functions under the *Local Government Act 1993*, placing the application on public exhibition and publishing the application online on Council's DA tracker (if applicable). Intended recipients of this information include Council officials, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Supply of your personal information is required by the applicable legislation. If you do not provide the requested information (or any part of it) your application may not be accepted.

**Storage and access/correction:** Your personal information is being collected and will be stored by Wingecarribee Shire Council, 68 Elizabeth Street Moss Vale NSW 2577. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system. You may make application to access or amend your personal information. Any such application will be handled in accordance with the PPIPA.