

# Development Applications

## The Process



1	Pre lodgement meeting	An important step where your proposed development can be reviewed by either a building surveyor or a town planner and other Council staff and valuable input can be incorporated into plans prior to submitting them to Council.
2	Lodgement	Supplying all necessary documentation and payment of fees. Quotations for development application fees can be obtained from Council's Administration Centre. Inclusion of all required documentation at the time of lodgement will ensure timely processing of your development application. Council requires one electronic copy of all documentation associated with your application or one paper copy. Please see Council's Electronic Document Requirements for further information. Electronic applications must be lodged via Council's Electronic Lodgement Portal which can be found <a href="#">here</a>
3	Nambucca Valley Council Administration	Your development application is now logged and tracked within Nambucca Valley Council's information management system. This also provides data for compulsory reporting to the Australian Bureau of Statistics.
4	Internal referrals	Your development application will be referred to all necessary staff within Council. This may include: Plumbing inspectors Waste management Building surveyors Engineers Strategic planning
5	Public Notification	Your development may require public notification. If this is necessary, adjoining property owners will be notified of the proposed development. Additionally, advertising in the local print media may be required.
6	External Referrals	Your development may need to be referred to external parties such as: Department of Planning Industry & Environment NSW Rural Fire Service Roads & Maritime Services Local Aboriginal Land Council  These referrals may require an additional application fee and may take as much as forty (40) days to process by the external parties.
7	Site inspection	The site will be inspected by officers involved in the assessment.
8	Initial Assessment by Town Planning or Building Surveying Staff	This initial assessment addresses all the required matters for consideration that need to be covered. The three main documents that affect Nambucca Valley Council's assessment process are: <i>The Environmental Planning and Assessment Act, 1979 ,</i> <i>The Nambucca Local Environmental Plan 2010 , and</i> <i>The Nambucca Development Control Plan 2010.</i>  All developments involving construction or demolition must also comply with the <i>Building Code of Australia</i> .
9	Compilation of all internal referrals	The Town Planner or Building Surveyor processing your development application compiles and reviews all Council advice from internal referrals.
10	Consideration of public submissions	Any submissions received following the period of Public Notification are considered at this stage of the assessment process.

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11	Compilation of all external referrals	The Town Planner or Building Surveyor processing your development application compiles and reviews all advice from external referrals.
12	Further Information Required & Consultation	As a result of the initial assessment, review of the internal and external referrals and consideration of public submissions it may be necessary for further information to be sought from the applicant of the proposed development, or to have further consultation with the applicant or persons making submissions.
13	Final report	The final report and recommendation of the development application can now be prepared along with draft conditions for approval.
14	Draft approval	If the recommendation is for approval then the conditions attached to the Consent are now finalised.
15	Decision	The application is either approved or refused by a Council officer under the delegation of Council or goes to a Council meeting where the Councillors approve or refuse it. If the application goes to a Council meeting, the applicant and anyone who makes a submission about the application are contacted prior to the meeting and given the opportunity to attend. It may be possible to address the meeting about the proposal.
16	Final documentation	The approval/refusal and signature of your final development consent is completed.
17	Administration procedures	Following approval of a development application all the plans and specifications submitted with the application are stamped and documented as part of the approval procedure. The result is also recorded in Nambucca Valley Council's information system.
18	Distribution of approvals/refusals	Final development consents or refusals are forwarded to applicants by e-mail or are available for collection at the applicant's request. One paper copy or one electronic copy of the plans and documents is stamped and returned to the applicant.
19	Construction Certificate	<p>Prior to any construction commencing, you will need to obtain a Construction Certificate. If you are planning to use Council as your Principal Certifying Authority, all your Construction Certificate information can be lodged with your Development Application. This may mean that your Construction Certificate could be issued at the same time as your Development Consent.</p> <p>If you are using a Private Certifying Authority, they will need to receive a copy of your development consent prior to being able to issue a Construction Certificate.</p>
20	Occupation Certificate	When all construction is finished, either Council or your Private Certifying Authority will carry out a final inspection. If they agree that all works are complete, an Occupation Certificate will be issued and the development can be used. You are not permitted to use or occupy a development until an Occupation Certificate is issued.