FORM
(Blanks not to be photocopied.)
(Printed on 22-Sep-14 at 16:09)

(SD-FO-232) INSTALL A MOVEABLE DWELLING

S68 Local Government Act, 1993

Office Use	**Application No:** _____/_____	**Determined:** _____/_____/____

PPIA DISCLAIMER – The personal information provided on this form is collected by *Griffith City Council* for the purposes of processing this application by Council employees and authorized persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.

Part 1: Type of Application

- ◯ Install a moveable dwelling
- ◯ Install a moveable dwelling & associated structure

Part 2: Applicant's Details

(Your Name & Postal Address)

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

Family name (or company): _____

Given names (or ACN): _____

Postal address: _____ Postcode: _____

Phone: (w) _____ (h) _____ (m) _____

Fax:_____ Contact person: _____ E-mail: _____

I hereby apply for consent for this application. I declare that all the information given is true and correct. I also understand that if the application is incomplete or does not comply with statutory requirements the application may be rejected/refused.

Signature(s) _____ Date ____/____/____

Part 3: Property Description

(These details can be obtained from land ownership details or from Council's rates notice(s). If unsure, ask us for assistance)

Unit No _____ House No _____ Street _____ Locality/Town _____

Lot(s) _____ Section _____ DP/ SP _____

Part 4: Consent of Land Owner(s)

(All persons or other legal entities who own the subject land(s) must give their written consent to this application, attach a separate sheet if necessary. If the owner is a company or owners' association, must be signed by a director or secretary)

As owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land/premises to carry out inspections.

	Name	Address	Signature	Date
1				___/___/___
2				___/___/___
3				___/___/___

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Part 5: Who will be doing the building work?

☐ Owner-builder ☐ Licensed Builder ☐ To be advised (prior to commencement of work)

Family Name (or company) _____

Given names (or ACN) _____

Postal address _____ Town _____ Postcode _____

Phone _____ Fax _____ Mobile _____

Owner Builder's Permit No. _____ Builder's Licence No. _____

Part 6: Checklist

Have you submitted the following information in conjunction with this application? *Please tick appropriate box*

	YES	NO	Office Use
SITE PLAN - *2 copies drawn to scale detailing:*			
➢ North point and scale	☐	☐	☐
➢ Name and contact details of who prepared the plan(s)	☐	☐	☐
➢ Location of all property boundaries	☐	☐	☐
➢ Location of any existing physical and natural features (eg: buildings, vegetation, access driveways, street trees, etc)	☐	☐	☐
➢ Location of any existing easements and/or utility services (eg: water, sewer, drainage, stormwater drains, electricity, power poles, gas and telephone, etc)	☐	☐	☐
➢ Location of existing and proposed structure(s)/addition(s)	☐	☐	☐
➢ Existing and proposed site ground levels and floor level(s)	☐	☐	☐
➢ Contour(s) or general fall of the land	☐	☐	☐
➢ Area(s) to be affected by any proposed cut and/or fill	☐	☐	☐
➢ Location of 10 metre vegetation buffer (Rural Residential Development)	☐	☐	☐
FLOOR PLANS - *2 copies of proposed structure(s)/addition(s) drawn to scale detailing:*			
➢ Existing internal layout	☐	☐	☐
➢ Proposed internal layout	☐	☐	☐
ELEVATION PLANS - *2 copies of the proposed structure(s) drawn to scale detailing:*			
➢ Height of existing and proposed structure(s)/addition(s)	☐	☐	☐
➢ Floor height of existing and proposed structure(s)/addition(s)	☐	☐	☐
➢ Existing and proposed fall of the land in relation to floor level	☐	☐	☐
➢ Existing and proposed surface finishes (eg: brick wall, tile or colorbond roof, etc)	☐	☐	☐
➢ Section view of the proposed work(s)	☐	☐	☐
ENGINEERING PLANS & SPECIFICATIONS – *2 copies detailing the following:*			
➢ Any concrete footings, slabs	☐	☐	☐
➢ A relocatable home or associated structure must be of a design certified by a practicing structural engineer to be structurally sound.	☐	☐	☐
SITE CLASSIFICATION REPORT – *1 copy*			
➢ From a suitably qualified geotechnical professional indicating the site's soil type.	☐	☐	☐
HOME OWNERS WARRANTY INSURANCE			
➢ If you placed a ☑ next to *Licensed Builder* in Part 8 of this application, and the contract value exceeds $20,000 a copy of the Licensed Builder's Home Warranty Insurance Certificate, covering the proposed building work must be submitted to Council either with your application for a Construction Certificate or prior to the commencement of work.	☐	☐	☐

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OWNER BUILDER PERMIT

- If you placed a ☑ next to *Owner Builder* in Part 8 of this application, an Owner Builder Permit will be required for works between $10,000 and $20,000. If work exceeds $20,000 you are required to undertake an approved educational course at TAFE or OTEN (Distance Education). On completion of the course a certificate will be issued which must form part of your application for an Owner Builder Permit to the NSW Office of Fair Trading. (Application forms are available from Council). A copy of the Owner Builder Permit must be submitted to Council either with your application for a Construction Certificate or prior to the commencement of work.

☐ ☐ ☐

SEWAGE MANAGEMENT

YES NO *Office Use*

- A separate application to install, construct or alter & approval to operate a sewage management facility must be submitted with this application with 3 plans & specifications if Council's gravity sewer is not available

☐ ☐ ☐

WATER SUPPLY – *3 copies detailing the following:*

- Details of the proposed method of water supply.
- Site plan showing proposed location of water meter and connection to Council's water main or location of on-site storage facilities if Council's reticulated water supply is not available.

☐ ☐ ☐
☐ ☐ ☐

STORMWATER DRAINAGE – *3 copies detailing the following:*

- Site plan showing the proposed development, location of existing and proposed stormwater downpipes, lines and pits, connection point to street gutter or stormwater main and pipes sizes.

☐ ☐ ☐

Lodgement of Application

Hours of Lodgement:

Monday to Friday: 8:15am – 4:00pm

Fees:

Fees are payable on lodgement as per Council's current Revenue Policy. Quotations are available by contacting Council's Customer Service Unit on (02) 6962 8100.

Payment methods:

Payment can be made by cash, cheque, EFTPOS & Credit Card . Cheques are to be made payable to 'Griffith City Council'.

How to contact us:

Phone: (02) 6962 8100
Fax: (02) 6962 7161

E-mail: admin@griffith.nsw.gov.au

Web: www.griffith.nsw.gov.au

Postal address:

The General Manager
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Courier or Personal Delivery:

Customer Service Centre
Ground Floor
Griffith City Council Administration Building
1 Benerembah Street
GRIFFITH NSW 2680

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Development Application Matrix

	Residential dwellings	Dual Occupancy	Multi unit housing	Alteration & additions to residential dwellings	Garage, Outbuilding, Awning, Carport, etc	Commercial/Industrial building	Alteration & additions to Commercial/Industrial	Demolition	Subdivision of land	Advertising sign	Home business	Septic tank / AWTS	Farm shed	Swimming pool	Applicant check list	Council check list
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	☐	
Statement of Environmental Effects		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		☐	
Floor plan	✓	✓	✓	✓	✓	✓	✓	❋			✓		✓		☐	
Elevation plan(s)	✓	✓	✓	✓	✓	✓	✓	❋		✓			✓	✓	☐	
Section plan(s)	O	O	O	O	O	O	O						■	O	☐	
Engineers/footing details	O	O	O	O	O	O	O			■			O	O	☐	
Specification of works	O	O	O	O	■	O	O								☐	
Structural plans	■	■	■	■	■	■	■			■			■	■	☐	
Shadow diagrams	❋	❋	❋	❋	❋	❋	❋								☐	
Landscaping plan	❋	✓	✓	❋	❋	✓	✓	❋	❋		❋	❋	❋		☐	
Stormwater Drainage plan	O	✓	✓	✓	✓	✓	✓		❋				✓		☐	
Waste Management plan						❋	❋	✓			❋		❋		☐	
Traffic Impact Statement / Study			❋			❋	❋		❋						☐	
Traffic Control Plan	■	■	■	■	■	■	■	■	■		■		■		☐	
Fire Safety Schedule						■	■				■		■		☐	
Soil Classification Report	O	O	O	■	■	O	■			■			■		☐	
Land Capability Study									❋			❋			☐	
Land Contamination Report									❋						◯	
Site survey	❋	❋	❋	❋	❋	❋	❋	❋	❋				❋	❋	◯	
Heritage Impact Assessment	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋		❋		☐	
Flora and fauna assessment	❋	❋	❋	❋	❋	❋	❋	❋	❋				❋		☐	
Noise and vibration study	❋	❋	❋	❋		❋	❋	❋	❋						☐	
Odour study	❋	❋	❋	❋		❋	❋		❋						☐	
Schedule of finishes	❋	❋	❋	❋	❋	✓	✓			✓			❋		☐	
Erosion Control Plan	❋	❋	❋	❋	❋	❋	❋	❋	❋						☐	

- ✓ Indicates this information is required.
- O Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- ❋ Indicates this information may be required.
- ■ Indicates this information may be required if you are applying for a Construction Certificate.