



## APPROVAL OF ACTIVITIES UNDER SECTION 68 APPLICATION FORM

Made under Section 68 of the Local Government

<b>Property Key:</b>	Office Use Only
<b>Section 68 Application No:</b>	
<b>Date Received:</b>	286085.2019 (May 2019)

**LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL**  
 Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

- Approval of Activities under s68 of the Local Government Act: (Please tick appropriate box)**
- Operate Amusement Devices
  - Moveable Dwelling, Manufacture Home
  - Operate a Caravan Park
  - Solid Fuel Heating
  - Temporary Structure
  - Other (please specify) .....

**NOTE: Separate forms available for Septic Tank, Stormwater Drainage Work, Tower Crane)**

### Address details of development

Shop/Unit No:	House No:	<b>Office Use</b>
Street:		
Suburb:		Postcode:
Lot No:	Deposited / Strata Plan No:	Section: <input type="checkbox"/>

### Proposed Details

	<input type="checkbox"/>

**Digital requirements and naming convention**

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document** must be **single sided** and must be submitted as a **separate PDF** file and **named separately** eg Application form, floor plans, elevation plans, site plan etc.
- **Signatures are not to be placed on supporting documents or plans** ie Waste Management Plan, Statement of Environment Effects, floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

**Example:**

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf
- **Elevation Plans** – 33 Moore Street Liverpool.pdf
- **Floor Plan** – 33 Moore Street Liverpool.pdf
- **Section Plans** – 33 Moore Street Liverpool.pdf
- **Site Plan** – 33 Moore Street Liverpool.pdf
- **Engineering Details** – 33 Moore Street Liverpool.pdf
- **Specifications** – 33 Moore Street Liverpool.pdf

**Amended Plans / Supply of Additional Information**

- S68 Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes       No

Office  
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**Applicant/s details and declaration**

**NOTE: Pages 3 - 6 are not available for viewing on Council's website**

Family Name(s)/Surname(s) (or company & ACN):		<b>Office Use</b>	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

**Applicant(s) Declaration**

I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.

Yes       No

Signature(s):	Date:	<input type="checkbox"/>
Print Name(s)		

**Release of determined application**

**Would you like your assessed application to be:** (Please tick relevant box)

Posted       Held for collection at Council

Signature when collected:	<input type="checkbox"/>
(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)	
Date:	

**Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit [www.eplanning@liverpool.nsw.gov.au](http://www.eplanning@liverpool.nsw.gov.au)**

**Owner's consent and declaration**

**Note: Pages 3 – 6 are not available for viewing on Council's website**

Family Name(s)/Surname(s) (or company & ACN):

Office  
Use

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

**Owner(s) Declaration**

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes  No

**Signature(s):**

**Date:**

Print Name(s)

**Owner(s) consent requirements**

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
  - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.

**Miscellaneous details**

Does Council require your presence for access to the site?

Yes  No

Is there a dog on the property?

Yes  No

Is there a swimming pool on the property?

Yes  No

Do you consent to receiving further information requests via email?

Yes  No

**Documentation checklist**

Note: Pages 3 – 6 are not available for viewing on Council's website

**Copies of documents required:**

- 2 hardcopies of all plans and documents are required as detailed on the checklist
- Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.

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**Site, floor, elevation, section plans and drawings must include the following:**

- Plans are to be A3 size or larger
- Plans to scale 1:100, 1:200
- North point and site address
- Date
- Description of plan/drawing
- Architect/designer name and contact details
- Number each set of plans eg 1 of 10
- Number and brief description of amendments
- Alterations/additions or modifications are to be coloured/shaded/highlighted
- Copies of plans are to be folded to A4 size with a title block on the front
- Section plan to show driveway gradient
- Levels to Australian Height Datum (AHD)
- Trees on subject and adjoining properties are to be shown
- Personal details are not to be placed on plans or documentation

**General Plan Requirements**

**(a) Operate Amusement Devices**

- Workcover Authority approval
- Insurance
- Engineering Certification of devices
- Stability of mounting surface
- Operator details
  - Name of all operators
  - Period of operation
- Type of device, manufacturer
- Disk device registered under WHS Regulation
- Site plan showing proposed location of amusement device

**(b) Installation of a Manufacture Home – Moveable Dwelling**

- Site location plan
- Demonstrate compliance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground and Moveable Dwellings) Regulations 2005
- Structural Engineer's Certificate

**(c) Operate a Caravan Park**

- Site location plan
- Number of staff
- Expected number of customers/residents
- Hours of operation
- Number of sites (including short and long term sites and dwelling sites)
- Expected vehicle movements
- Number and location of carparking spaces
- All potential impacts (such as noise traffic etc) and proposed mitigation
- Demonstrate compliance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

**Documentation checklist cont'd**

Note: Pages 3 – 6 are not available for viewing on Council's website

**General Plan Requirements**

**(d) Temporary Structures**

- Site Location Plan

**(e) Domestic oil or solid fuel heating appliance (other than a portable appliance)**

- Details of the installer;
- Manufacturer's specifications, brand and Model (including flue);
- A certificate of compliance certifying that the heater complies with AS/NZS 4012:2014 *Domestic solid fuel burning appliances - Method for determination of power output and efficiency, and AS/NZS 4013:2014 Domestic solid fuel burning appliances -Method for determination of flue gas emission*;
- Installation details for the solid fuel heating appliance demonstrating compliance with AS/NZS 2918:2018, *Domestic Solid fuel burning appliances – Installation*;
- A floor plan and elevation of the building showing the position of the heating appliance and penetration of the chimney/ flue;
- A site plan drawn to scale showing the location and height of the chimney/ flue and any homes, buildings, facilities and any environmentally sensitive areas on adjacent land located at least a minimum 15m radius from the site. The site plan shall also detail topography and other landscape features;
- **Properties located within R1, R2, R3 & R4 zones also require** the submission of an odour impact statement prepared by a suitably qualified air quality consultant in accordance with the NSW EPA's policy framework for managing odour.
- As part of the assessment, the consultant shall evaluate site suitability and consider the likelihood of the solid fuel heater resulting in land-use conflict, taking into consideration its compatibility with current and future land-use in the area and sensitivity of the surrounding environment. If required, mitigation measures shall be specified to achieve compliance with the assessment criteria.
- Council requires all odour impact statements to be prepared by a suitably qualified air quality consultant who is:
  - o Certified Environmental Practitioner under the CEnvP Scheme administered by the Environment Institute of Australia and New Zealand (EIANZ); or
  - o Certified Air Quality Professional under the CAQP Scheme administered by the Clean Air Society of Australia and New Zealand (CASANZ).
- Any other details relevant to this application.

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**NOTE:**

- **Separate forms available for Septic Tank, Stormwater Drainage Work, Tower Crane.**
- **Failure to provide the abovementioned information will result in the application being rejected.**

All requirements have been checked and provided?

Yes       No

**Office Use Only:**

Fee Type	Application	\$	Receipt No.	Date
AP/MISC/S68				
S68 Fee				
<b>TOTAL</b>				