

This guide is not comprehensive and is intended to assist you in filling out Application Form M2. For further information, contact Council's Customer Service Centre on (02) 4227 7111. We suggest that you read this guide along with the application form. The guide gives details as to how to fill out each section.

Introduction

Which Pages to Complete?

Form M2	Application Form M2 is used to apply for various types of development and building work. You only need to complete the pages relevant to the application(s) you are lodging	Application Type	Fill-In
		Development Consent pages	1, 2 & 3
		Construction Certificate pages	1, 2 & 4
		Combined Development Consent and Construction Certificate pages	1, 2, 3 & 4
		Complying Development Certificate pages	1, 2 & 4
		Modify a Consent or Certificate pages	1, 2 & 5

Pages 1 and 2

Common Information for all Applications

Section 1.1 Application Type	Indicate the type of application you are lodging. If your application is for both development consent and a construction certificate, tick both boxes.
Section 1.2 Applicant details	You are required to provide details of who is lodging the development application along with contact details such as phone, mobile, fax and email. The applicant, or applicant's agent, is required to sign and date the application form. Council will only contact the applicant, or a person nominated in writing to be the contact for the development application.
Section 1.2 Disclosure of Political Donations	Under Section 147 of the <i>Environmental Planning and Assessment Act 1979</i> , any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.
Section 1.2 Declaration by Applicant(s)	It will be the responsibility of the applicant to ensure that the electronic data and/or hardcopy plans and associated documents provided are true copies of all plans and associated documents relating to the application. The applicant also needs to be aware and understand that by lodging an application/additional information, the information and documentation provided will be made available for public inspection at Council's Customer Service Centre and viewing on Council's website.
Section 1.3 Site details	You are required to provide details of the site on which you propose to carry out development. You need to provide details of all lots proposed for development. If you do not have this information, Council can assist.
Section 1.4 Proposal	A description of your development proposal is required in this section. This description must detail exactly what it is you propose to do including, for example, details of the number of car parking spaces and units proposed. You also need to tick the appropriate box next to the appropriate development sub-categories. You need to provide an estimate of the value of your development. Council will check that the estimated value is correct. If the estimated value provided is not correct, a letter advising this will be sent to the applicant requesting additional fees to be paid. Non-payment of the additional fees may result in the application being refused.
Section 1.5 Owner Consent	Owners of all lots proposed to be developed need to give their consent to the lodgement of the application. They must sign the application form or provide a signed letter stating that they give consent to the lodgement of the development application. Should such a lot be company or strata owned, please refer to the Owners Consent of Development Applications Fact Sheet.

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Application for Development Consent

Section 2.1 Pre-Lodgement Meeting	For multi-unit, commercial or industrial development and large subdivisions, applicants are encouraged to apply for a pre-lodgement meeting (using Form M1) prior to submitting their application for development consent (using Form M2). If a pre-lodgement meeting has been held, please provide details on Form M2 – Section 2.1.
Section 2.2a Staged Development	You may apply to complete only part of your development now and to complete the remaining part/s at a later stage. If you wish to do this, your development is referred to as Staged Development. If you wish to apply for staged development, you need to tick the appropriate box on the application form and provide the details and attach to the application form.
Section 2.2b Environmental Effects of the Designed Development	<p>Environmental Impact Statement (EIS): Your development is classed as Designated Development if it is listed in schedule 3 of the Environmental Planning and Assessment Regulation 2000, or in an environmental planning instrument made under the EPA Act 1979. Designated development normally applies to developments that have a high potential risk to the environment, eg turf farming, steel production. If your development is designated development, you will need to provide an Environmental Impact Statement (EIS). If you have any concerns or think that your development may be designated development, please contact Council as early as possible as there are a number of legal requirements that need to be met before you can lodge your application.</p> <p>Statement of Environmental Effects (SEE): If your proposed development is not a designated development, you will need to provide a Statement of Environmental Effects (SEE) with your application. A SEE is a report outlining your proposal, the likely environmental impacts of the development, how you will mitigate these impacts and how your development meets any relative criteria/guidelines/requirements/policies. Examples of issues that may need to be considered/explained in your SEE are:</p> <ul style="list-style-type: none"> • Heritage • Privacy • Services • Lighting • Noise • Air quality • Hours of operation • Land contamination • Overshadowing, etc • Traffic • Disabled access

<p>Section 2.2b cont . . .</p>	<p>Species Impact statement: If your proposal threatens or potentially impacts upon threatened species, populations, endangered ecological communities or their habitats, you need to prepare a Species Impact Statement. Both the National Parks and Wildlife Service (Hurstville Central Office) and Council’s Environmental Strategy and Planning Division should be contacted.</p>
<p>Section 2.2c Other approvals from Council</p>	<p>There are a number of approvals for activities under the <i>Local Government Act, 1993</i> that may be relevant to your development. You need to check the form titled ‘Activity Application Form’, which is available from Council, to see if you wish to apply for any of these before you lodge your development application. If you do wish to apply for an activity approval, please fill out the Activity Application Form (M4) and attach it to your development application.</p>
<p>Section 2.2d Concurrences from State Agencies</p>	<p>Some development proposals require concurrent approval from State Agencies or Departments. As there are numerous factors that may result in an application requiring the concurrence from a State Agency, please check with Council prior to lodgement. Additional fees and plans are required if one or more concurrence is required.</p>
<p>Section 2.2e Integrated Development</p>	<p>Certain proposals require additional types of approvals (ie licences, permits, etc). Your proposal is known as Integrated Development if it requires a development consent and one or more of the following approvals.</p> <p>Read through the list carefully and should you believe that your development is an integrated development, you should contact both Council and the relevant State Government Agency/Department for further information before lodging an application.</p> <p>Note: Additional plans and fees are required for integrated development.</p> <p>Aquaculture: Does your proposal involve the cultivation of fish, shellfish, crustaceans, seaweeds or other aquatic organisms for commercial purposes (but not including a pet shop or aquarium)? If yes, you will need a permit under Section 144 of the <i>Fisheries Management Act 1994</i> from NSW Department of Industry and Investment.</p> <p>Excavation or filling of a waterway: Does your proposal involve any excavation or filling of the bed of a natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland), with any earth, soil, rock, rubble, concrete, timber or bricks etc? This does not include works within farm dams, urban ponds, irrigation channels, stormwater ponds, sewage treatment ponds etc. If yes, you will need a permit under Section 201 of the <i>Fisheries Management Act 1994</i> from NSW Department of Industry and Investment.</p> <p>Harm to marine vegetation: Does your proposal involve any disturbance, damage or harm to marine vegetation (including seagrasses, mangroves and seaweeds) on public water land or private land which is adjacent to public water land, including by shading them with an overhead structure (eg jetty or pontoon)? If yes, you will need a permit under Section 205 of the <i>Fisheries Management Act 1994</i> from NSW Department of Industry and Investment.</p> <p>Obstruct fish passage: Does your proposal involve the construction of any structure such as a weir, dam, floodgate, culvert or causeway across any natural or semi-natural waterway whether permanently or intermittently inundated or flowing (including a bay, estuary, lake, river, creek, lagoon or wetland). If yes, you will need a permit under Section 201 or 219 of the <i>Fisheries Management Act 1994</i> from NSW Department of Industry and Investment.</p> <p>Rivers and Lakes: If your development is within 40 metres of a stream, river, lake or lagoon and you are going to excavate the land, remove material from the land, or do anything which will obstruct or detrimentally affect the water flowing in a stream, river, lake or lagoon, you need a permit under Part 3A of the <i>Water Management Act 2000</i>. If it will affect the port of Port Kembla, you will require a permit from the Waterways Authority. In any other case, you will require a permit from the NSW Office of Water.</p> <p>Roads: If your development affects a public road, a Crown road, a highway, a main road, a freeway or a tollway, you need to obtain consent under Section 138 of the <i>Roads Act 1993</i> from the Roads and Traffic Authority, (if Council can give this consent, the application is not integrated development).</p> <p>Heritage: If your development involves a building, place or land that has a permanent conservation order, an interim conservation or an interim heritage order protecting it, or is listed on the State Heritage Register, you will require approval under Section 57 of the <i>Heritage Act 1977</i> from the Department of Planning and Infrastructure’s Heritage Branch (if Council can give this consent, it is not integrated development). If you intend to destroy, damage or otherwise harm land that has been declared an Aboriginal site, you require approval under Section 90 of the <i>National Parks and Wildlife Act 1974</i> from the Office of Environment and Heritage.</p> <p>Pollution: If your proposal is not already designated development but may cause water pollution, to avoid a conviction you should apply for a licence under Section 43(d) of the <i>Protection of the Environment Operations Act 1997</i> from the Office of Environment and Heritage.</p> <p>If your proposal is designated development, you will probably require a licence from the Office of Environment and Heritage (Environment Protection and Regulation).</p> <ul style="list-style-type: none"> • If your land is not already designated to carry out a polluting activity, you will require a licence under Section 47 of the <i>Protection of the Environment Operations Act 1997</i> from the Office of Environment and Heritage (Environment Protection and Regulation) to avoid a possible conviction. • If your land is already designated to carry out such an activity, a licence under Section 48 of the Protection Authority is required to avoid possible conviction. <p>Water: If you are intending to modify anything associated with water, irrigation, bores, bridges, levees, etc associated with a river, stream, creek swamp, lake, etc, you are likely to require a permit or licence as prescribed in legislation from the Office of Environment and Heritage. It is suggested that you contact the Office of Environment and Heritage for details. Any requirement for such a licence or permit may result in your proposal being classified as integrated development.</p>

	Bushfire: If you are intending to carry out specified development in bushfire-prone areas, you are required to obtain a Bushfire Safety Authority under Section 100B, <i>Rural Fire Act</i> from the NSW Rural Fire Service. Please check with Council or the RFS to see if your proposed development requires this authority.
Section 2.2f Departures from Development Standard	If your application proposes departures from development standards, eg floor space ratio, height, you must submit appropriate supporting documentation.
Section 2.3 Statistics	For buildings you will need to provide the gross floor area in square metres. For developments over \$2 million, you must provide an estimate of the number of temporary and permanent jobs to be created by the proposal.

Page 4 Application for a Construction Certificate or Complying Development Certificate

Section 3.1 Builder Details	If you have chosen a builder, details must be provided. If the builder is not yet known, please write 'Unknown'.
Section 3.2 Approved Development	Only required for construction certificate applications. The BCA classification is shown on your development consent.
Section 3.3 Attachments	If all the required information is not submitted, your application may not be accepted for lodgement.
Section 3.4, 3.5 Statistics and Materials	This information is required by the Australian Bureau of Statistics. The information is mandatory.

Page 5 Application to Modify a Consent or Certificate

Section 4.1 Modification Details	Identify the number of the consent or certificate you propose to modify. Where you are applying to modify a construction certificate, you must also indicate the number of the related development consent. Note: A consent or certificate may only be modified if it is 'in force' (ie it has not lapsed). Council's City Planning Division will advise you whether or not your consent is 'in force'.
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ADDITIONAL NOTES

Note 1 Lodgement Checklist

Form Mx	You are required to submit the appropriate Lodgement Checklist and Document Transmittal (Form Mx) along with your application. The checklists vary depending on the type of application being lodged. Please contact Council's Customer Service Centre to ensure you are using the correct checklist.
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Note 2 Fees

Calculation	You will be required to pay a fee to Council for your application. Please contact the Customer Service Centre for an estimate of this fee. The fee is based upon the value of the development. It is important to provide an accurate value of development to determine an estimate of this fee.
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Note 3 Plans, Reports and other Supporting Documentation

Lodgement	You are required to lodge all required plans, reports and other supporting information with your application. Council will store a copy of all application information in its electronic document management system.	
Identification	All plans must display a title box in the lower right corner. The title box must show the plan name, date drawn, name of drawer, version number and scale. Reports and other supporting information must be titled and identify the development/building site.	
Number of copies	<i>All applications</i>	One (1) digital copy and four (4) hardcopy sets
	<i>Integrated Development Concurrence</i>	One (1) <i>additional</i> paper copy for each State Agency

Electronic File Format Requirements	Files must be provided in Portable Document Format (PDF). Ideally, documents should be exported from CAD or similar software directly to PDF or through PDF converter software. PDF conversion services are available on the internet and any local printing and photocopying service providers (charges may apply). Any photos provided are to be in JPEG format.		
	File sizes	Each document, plan (particularly residential floor plans), drawing or report should be saved as a separate file Any PDF file larger than 10MB will need to be split into separate PDF files	
	File naming	File names should be descriptive and include the file type extension, eg PDF. <ul style="list-style-type: none"> • Include Plan or Document Number and Version; • Include Plan or Document Date, eg 12112010 	
	Plan scale	Plans should be provided in PDF format and drawn to scale clearly displayed on all plan sheets, either: a) show a scale, eg '1:200', and separately state the original sheet size, eg 'A3' or b) show scale as '1:200 @ A3'	
	City Centre 3D Model (if applicable)	Please refer to the 3D Model Fact Sheet for further information on submission requirements for 3D building models	
Hard Copy Format	Plans	<ul style="list-style-type: none"> • A4 or A3 standard sizes only. (Larger plans which conform to the A Series International Paper Size for larger documents may be accommodated by special arrangement) • White paper • Single-sided 	<ul style="list-style-type: none"> • All copies folded to A4 size • Drawn and printed to scale, with scale indicated clearly on all plan sheets using a bar scale, eg '1:200', and separately state the original sheet size, eg 'A3' or '1:200 @ A3'
	Reports and other supporting documentation	<ul style="list-style-type: none"> • A4 size • White paper 	<ul style="list-style-type: none"> • Single or double-sided • Individually bound copies – one copy must be unbound suitable for scanning

Note 4 Application Amendments

Details	<p>You may submit minor amendments to your application before it is determined by Council. Amendments must be lodged together with Form M3 (Lodgement of Additional Information), detailing the description of all amending plans and documents, together with the plans and documents they are superseding.</p> <p>An amendment may require the application to be re-exhibited. Where this is necessary, you will be required to pay additional fees. Amending your application will usually result in longer processing times.</p>
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Note 5 State Agency Contacts

Contact details for State Agencies -				
Department of Planning and Infrastructure Ph: 02 4224 9450 Fax: 02 4224 9470 Level 2, 84 Crown Street WOLLONGONG NSW 2500	Office of Environment and Heritage (Environment Protection and Regulation) www.environment.nsw.gov.au Ph: 02 4224 4100 Fax: 02 4224 4110 Level 3, 84 Crown Street, WOLLONGONG NSW 2500	Department of Industry and Investment (Primary Industries) www.dpi.nsw.gov.au Ph: 02 6391 3100 Locked Bag 21 ORANGE NSW 2800	Roads and Traffic Authority (Property Section) www.rta.nsw.gov.au Ph: 131 782 Fax: 02 4227 3705 Level 4, 90 Crown Street WOLLONGONG NSW 2500	
	Office of Environment and Heritage (NPWS) Ph: 02 4223 3000 Fax: 02 4223 3009 Ground Floor, 84 Crown Street, WOLLONGONG NSW 2500	NSW Rural Fire Service Headquarters www.rfs.nsw.gov.au Ph: 1800 679 737 Locked Bag 17 GRANVILLE NSW 2142	Heritage Council and Heritage Branch www.heritage.nsw.gov.au Ph: 02 9873 8500 Fax: 02 9873 8599 3 Marist Place PARRAMATTA NSW 2150	
	Office of Environment and Heritage - (NSW Office of Water) Ph: 02 4224 9744 Fax: 02 4224 9730 84 Crown Street WOLLONGONG NSW 2500	NSW Maritime Authority www.maritime.nsw.gov.au Ph: 02 4274 7914 Fax: 02 4274 8017 PO Box 1441 WOLLONGONG NSW 2500	Mine Subsidence Board www.minesub.nsw.gov.au Ph: 02 4677 1967 Fax: 02 4677 2040 PO Box 40 PICTON NSW 2571	

- **Address:** Wollongong City Council, 41 Burelli Street, Wollongong NSW 2500
- **Postal:** Locked Bag 8821 Wollongong DC NSW 2500
- **Phone:** (02) 4227 7111
- **Fax:** (02) 4227 7277
- **Email:** council@wollongong.nsw.gov.au
- **Web:** www.wollongong.nsw.gov.au
- **ABN:** 63 139 525 939 – GST Registered