

Building and renovating in Holroyd?

...Get the job done, the right way.





Holroyd is Growing:

A place that is

focused on effective

urban planning

and economic

development.

Our three-step process

The type of development you are undertaking determines the steps you need to take to get the job done, the right way.

Any type of development, from building an access ramp or granny flat to a new home or shopping centre, will either be an:

- Exempt Development - Low impact developments, such as fences, barbeques, driveways and sheds.
- Complying Development - Straightforward developments, such as home renovations and additions or a new home up to two storeys.
- Not Exempt or Complying Development – All other development e.g Local and State significant development.





Step 1: Determine what type of

development you are undertaking

Use the quick, simple and free Electronic Housing Code System (EHCS) to find out if your development is either Exempt or Complying. This system is available at the Your Development section of Holroyd City Council's website.

If your development is Exempt, you can start works without engaging Council or a private building certifier. The EHCS will still provide a detailed report on any relevant development standards.

If your development is Complying, you need to employ Council or a private building certifier for a building certificate before starting works.

If your development is Not Exempt or Complying, you need to submit a Development Application (DA) to Council and wait for approval before starting works, either yourself or with the help of an architect or builder.

Step 2: Start works or engage an expert

Exempt and Complying Development

If your development is Exempt, you can start works without engaging Council or a private building certifier.

If your development is Complying, you can employ Council or a private building certifier for a complying development certificate before starting works.

The Holroyd City Council Building Services Team offers certification services for building and construction in the Holroyd Local Government Area (LGA). They are highly qualified, professional, efficient and cost-effective – with them, you can be sure that your project will be done the right way, all the way through, saving you time and money over the long run.

They cover:

- Construction Certificates (CC)
- Complying Development Certificates (CDC)
- Principal Certifying Authority (PCA)
- Building Inspections
- Assistance on the Building Code of Australia (BCA) and Development Applications (DA)
- Compliance, Occupation and Strata Subdivision Certificates
- Fire Safety Certificates
- Swimming Pool Safety Compliance Certificates

Contact them for a quote and tailor a package to suit your building certification needs.



Not Exempt or Complying Development

If your development is Not Exempt or Complying, you need to submit a DA to Council and get Council's approval before starting works, either yourself or with the help of an architect, builder or other development expert.

A DA is a written request for permission from Holroyd City Council to undertake Not Exempt or Complying developments in the Holroyd LGA.

By law, you need to lodge a DA to Council for developments that require consent under the Holroyd Local Environmental Plan 2013 and any other relevant environmental planning instrument, such as State Environmental Planning Policies (SEPPS).

This will allow Council to assess whether a development:

- Complies with the provisions of relevant environmental planning instruments and other planning policies and guidelines (eg. Development Control Plans);
- Is permissible and will appropriately use the site according to its zoning;
- Is environmentally appropriate and compatible with its surrounds.

Visit the Your Development section of Council's website to download our DA form and checklists for supporting documents. Please ensure you complete the Political Donations & Gifts Disclosure Statements.

Then submit your DA to Council with the appropriate fees by visiting Council's Customer Service Centre. The calculated fee is based on the estimated cost of work for the development.



Top four questions on DAs

How are DAs assessed and determined?

Upon receipt of a DA, our Development Services Team will commence a detailed assessment process that may include the following:

- Public notification.
- Perusal and assessment of plans and supporting documentation to determine:
 - The requirements of any local, regional or state planning, other planning regulation;
 - The impact of the proposed development on the natural and built environment, as well as the local community;
 - Whether the site is suitable for the proposed development;
 - Whether the proposed development is in the public interest.
- Internal Council referrals for comments and/or conditions relating to landscaping, tree retention, stormwater, traffic and parking, environmental health including noise and pollution control, access, community services etc.





- External Government Agency referrals for comments and/or conditions including Roads and Maritime Services, Sydney Trains, Environment and Heritage, Environmental Protection Authority etc.
- Meetings with applicants, residents and other public representatives including mediation and dispute resolution.
- Deferral of applications for additional information and/or address of deficiencies.
- Reports to Council.
- Preparation of conditions of approval and/or reasons for refusal.

Following the assessment, a DA will be determined by either one of the following decision making processes:

- A senior member of our Development Services Team under Delegated Authority; or
- Council at its Ordinary Meeting.
- A Joint Regional Planning Panel (JRPP);
- The Holroyd Independent Hearing and Assessment Panel (HIHAP)

Step 3: If you have any questions,

contact our development experts

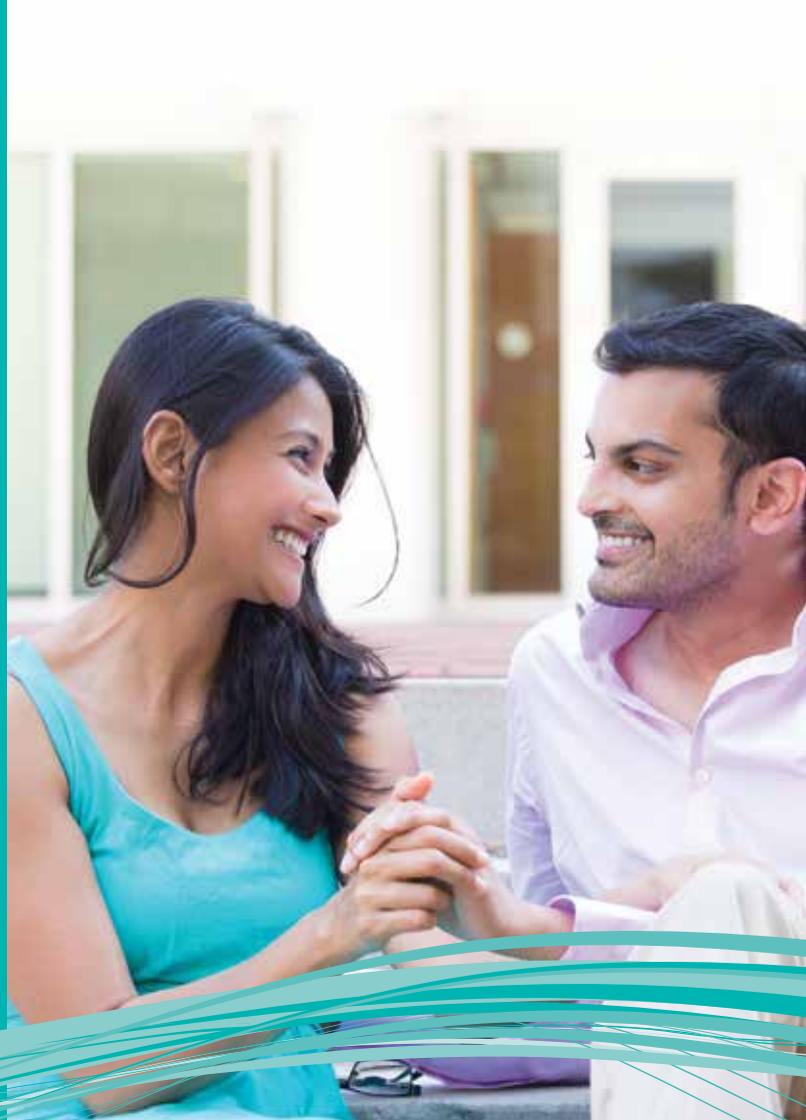
You can engage our Development Services Team to assist you in completing your DA.

Once you have completed your DA and before lodging it, you can discuss your proposal with our development experts in person at Council's Customer Service Centre on weekdays, between 9am – 1pm.

You should consider booking a pre-lodgment meeting for:

- Routine proposals, including low scale residential developments, change of use commercial, retail and industrial, and other minor developments.
- Major or more complex matters, including multi-unit residential, subdivision of five (5) or more lots, new industrial and commercial buildings, and mixed use developments.

To book a meeting, please contact Council on 9840 9840.





Can I track the status of my DA?

You can track the status of your DA using our quick and easy Application Tracking System, located at the Your Development section of Council's website. All you need is the:

- DA or CDC number; or
- Date range when the DA or CDC may have been lodged with Holroyd Council;
- Property address;
- Lot and DP number.

How will I be notified of my DA's status?

If your application is approved and there are no outstanding matters, you will be sent a copy of the Development Consent including conditions and approved plans. You will be advised in writing if your application was not approved.

Can I modify my development consent?

Council may consider an application under Section 96 of the Environmental Planning and Assessment Act 1979 to have a current Development Consent amended or modified. In considering the application, Council must be satisfied that the proposed modification does not substantially change the approved development.

The three types of modification include:

- Section 96 (1) – To correct an error, misdescription or miscalculation
- Section 96 (1a) – For minor modifications with low environmental/amenity impact
- Section 96 (2) – For significant modifications
- Section 96 (1a) and 96 (2) may also require public notification

An Application to Modify a Consent (Section 96) Form must be lodged with Council and submitted with the required supporting documentation. You will need to supply a minimum of four (4) sets and six (6) CDs, however, Council may request for additional plans.



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