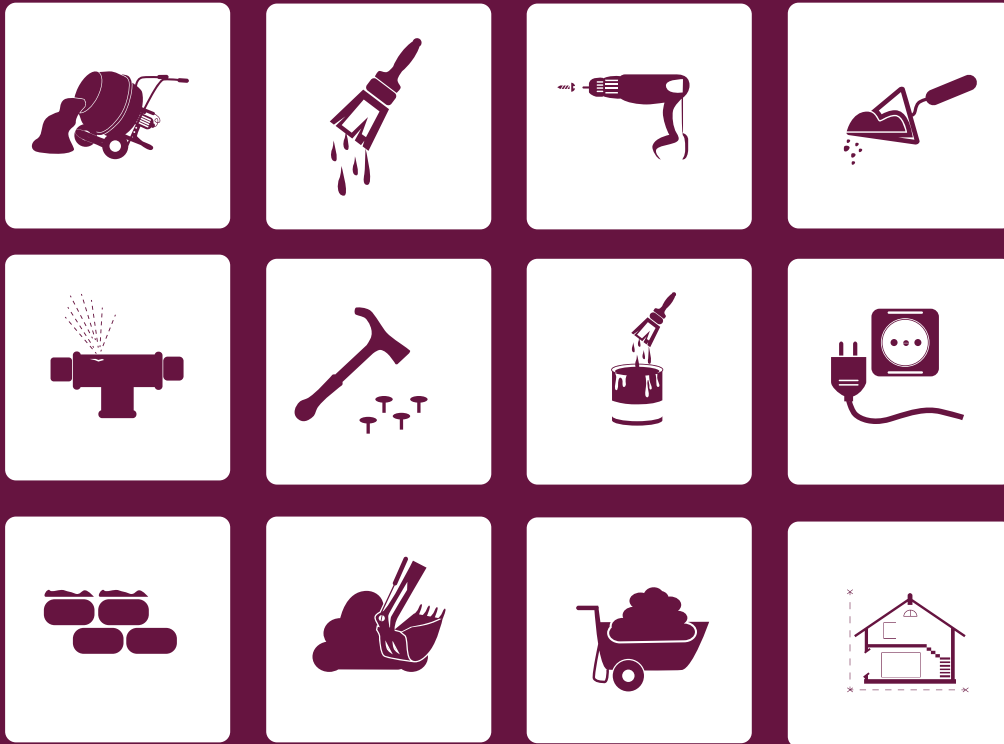


WIZARD HOME IMPROVEMENTS



YOUR FREE
BUILD GUIDE

OUTDOOR ROOMS.
BUILT FAST, FOR A LIFETIME OF ENJOYMENT.

Call: **1300 920 788**

Website: www.wizardhomeimprovements.com.au

Email: info@wizardhomeimprovements.com.au

Every Wizard Home Improvement's awning, pergola or sunroom is built in six easy steps. From consultation to construction we'll take you through everything you need to know.

WHAT'S IN THIS GUIDE?

The Wizard Home Improvements 6-Step Build Process

The Complete Guide to Council Approval

THE BUILD PROCESS

It's Just Six Easy Steps!

1. Consultation and design:

We'll send a Wizard Home Improvements consultant to your property to assess the site and measure the area. During this time you and your consultant can discuss what style, materials and budget are going to give you the outdoor room you want.

2. The agreement:

Once you're happy with your design consultant's initial plan we'll submit a proposal to you. This will outline all the details of the job as discussed during your consultation. Once you've had the chance to read through the material you can decide whether you want to proceed.

3. Council DA approval:

Subject to the size and style of outdoor room you want, we may need to fill out a development application (DA) to be approved by council prior to construction. The team at Wizard Home Improvements are very familiar with this process, so we can fill out and submit the DA on your behalf.

4. Measurements:

Once the DA has been approved (if required), the Wizard Home Improvements construction manager will visit your home to review the site and confirm all measurements. Materials will be ordered and a build schedule will be drawn up for your convenience.

5. The build:

Our tradespeople can construct an outdoor room in as little as two days. However, we have no control over Mother Nature. Meaning the overall time it takes to install your outdoor room highly dependant on good, dry weather.

6. The big finish:

Once complete, the build team will conduct a final assessment of their work and remove any construction waste from the site. Once you and your build manager are satisfied you can settle in under your new awning.



DEVELOPING SYDNEY HOMES AND BUSINESSES

Renovating, demolishing, altering – whatever it is you’re wanting to change about the property you own, if it’s a moderately sized project (such as installing a pool or deck, adding or removing rooms) you may need to submit a development application to your local council. Wizard Home Improvements have come up with a handy guide to understanding the world of development applications: what they are, how to apply for them, and other answers to the questions you didn’t even know you wanted to ask yet.

We’ve made this guide with inner-Sydney councils in mind, which include:

- **[Ashfield City Council](#)**
- **[The Council of the City of Botany Bay](#)**
- **[Burwood Council](#)**
- **[City of Canada Bay Council](#)**
- **[Canterbury City Council](#)**
- **[The Council of the Municipality of Hunters Hill](#)**
- **[Hurstville City Council](#)**
- **[Kogarah City Council](#)**
- **[Marrickville Council](#)**
- **[Rockdale City Council](#)**
- **[Strathfield Municipal Council](#)**

Please visit your local council's website for detailed instructions on how to submit a Development Application in your area or how to contact a development officer for further assistance.

WHAT IS A DEVELOPMENT APPLICATION (DA)?

A Development Application (or DA) is a formal request for consent to carry out proposed development.

Under the **NSW Environmental Planning and Assessment Act 1979**, 'development' is defined as:

- Demolition;
- The erection, including alteration in whole or part, of a building;
- Work in, on, over or under land;
- The use of land or of a building;
- The subdivision of land; or
- The strata subdivision of a building.

All development – except for those listed as exempt or complying development – requires a Development Application.



WHAT IS EXEMPT OR COMPLYING DEVELOPMENT?

Exempt development includes (but is not limited to) erecting or replacing a fence, changing the use of any property, carrying out extensions, replacing windows, erecting or replacing carports and garages or erecting new buildings, or, in a Heritage Area, painting or in any way altering the appearance of the outside of a building.

If your proposal falls outside the minimum criteria, you may be able to obtain approval through Council or a private certifier as a Complying Development Certificate. To find out if your development can be approved as Complying Development, you should refer to the Complying Development web page or the Department of Planning and Infrastructure web page.

If your proposal is not exempt from approval or Complying Development, you will require a Development Application.

WHAT IS THE PROCESS OF SUBMITTING A DEVELOPMENT APPLICATION?

The process of submitting a DA varies from council to council. However, the general rules to follow are similar across the board (consult your local council for the differences)

1. Review the Local Environmental Plan (LEP) and Development Control Plan (DCP) of your local council:

Your local council's LEP and DCP are plans, policies and strategies that guide future development in your area. Before you start preparing your DA, you should review these documents to find out if any of these plans will affect your proposal. You will need to address all relevant controls in the design of your development and when preparing your Statement of Environmental Effects for your DA.

2. Liaise with your local council, neighbours and consultants:

Depending on the nature of your development, the process of lodging a DA can be complicated. At a minimum you may need to employ a draftsman or designer to help prepare the plans and other documents that are required when submitting your application. For more complex applications, you may require the services of an architect or town planning consultant to help you properly prepare your plans and your Statement of Environmental Effects. You may want to schedule in a pre-DA meeting with a Development Assessment Officer to discuss your proposal and identify issues or areas of non-compliance.

3. Prepare your application:

When you are compiling all the information necessary to your DA, you will need to consult your council's website and check their development checklists (there are various ones for specific types of development). Read the checklist carefully then sign and submit it with your application. If your DA involves more than one development type, you will need to submit all information required from both development checklists.

4. Lodge your application:

Depending on your local council, you may have one or more ways to lodge your application. Most councils will allow you to submit your application in person, which allows you to get instant feedback on whether or not you have included all of the relevant information to your application. If you are missing information, your application will not be accepted – it will be returned to you with notations on your checklist of any plans, documents or copies that have not been provided in your application. If your application is complete and ready to be accepted, you will then receive a development application number and be charged with the relevant application fees. The exact amount of your fee is dependent on your local council and the nature of your DA.

WHAT HAPPENS AFTER THE DA IS SUBMITTED?

The DA will be placed on public notification. During this period (generally about two weeks), the local community will be able to review the proposed development plan. They may raise concerns with your proposal by making a written submission to Council, which is reviewed by the assessing planner. You will be given the opportunity to view and respond to the issues raised by the community before the assessors at council determine your application.

HOW DO YOU LODGE A DEVELOPMENT APPLICATION?

Before submitting your DA, ensure that it is filled out to completion, that the sketches you have included are accurate and clear – any incomplete applications will either be rejected or returned, so it's worth getting it right the first time.

Processes of lodging your application will vary from council to council, but most will generally accept applications submitted in-person at your council's customer service centre, or submitted by mail.

HOW LONG DOES IT TAKE FOR A DEVELOPMENT APPLICATION TO BE PROCESSED BY YOUR COUNCIL?

Once your DA is submitted to your local council, the submission will be converted for use as a formal development application and assigned a reference number. Then your DA will be on public notification for a period of usually around two weeks, during which time submissions are accepted from the public. After the public notification period, the council officer assessing the application will decide whether your proposal follows Council's planning controls, whether the plans should be amended and whether to recommend approval of the application by the Council. Submissions regarding the development are taken into account at this stage. Once the notification period ends, the officer will complete the assessment of your DA.

If submissions made during the notification period have been considered and resolved, and your application is in compliance with your council's development standards, it may be approved without going to a council meeting. Otherwise, applications may be referred to a council meeting to come to a decision.

You will receive a letter from the council within five business days following the council meeting. In the case of the DA being approved, your letter will contain development consent and stamp-approved plans or instructions to pick up the documents from the council. In the event of the application being refused by the council, you will be sent a determinant from the council.

WHAT ARE LEPS AND DCPS?

For planning in New South Wales, there are tiers of planning instruments under the Environmental Planning and Assessment (EPA) Act, 1979, which include Local Environmental Plans (LEPs) and Development Control Plans (DCPs) on the lower tiers. As your local council takes responsibility for planning within its statutory area, they play the major role in the formulation and implementation of LEPs and DCPs.

According to state government, LEPs are 'the means used to prescribe land use policies and controls for a local government area.

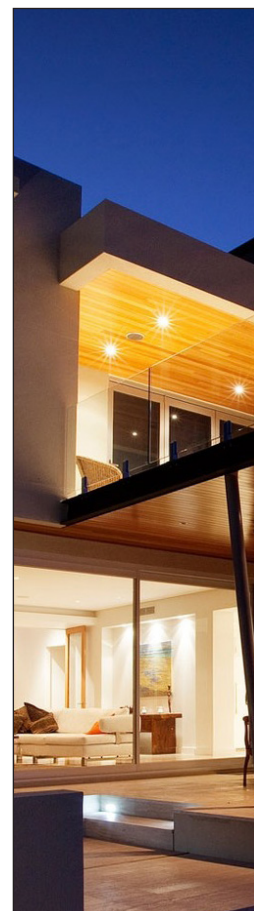
While LEPs focus on development control by land use zoning, they are not limited to this traditional function. For example, they may deal with the protection of heritage items, urban conservation, environment protection, local works and area protection programs.

Local councils are responsible for preparing LEPs. Where directed by the Minister, councils may be required to undertake a Local Environmental Study to identify the opportunities and constraints for various land uses. Before the Minister approves an LEP, it must be consistent with State policies and regional plans and the necessary public participation procedures must have been followed.

LEPs are commonly formulated for the following reasons:

- The major planning of areas, involving a complete review of existing plans;
- The consolidation and updating of existing plans where a number of individual amendments have been made; and
- To make specific amendments to existing plans.'

At the lowest tier, a **DCP** is the most specific of the four planning instruments, enabling the implementation of specific land use controls aimed at particular hazards at nominated locations in the local government area. It generally controls the redevelopment of properties.



WHAT HAPPENS TO MY DEVELOPMENT APPLICATION IF I HAVE SENT GIFTS TO A MEMBER/MEMBERS OF THE COUNCIL IN THE PAST?

If you are making an application and have made a reportable political donation or gift to a Councillor or Council Officer within 2 years before making the submission, you must attach a completed disclosure statement with your application.

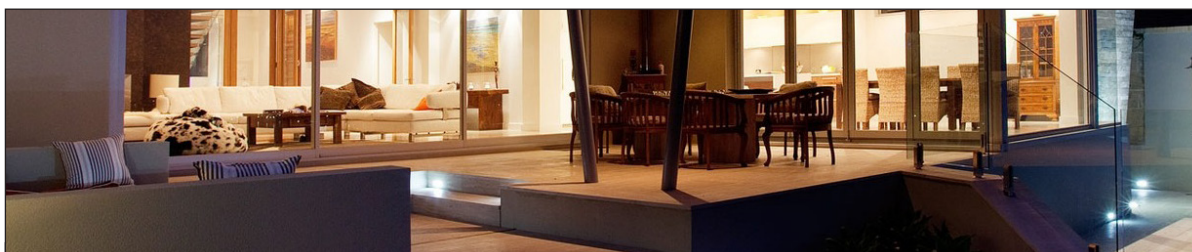
According to the **Election Funding and Disclosures Act 1981**, a reportable political donation (in regards to development applications) is a donation of \$1,000 or more, which is made to or for the benefit of the council officer.

WHO CAN HELP ME WITH MY DA?

If you require assistance with your development application, you should contact your council and organise a pre-DA meeting, or consult one or more of the following resources:

- **Planning Institute of Australia - NSW Division**
- **Australian Institute of Architects**
- **Department of Planning and Environment**

If you're building a **sunroom, extension or deck**, Wizard Home Improvements will prepare all council approval documents on your behalf. Call us today or head to our **contact page** to send us an email.



Call: **1300 920 788**

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Email: **info@wizardhomeimprovements.com.au**