



Revision No. 01-07-2013

# APPLICATION FORM

Development Application, Construction Certificate  
or Complying Development Certificate

OFFICE USE ONLY

DA No: .....  
 CC No: .....  
 CDC No: .....  
 Parcel No: .....  
 Receipt No: .....  
 Date: .....

## PART 1 – APPLICATION DETAILS

### INFORMATION FOR APPLICANT

Information for Applicants: Prior to lodging this form, please refer to Council's Submission Matrix for information on what you will need to lodge with this application form. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees must be paid at the time of lodgement.

### TYPE OF CONSENT, CERTIFICATE OR APPROVAL – Please indicate by 'X'

	Development Consent	Construction Certificate	Complying Development Certificate				
<i>Note: Please complete all sections applicable to your application as outlined hereafter</i>			Part 1 – Application Details	Part 2 – Development Details	Part 3 – Declaration	Part 4 – Construction Details	Part 5 – Lodgement Information
Development Consent			✓	✓	✓		✓
Construction Certificate			✓		✓	✓	✓
Combined Development Consent & Construction Certificate			✓	✓	✓	✓	✓
Complying Development Certificate			✓	✓	✓	✓	✓

### PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m <sup>2</sup>
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

### APPLICANT DETAILS

Name	Company		
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email	Customer Reference		

### DESCRIPTION OF DEVELOPMENT

#### Development Application *Please indicate by 'X'*

Use of land/building	Erection of a building	Subdivision of land/building
Carry out works	Demolition	Other

#### Construction Certificate *Please indicate by 'X'*

Building Work	Subdivision Work
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#### Present Use of Land / Building *Please describe, e.g. vacant land; dwelling; etc*

*Please describe briefly everything to be included in this approval, including signs, hours of operation, use, subdivision, demolition etc.*

#### Details

Number of new dwellings	Number of existing dwellings	Number of dwellings to be demolished
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### ESTIMATED COST OF WORK

*Note: Clause 255 of the Environmental Planning & Assessment Regulation 2000 specifies how the estimated cost of development is to be calculated. You must complete and submit the attached "Estimated Cost of Development" form with your application (Schedule A). It is an offence to make a false statement in relation to the estimated cost of development and significant penalties can apply.*

What is the estimated cost of the development? \$

**PART 2 – DEVELOPMENT DETAILS**

**CONCURRENCE FROM OTHER AUTHORITIES**

Does your application need concurrence from any authorities before it may be lawfully carried out? (for example NSW Department of Planning and Infrastructure) Yes  No

If yes, please specify which authority, and for what reason it needs concurrence:

**DESIGNATED DEVELOPMENT**

Is the application defined as designated development? Yes  No

*Note: Designated Development is defined in Schedule 3 of the Environmental Planning & Assessment Regulation 2000.*

**INTEGRATED DEVELOPMENT**

Is the application defined as Integrated Development? Yes  No

If yes, please indicate by 'X' the relevant approvals needed

<i>Fisheries Management Act 1994</i>	<input type="checkbox"/> s144 <input type="checkbox"/> s201 <input type="checkbox"/> s205 <input type="checkbox"/> s219	<i>Heritage Act 1977</i>	<input type="checkbox"/> s58
<i>Protection of the Environment Operations Act 1997</i>	<input type="checkbox"/> ss43(a),47,55 <input type="checkbox"/> ss43(b),48,55 <input type="checkbox"/> ss43(d),55,122	<i>Roads Act 1993</i>	<input type="checkbox"/> s138
<i>Mines Subsidence Compensation Act 1976</i>	<input type="checkbox"/> s15	<i>Rural Fires Act 1997</i>	<input type="checkbox"/> s100B
<i>National Parks and Wildlife Act 1974</i>	<input type="checkbox"/> s90	<i>Water Management Act 2000</i>	<input type="checkbox"/> ss89,90,91

*Note: Integrated development is development (not being State significant development or Complying Development) that, in order for it to be carried out, requires development consent and approval from one or more of the agencies covered in the above legislations (Section 91 Environmental Planning & Assessment Act 1979).*

**IMPACT ON THREATENED SPECIES OR CRITICAL HABITAT**

*Please indicate by 'X' if applicable*

The land is, or is part of, Critical Habitat

The development is likely to significantly affect Threatened Species, Populations, or endangered Ecological Communities or their habitats

**STAGED DEVELOPMENT**

Are you applying for a staged development? Yes  No

If yes, please provide staging details

*Note: Staging plans are to be submitted in conjunction with the application. If an applicant wishes to lodge the development as a staged development, it must be specified in accordance with Division 2A of the Environmental Planning & Assessment Act 1979. This will require separate approval for subsequent stages.*

**SECTION 68 APPROVAL (LG Act) – SEPTIC TANK OR MANUFACTURED HOMES**

*Separate approval is required under the Local Government Act for certain activities such as installing a septic tank or wastewater system, or to install a manufactured home etc. A separate application form must be lodged prior to undertaking these activities.*

Does this application seek activity approval under Section 68 of the Local Government Act 1993? Yes  No

**SECTION 138 APPROVAL – WORKS WITHIN THE ROAD RESERVE**

*Work within the road reserve may include (but is not limited to) driveway access crossing, construction of kerb and gutter, footpath/cycle path, drainage works, shoulder widening, etc. A separate application form must be lodged to enable Council to consider the works applied for.*

Does this application seek approval for work within the road reserve in accordance with Section 138 of the Roads Act 1993? Yes  No

**COUNCIL OFFICER**

Have you discussed the application with a Council Officer? Yes  No

If yes, please provide details of Officer and date Council Officer  Date

Did you attend a Pre-DA Meeting? Yes  No

If yes, please provide your reference number

**DECLARATION OF CONFLICT OF INTEREST**

Is the land owner or the applicant of this proposal a 'Council Official'?  Yes  No

'Council official' means a Councillor or Council staff member; or a spouse, de-facto or same sex partner of a Councillor or Council staff member.

Note: Please refer to Council's Policy: Lodgement of a Development Application, Section 96 Application, Section 82A Application and/or other application by a Council Official, which is available on Council's website [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**POLITICAL DONATIONS AND GIFTS**

Have you, or any person with a financial interest in this application, made a political donation or gift (greater than \$1000) to a Cessnock City Council Councillor during the past 2 years?  Yes  No

If Yes, you are required to submit a Statement of Disclosure of Political Donations and Gifts with your application. For more information regarding Disclosures of Political Donations and Gifts and to obtain a Disclosure form, visit Council's website or contact Council's Help and Information Centre.

**OWNER(S) DETAILS AND CONSENT**

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Post Code	Mobile

I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.

Signature(s)

Name of Person signing (Please print)

Please indicate by 'X'  Private Land Owner  Sole Director  Director, Secretary & Company Seal

**Note: All owner(s) of the land, the subject of this application, must sign this form.** If you are not the owner of the land, you must have all the owners sign the application.

**Note:** If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

**Note:** In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

**Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

**Note:** If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

**APPLICANT DECLARATION**

I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We also understand, pursuant to Clause 51 of the Environmental Planning and Assessment Regulations 2000, that if the information is incomplete, the application may be delayed, rejected, or refused without notice.

I/We give consent to Cessnock City Council to use the application, plans and documents, including designs, provided in support of this application for advertising and notification purposes.

Applicant(s) Name  Date

Applicant(s) Signature

**PRIVACY NOTIFICATION**

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4300, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

**PART 4 – CONSTRUCTION DETAILS**

**PRINCIPAL CERTIFYING AUTHORITY**

Do you wish to appoint Council as the Principal Certifying Authority (PCA)?  Yes  No

*Note: Prior to the commencement of any works, you must appoint a PCA. The PCA may be Council or an accredited certifier. If work is to commence within 90 days from the date of determination and Council is the PCA, please advise. Where Council is not the PCA and work does not commence within 90 days, you must notify Council 2 days prior to commencement of any works using the Notice of Commencement form.*

**DEVELOPMENT CONSENT**

Do you have a development consent?  Yes  No

If yes, please provide Development Consent Number  8 /  /  /  Date Determined  /  /   
 (e.g 8 / 2000 / 100 / 1)

**BUILDER DETAILS** Please indicate by 'X' and complete the details

Owner Builder  Principal Contactor  Unlicensed Builder / Contractor  To be advised

Permit Number  Licence No  Licence Class

Name(s)  Company

A.C.N

Postal Address  PO Box  Telephone

Suburb  State  Post Code  Mobile

Does the Principal Contractor's licence permit this type of work being undertaken?  Yes  No

Is the Principal Contractor providing both labour and materials?  Yes  No

Is the Principal Contractor covered by the appropriate insurance?  Yes  No

*Note: If total cost of work (labour and or material) exceeds \$5000 you will need an Owner-Builder permit from the Department of Fair Trading; OR you must appoint a Principal Contractor who has the appropriate licence and insurance to either undertake the work themselves, or oversee building work, including the coordination of other trades as permitted by the licence.*

*If Residential Work, you must notify Council in writing of the name, address and licence number of the builder before any building work commences.*

**BUILDING INFORMATION**

Building Code of Australia Building Classification:

*Examples of classifications: Dwelling (1a), Garage/Carport/Deck (10a), Swimming Pool (10b), Commercial Office (5), Retail Shop (6), Workshop (8), Commercial Storage Building (7b), Assembly Buildings (such as a Church or Community Building) (9b).*

No of Storeys (including underground floors)  Dual Occupancy (Y / N)

No of Proposed Lots  No of Units

Estimated area of bonded or friable asbestos material to be disturbed, repaired or removed  m<sup>2</sup>

Is the new building to be attached to an existing building?  Yes  No

Is the new building to be attached to any other new building?  Yes  No

What is the gross floor area of the building  m<sup>2</sup> *If more than one structure is proposed, provide the floor area for each structure:-*

Structure 1  m<sup>2</sup> Type  Structure 2  m<sup>2</sup> Type

Structure 3  m<sup>2</sup> Type  Structure 4  m<sup>2</sup> Type

**BUILDING MATERIALS TO BE USED**

*Note: This information is used by the Australian Bureau of Statistics. Please indicate by 'X' in the box which best describes the materials to be used during construction (mark more than one if necessary).*

Walls		Code	Roof		Code	Floor		Code
<input type="checkbox"/>	Brick (double)	11	<input type="checkbox"/>	Tiles	10	<input type="checkbox"/>	Concrete or Slate	20
<input type="checkbox"/>	Brick (veneer)	12	<input type="checkbox"/>	Concrete or Slate	20	<input type="checkbox"/>	Timber	40
<input type="checkbox"/>	Concrete or Stone	20	<input type="checkbox"/>	Fibre cement	30	<input type="checkbox"/>	Other	80
<input type="checkbox"/>	Fibre cement	30	<input type="checkbox"/>	Steel	60	<input type="checkbox"/>	Not specified	90
<input type="checkbox"/>	Timber	40	<input type="checkbox"/>	Aluminium	70	<input type="checkbox"/>	<b>Frame</b>	<b>Code</b>
<input type="checkbox"/>	Curtain glass	50	<input type="checkbox"/>	Other	80	<input type="checkbox"/>	Timber	40
<input type="checkbox"/>	Steel	60	<input type="checkbox"/>	Not specified	90	<input type="checkbox"/>	Steel	60
<input type="checkbox"/>	Aluminium	70				<input type="checkbox"/>	Aluminium	70
<input type="checkbox"/>	Other	80				<input type="checkbox"/>	Other	80
<input type="checkbox"/>	Not specified	90				<input type="checkbox"/>	Not specified	90

# SCHEDULE A - ESTIMATED COST OF DEVELOPMENT

## NOTES

The genuine cost of the development proposed in a development application, complying development certificate or construction certificate should include costs based on industry recognised prices, including cost for materials and labour for construction and/or demolition and GST. If the estimate is understated, Council will determine fees based on an adjusted fee estimate in accordance with **Attachment A - Example of Indicative Works for Development and Construction Proposals**.

Please indicate by 'X' which of the following is relevant to your application

	<b>Table 1: Estimated Cost Of Development – Based On Works Components</b>
	<b>Table 2: Estimated Cost Of Development – Based On Floor Space Estimates</b>
	<b>Quantity Surveyor's Report</b>

## TOTAL SITE AREA

Gross Floor Area	m <sup>2</sup>	Demolition Works	m <sup>2</sup>
Other Works – specify			

## APPLICANT DECLARATION

*I/We certify that:*

- *I/We have provided the estimated costs of the proposed development and that those costs are based on industry recognised prices; and*
- *the estimated costs have been prepared having regard to the matters set out in Clause 255 of the Environmental Planning and Assessment Regulation 2000*

*Note: Clause 255 of the Environmental Planning & Assessment Regulation 2000 specifies how the estimated cost of development is to be calculated. It is an offence to make a false statement in relation to the estimated cost of development and significant penalties can apply.*

Applicant(s) Name	Date
Applicant(s) Signature	

## ESTIMATED COST OF DEVELOPMENT

Cost of Development	Who should estimate the costs of development prior to lodgement?
\$0 - \$100,000	The applicant or a suitably qualified person*, with the methodology used to calculate that cost submitted with the DA.
\$100,000 - \$3 million	A suitably qualified person should prepare the cost estimate and submit it, along with the methodology, with the DA.
Over \$3 million	A detailed cost report prepared by a registered quantity surveyor verifying the cost of the development should be submitted with the DA.

\* A suitably qualified person is: a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed.

**TABLE 1: ESTIMATED COST OF DEVELOPMENT – BASED ON WORKS COMPONENTS**

<b>COST (APPLICANT'S GENUINE ESTIMATE)</b>		<b>N/A</b>
Demolition works (including cost of removal from site and disposal)	\$	
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$	
Excavation or dredging including shoring, tanking, filling and waterproofing	\$	
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$	
Building construction and engineering costs <ul style="list-style-type: none"> <li>• concrete, brickwork, plastering</li> <li>• steelwork/metal works</li> <li>• carpentry/joinery</li> <li>• windows and doors</li> <li>• roofing</li> </ul>	\$	
Internal services (e.g. plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$	
Internal fit out (e.g. flooring, wall finishing, fittings, fixtures, bathrooms, and equipment)	\$	
Other structures (e.g. landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$	
External services (e.g. gas, telecommunications, water, sewerage, drains, electricity to mains)	\$	
Professional fees (e.g. architects and consultant fees, excluding fees associated with non-construction components)	\$	
Other (specify)	\$	
Parking / garaging area	\$	
GST	\$	
<b>TOTAL</b>	\$	

**TABLE 2: ESTIMATED COST OF DEVELOPMENT – BASED ON FLOOR SPACE ESTIMATES**

			<b>COSTS</b>	<b>N/A</b>
<i>Example Only:</i> CONSTRUCTION Residential	250 /m <sup>2</sup> of residential area	\$ 1000	\$ 250 000	
	Total construction cost			
PROFESSIONAL FEES	% of construction cost	%	\$	
	% of development cost	%		
	Total cost			
DEMOLITION & SITE PREPARATION	/m <sup>2</sup> of site area	\$	\$	
	Total construction cost			
EXCAVATION	/m <sup>2</sup> of site area	\$	\$	
	Volume of material removed	m <sup>3</sup>		
	Total construction cost			
CONSTRUCTION Commercial	/m <sup>2</sup> of commercial area	\$	\$	
	Total construction cost			
CONSTRUCTION Residential	/m <sup>2</sup> of residential area	\$	\$	
	Total construction cost			
CONSTRUCTION Retail	/m <sup>2</sup> of retail area	\$	\$	
	Total construction cost			
CONSTRUCTION Industrial	/m <sup>2</sup> of commercial area	\$	\$	
	Total construction cost			
CONSTRUCTION other	/m <sup>2</sup> of commercial area	\$	\$	
	Total construction cost			
FITOUT Commercial	/m <sup>2</sup> of commercial area	\$	\$	
	Total construction cost			
FITOUT Residential	/m <sup>2</sup> of residential area	\$	\$	
	Total construction cost			
FITOUT Retail	/m <sup>2</sup> of retail area	\$	\$	
	Total construction cost			
FITOUT Industrial	/m <sup>2</sup> of industrial area	\$	\$	
	Total construction cost			
FITOUT Other	/m <sup>2</sup> of retail area	\$	\$	
	Total construction cost			
CARPARK	/m <sup>2</sup> of parking area	\$	\$	
	Total construction cost			
<b>TOTAL CONSTRUCTION COST</b>			\$	
<b>TOTAL GST</b>			\$	
<b>TOTAL DEVELOPMENT COST</b>			\$	

# ATTACHMENT A - EXAMPLE OF INDICATIVE WORKS FOR DEVELOPMENT AND CONSTRUCTION PROPOSALS

Revision No. 01-07-2013

Development Type	Description	Min rate by m <sup>2</sup> floor area or as indicated
<b>RESIDENTIAL</b>		
<b>Single Dwelling</b>	Project Home (Basic)	\$1000/m <sup>2</sup>
	Project Home (Premium)	\$1160/m <sup>2</sup>
	Architectural Designed	\$1350/m <sup>2</sup>
<b>Dual Occupancy</b>	Prestige Architectural	\$1850/m <sup>2</sup>
	Framed/clad construction	\$1100/m <sup>2</sup>
	Brick construction	\$1200/m <sup>2</sup>
<b>Secondary Dwelling (max 60m<sup>2</sup> floor area)</b>	Prefabricated Manufactured	\$1050/m <sup>2</sup>
	Brick	\$1150/m <sup>2</sup>
<b>Multi-Unit Development (3 or more units)</b>	Framed/clad construction	\$1100/m <sup>2</sup>
	Brick	\$1200/m <sup>2</sup>
<b>Dwelling Additions</b>	Framed/clad construction	\$1250/m <sup>2</sup>
	Brick	\$1350/m <sup>2</sup>
<b>Dwelling Additions</b>	Second Storey	\$1800/m <sup>2</sup>
<b>Deck</b>	Unroofed	\$310/m <sup>2</sup>
	Roofed	\$420/m <sup>2</sup>
<b>Pergola</b>	Roofed	\$190/m <sup>2</sup>
<b>Carport</b>	Existing concrete slab	\$230/m <sup>2</sup>
	New Concrete slab	\$280/m <sup>2</sup>
<b>Garage</b>	Prefabricated Metal framed	\$335/m <sup>2</sup>
	Brick	\$720/m <sup>2</sup>
<b>Retaining Wall</b>	Treated Timber	\$320/linear metre
	Block (unreinforced)	\$280/linear metre
	Block (reinforced)	\$580/linear metre
	Brick	\$430/linear metre
<b>Fence</b>	Colorbond	\$80/linear metre
	Open pool style	\$95/linear metre
	Timber	\$65/linear metre
	Metal mesh	\$25/linear metre
	Glass (pool barrier)	\$300/linear metre
<b>Swimming Pool</b>	Brushwood	\$200/linear metre
	Above ground	\$320/m <sup>2</sup>
	Inground (Fibreglass)	\$680/m <sup>2</sup>
	Inground (concrete)	\$1250/m <sup>2</sup>
<b>COMMERCIAL</b>		
<b>Office / shop</b>	New building + fit out	\$1550/m <sup>2</sup>
	Existing – fit out only	\$650/m <sup>2</sup>
<b>Tavern / club</b>	New building + fit out	\$2300/m <sup>2</sup>
<b>Gymnasium</b>	New Building + fit out	\$1800/m <sup>2</sup>
	Existing - fit out only	\$740/m <sup>2</sup>
<b>Supermarket / shopping complex</b>	New building + fit out	\$2650/m <sup>2</sup>
<b>Service Station</b>	New building, services, facilities & signage	\$1400/m <sup>2</sup> (applied over the development site)
<b>Hotel / Motel</b>	New building + fit out	\$2300/m <sup>2</sup>
<b>Medical / health care</b>	New building + fit out	\$1800/m <sup>2</sup>
	Existing – fit out only	\$680/m <sup>2</sup>
<b>Aged Care / Nursing Home</b>	New building + fit out	\$1900/m <sup>2</sup>
<b>Child care centre</b>	New building + fit out	\$1650/m <sup>2</sup>
<b>Bank</b>	New building, full serviced and fit out	\$2500/m <sup>2</sup>
	Existing – fit out only	\$1450/m <sup>2</sup>
<b>Religious building</b>	New building + fit out	\$1100/m <sup>2</sup>
	Existing – fit out only	\$650/m <sup>2</sup>
<b>Carpark</b>	Open	\$85/m <sup>2</sup>
	Covered and / or multi-storey	\$615/m <sup>2</sup>
<b>Caravan Park / Manufactured Home Estate</b>	New site (inclusive all offices, amenities, roads, services & facilities)	\$21,000/bay
<b>Educational Facility</b>	New building + fit out, landscaping, roads, facilities and services	\$2100/m <sup>2</sup>
<b>AGRICULTURAL</b>		
<b>Farm Building / Machinery Shed</b>	Prefabricated Metal framed, no concrete slab, one side open	\$200/m <sup>2</sup>
	Prefabricated Metal framed, concrete slab, fully enclosed	\$335/m <sup>2</sup>
<b>INDUSTRIAL</b>		
<b>Warehouse / Factory</b>	New building – portal frame, metal clad, concrete slab	\$760/m <sup>2</sup>
	New building – portal frame, masonry walls, concrete slab	\$800/m <sup>2</sup>
	New building – portal frame, Concrete tilt-up panel, concrete slab	\$770/m <sup>2</sup>
<b>Warehouse / Factory (Including ancillary offices, fit out and services)</b>	Existing – fit out only	\$520/m <sup>2</sup>



## HOW TO LODGE YOUR APPLICATION

## Address the application to

General Manager  
Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325

OR

General Manager  
Cessnock City Council  
DX 21502  
CESSNOCK

**Payment Method**

**By mail** - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person  
(between 9am – 4.30pm) at  
Council's Administration Building**

Cessnock City Council  
62-78 Vincent Street  
CESSNOCK NSW

*You will need to spend some time with a Help and Information Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application*

**Payment Method**

**In person** - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

**How to Contact Us**

Phone: (02) 4993 4300  
Fax: (02) 4993 2500  
Email: [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)  
[www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**Office Hours**

9am to 5pm Monday to Friday  
\*Payments are accepted until 4.30pm

Duty Officers are available weekdays:

Planning - 9am to 5pm

Building - 9 to 10am & 1 to 5pm

**Fees**

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Help and Information Centre on (02) 4993 4300.

## CREDIT CARD PAYMENT AUTHORITY

## CREDIT CARD PAYMENT DETAILS

BANKCARD	Card Holder Phone Number
MASTERCARD	NO. _____ / _____ / _____ / _____
VISA	EXPIRY DATE
NAME ON CARD	SIGNATURE

# THIS PAGE IS NOT TO BE SCANNED

All hardcopies to be destroyed according to procedures