

**Blue Mountains Conservation Society Inc.**

## **Planning and Development Resource Kit**



### **Information sheet: How to access a Development Application or Approval**

Each Council in NSW is required to keep a register of:

- Current Development Applications
- Approvals and refusals of Development Applications and the conditions of consent
- Complying Development Certificates under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (the Codes SEPP).

Councils are also required to make this register and copies of Development Applications (DAs) and Approvals available to the public.

#### ***Development Applications (DAs)***

Blue Mountains City Council no longer provides hard (paper) copies of Development Applications (DAs) on exhibition for the public to view at the Springwood and Katoomba offices. However, hard copies of large maps accompanying DAs can be made available at the Katoomba office on request during the exhibition period. You must give prior notice. To do this, phone the Council on 4723 5000 (from lower mountains) or 4780 5000 (from upper mountains).

You can do a search for DAs on exhibition online through the Council's **Applications on Exhibition** page at:

<http://www.bmcc.nsw.gov.au/sustainableliving/developingland/developmentapplications/developmentapplicationsonexhibition>

The DAs are listed in order of exhibition date (newest DAs first) but you can also sort the DAs by township.

Once you have found the DA click on its **application number**. This will bring up a list of documents and other information, including site and building plans, environmental studies and so on. You can view or save these documents by clicking on the PDF icon. Also make a note of the name of the Council officer assessing the DA for future reference.

You can also view the DA after the exhibition period by clicking on **Applications in Assessment** in the left side panel, but you will not be able to make a submission.

Note that some of the DA files can be quite large so take care if you have a low computer download limit. By hovering the mouse over the PDF icon you should be able to see the size of the file.

For people who do not have a home computer or have low download limits, you can view Development Applications on the public access computers at the Council's Springwood and Katoomba offices during office hours. Staff at the offices can assist you navigate to the relevant plans and documents if needed. Or take a more 'computer literate' friend with you to the office.

### ***Development Approvals and Complying Development Certificates***

You can also view development approvals (or refusals) and Complying Development Certificates online through the Council's **Development Applications Determined** page:

<http://www.bmcc.nsw.gov.au/sustainableliving/developingland/developmentapplications/developmentapplicationsdetermined>

Click 'here' in the line under the page title. On the next page, either fill in the 'find' box with an address, or select 'I know the application number'. If you don't know either, click on 'search' under **Applications Determined** in the panel on the left side of the page. On the next page you will have to do a search for the development you are interested in. You can search by DA application number, address, township, type of application or date range of determination, or a combination of these search criteria.

Once you have found the development you are interested in click on its **application number**. This will bring up a list of documents and other information. This includes the works that have been approved and with what conditions, and any approved modifications to the works. It will tell you if the consent was granted by a private certifier ('complying' development under the SEPP above) or under delegated authority (a council officer) or by Council at a Council meeting. You can view or save these documents by clicking on the PDF icon. Also make a note of the name of the Council officer who assessed the DA for future reference.

If you believe that development works which have commenced do not comply with the conditions of development approval, you should make an enquiry or report it to the Council. For information on how to do this, go to the **How to Make an Enquiry at Blue Mountains City Council** page.

### ***What to do if you don't have the full address of the site of the approved development you are interested in***

If you don't know the exact address or street of the property on which the development activity that you are interested in is taking place, you can do a quick search by the **Town** or **date range**. If you don't know when the DA was determined, you may have to go back to a previous year than the current year. This will bring up a list of determinations of Development Applications, addresses etc.

***What to do if the proposed development or development works you are interested in do not come up in any searches***

- If it is a *proposed* development, it could be that the Development Application has not yet been lodged. In this case you can make an enquiry at the Blue Mountains City Council.
- If the development works you are interested in are of a minor nature, it is possible that it is an 'exempt' development under the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#). 'Exempt' developments will not appear on the register. See the **Development Control in the Blue Mountains** page for an explanation. If you are concerned about the works, you can make an enquiry at the Blue Mountains City Council.

For information on how to make an enquiry at the Blue Mountains City Council, go to the **How to Make an Enquiry at Blue Mountains City Council** page.

**Sources of information for this page:** Blue Mountains City Council, NSW Environmental Defender's Office