

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 4780 5000.

You can do a search for DAs on exhibition online through the Council's [Track and view applications](#) page.

Click on the 'Applications on exhibition' panel.

Then, click again on 'Applications on exhibition' and click on 'I Agree' under the Terms and conditions.

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

Alternatively, if you know the Development Application number or street address, once you are on the 'Applications on Exhibition' page click on 'Find an Application' (at the top of the page), then type in the address or Development Application number. You can also follow these steps to find 'Applications in Assessment' or 'Applications Determined'.

Once you have found the DA by either method click on its **application number**. This will bring up a map and 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.

Note that some of the DA files can be quite large. Hover the mouse over the PDF icon and 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 to navigate to the relevant plans and documents if needed. Or take a more 'computer literate' friend with you to the office. You can also access computers at libraries (you need to book computer time).

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

Development Approvals, Complying Development Certificates and Construction Certificates

You can also view development approvals (or refusals), Complying Development Certificates and Construction Certificates through the Council's [Track and view applications](#) page:

Click on **Applications Determined**. You then search by 'type' (e.g. DA application, Complying Development Certificate, Construction Certificate, Subdivision), township and date range of determination.

Alternatively, if you know the Development Application number or street address, once you are on the 'Applications Determined' page, go to the top of the page click on 'Find an Application' then type in the address or Development Application number. A drop-down list will appear.

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. You can view or save these documents by clicking on the PDF icon. Also make a note of the name of the Council officer, if relevant, 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 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, Environmental Defenders Office.