

## ACTIVITIES APPROVAL APPLICATION FORM

(SECTION 68 LOCAL GOVERNMENT ACT 1993)

Use this form to apply for consent of a Section 68 activity under the *Local Government Act (LGA) 1993*. A list of the relevant activities that are covered by part of the LGA can be found in this application form.

<b>L A N D</b>	No.....Street/Road..... Locality.....Lot no.....Deposited/strata plan.....
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<b>A P P L I C A N T</b>	Applicant names (or company): ..... Full postal address..... Postcode.....Phone.....Mobile.....Fax..... Email address..... Contact person: .....Reference number: .....
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<b>L I S T O F A C T I V I T I E S</b>	<p><b><u>Nominate all activities that are subject of this application.</u></b></p> <p><b>Part A Structures or places of public entertainment</b>  <input type="checkbox"/> Install a manufactured home, moveable dwelling or associated structure on land</p> <p><b>Part B Water supply, sewerage and stormwater drainage work</b>  <input type="checkbox"/> Carry out water supply work  <input type="checkbox"/> Carry out sewerage work  <input type="checkbox"/> Carry out stormwater drainage work  <input type="checkbox"/> Connect a private drain or sewer with a public drain or sewer under the control of Council or with a drain or sewer which connects with such a public drain or sewer</p> <p><b>Part C Management of waste</b>  <input type="checkbox"/> Place a waste storage container in a public place  <input type="checkbox"/> Dispose of waste into a sewer of the Council</p> <p><b>Part D Community land</b>  <input type="checkbox"/> Set up, operate or use a loudspeaker or sound amplifying device</p> <p><b>Part F Other activities</b>  <input type="checkbox"/> Install a domestic oil or solid fuel heating appliance, other than a portable appliance.  <input type="checkbox"/> Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations.</p>
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<b>D E S C</b>	Description of the activity being carried out: ..... ..... Will the development be completed in stages?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please describe ..... ..... Are there any development consents or CDCs relevant to this proposal?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, identify the development application number: .....
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P R I V A C Y	<p><b>Privacy Statement:</b></p> <p>The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers, however, it may be disclosed to other parties as required by legislation. Supply of this information is required to enable accurate decision-making and response to your application. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit <a href="http://www.esc.nsw.gov.au/privacy">www.esc.nsw.gov.au/privacy</a> for more information.</p>
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A P P L I C A N T	<p>I/we declare to the best of my/our knowledge and belief, that the particulars stated on this application form/checklist are correct in every detail and that the information required has been supplied. I/we acknowledge that the activity approval application may be returned to me/us if information is found to be missing or inadequate.</p> <p>Applicant signature: ..... Date.....</p> <p>Applicant signature: ..... Date.....</p>
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O W N E R (S)	<p>As the owner(s) of the above property, I/we consent to this application. I/we hereby give permission for Council authorised personnel to carry out inspections of the land and buildings as necessary for the purpose of assessing this application, without prior notice of entry. ALL PROPERTY OWNERS MUST SIGN.</p> <p>Owners name/s.....</p> <p>Signature..... Date.....</p> <p>Signature..... Date.....</p>
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O F F I C E	<p>File number..... PIN.....</p> <p>CDC number..... Sewer number.....</p> <p>Application number..... Application fee \$.....</p> <p>Plumbing compliance \$..... Compliance certificate \$.....</p> <p>Long service levy \$..... Water meter \$.....</p> <p>No. of compliance inspections..... No. of plumbing inspections.....</p> <p>Amount..... Officer.....</p> <p>Receipt no..... Date.....</p>
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**Please refer to the relevant checklist for the activity subject to this application:**

- Notice of Completion of Installation on Private Land (ie, manufactured home, moveable dwelling)
- Installation of a Solid Fuel Heater (*attached below*)
- Sewer, water or stormwater works

**Further enquiries**

If you have any questions or require any further information please do not hesitate to contact Council's Duty Development Officers or visit Council's Moruya Office.

**Eurobodalla Shire Council**  
**Cnr Vulcan and Campbell Streets MORUYA NSW 2537**  
**Phone: 02 4474 1231 Fax: 02 4474 1234 Email: [council@esc.nsw.gov.au](mailto:council@esc.nsw.gov.au)**  
**Hours: 8.30am to 4.30pm, Monday to Friday**

## CHECKLIST FOR THE APPLICATION FOR INSTALLATION OF A SOLID FUEL HEATER

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

**DO NOT LODGE YOUR APPLICATION UNLESS YOU HAVE PLACED A  (OR N/A) IN EACH BOX IN THE 'APPLICANT' COLUMN TO INDICATE THAT YOU HAVE SUPPLIED THE INFORMATION REQUIRED.**

### PLANS – ESSENTIAL DETAILS

Applicant Office

<b>Site plan</b>	Showing position of the house, including distances in relation to the property boundary & neighbouring houses and neighbouring house windows (refer to 'Plans' - Step 3).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b>	<b>One</b> drawing of the existing house showing the flue height measurements in relation to the roof ridge.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor plan</b>	<b>One</b> drawing of the existing house showing the location of the solid fuel heater.	<input type="checkbox"/>	<input type="checkbox"/>

### MANUFACTURERS INSTALLATION DETAILS

<b>Installation details</b>	<b>One</b> set of manufacturers installation details or brochure	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flue kit details</b>	<b>One</b> set of manufacturers flue kit details	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearth details</b>	<b>One</b> set of manufacturers hearth details	<input type="checkbox"/>	<input type="checkbox"/>

### FIRE SAFETY

<b>Smoke alarm(s)</b>	Position and location of the smoke alarm(s) in relation to the proposed heater and bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>
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### GENERAL REQUIREMENTS

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|---|--------------------------|--------------------------|
| 1. Are you lodging your Activities Approval Application Form electronically? If <b>yes</b> , refer to ' <a href="#">Lodge, track &amp; plan</a> ' <b>web page</b> .               | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you lodging your Activities Approval Application Form in hard copy format?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you read 'Plans' under 'Step 3' on our web page?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>One complete set of all plans and documentation to support the application must be supplied.</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the 'Activities Approval Application Form' been completed nominating the correct activity subject to the application?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the installers name and licence number, including contact details been given on the plans/manufacturers brochure or detailed below?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Make and model of fuel heater</b> .....<br><b>Installer's name</b> .....<br><b>Licence number</b> ..... <b>Expiry date</b> .....<br><b>Contact details for installer</b> ..... |                          |                          |
| 7. Have all applicants signed the 'Applicant's Declaration' section?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has the applicant, owner or any person with a financial interest in this application made a political donation to a Councillor or Council employee in the past two years?      | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. All registered owners have signed the 'Owners Consent' section   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The application is fully completed  | <input type="checkbox"/> | <input type="checkbox"/> |

#### **Important information - please read**

If you are considering purchasing a solid fuel heating device (wood heater), here are some tips to help you comply with regulations.

1. Check with Council prior to purchasing or installing a solid fuel heating device as you will require either development consent under the *Environmental Planning and Assessment Act 1979* or approval under the *Local Government Act 1993*.
2. Choose a heater that is manufactured to the Australian/New Zealand Standard (AS/NZS) 4013-2014 *Domestic Solid Fuel Burning Appliances – Method for Determination of the Gas Admission*, as they are designed so that they cause minimal pollution when operated correctly. A small label that shows certification to AS/NZS 4013 marks these heaters.
3. Make sure your heater and flue are installed by a qualified tradesperson in accordance with the manufacturer's instructions and that it complies with AS 2918-2018 *Domestic Solid Fuel Burning Appliances – Installation*.

**It is illegal to install a wood heater that does not meet current Australian Standards or that does not have Council approval.**

Applicants signature

Duty Development Officer

Date