

# Application Process Overview



## Design Review Panel

Plans & Documents as identified in the Redbank Documentation Checklist for Design Review Panel to be submitted for review, endorsement & stamping.

## Development Application Lodged with Hawkesbury City Council

All Design Review Panel Stamped Plans & Documentation as detailed and listed in the Redbank Documentation Checklist. Development Application to be submitted to Hawkesbury City Council.

## Application is Processed and Assessed by Hawkesbury City Council

Plans & documents submitted and assessed.

## Determination Issued

Consent / Approval Granted.

## Driveway Layback Application

Application to be submitted to Hawkesbury City Council.  
Details of Concrete Contractor & Public Liability form to be provided once Contractor nominated.

## Application for Construction Certificate

Building Approval.

## Subdivision Registered Before Construction Certificate Approval Issued

## Construction Certificate Issued

Principal Certifying Authority or Hawkesbury City Council to issue Certificate.

## Construction & Building Inspections

Inspections Undertaken by Principal Certifying Authority or Hawkesbury City Council

## Stage 1

### Design Review Panel

Plans & Documents as identified in the Redbank Documentation Checklist for Design Review Panel to be submitted for review, endorsement & stamping.

Client is required to provide a complete set of Architectural plans together with 'Colours and Material schedule' (as noted in the Redbank Documentation Checklist).

Note: This is a mandatory requirement in order for the Design Review Panel to finalise a design.

Once plans have been reviewed and accepted, the Design Review Panel will issue endorsed stamped plans together with owners consent to allow the Development Application to be lodged with Hawkesbury City Council.

Note: The owner's consent from the developer is only required when land is unregistered.

### Development Application Lodged with Hawkesbury City Council

All Design Review Panel Stamped Plans & Documentation as detailed and listed in the Redbank Documentation Checklist. Development Application to be submitted to Hawkesbury City Council.

Either the client, another person or company can collate and lodge all necessary documents with the Development Application to Hawkesbury City Council.

Urban City Consulting (Ph: 02 4587 7000) can assist you in preparing and lodging the Development Application.



## Stage 2

### Application is Processed and Assessed by Hawkesbury City Council

Plans & documents submitted and assessed.

The application is assessed by Hawkesbury City Council Officers during this process. Further information may be requested by Hawkesbury City Council.

### Determination Issued

Consent / Approval Granted.

The majority of the applications are approved under delegated authority (ie. by a Hawkesbury City Council Officer).

### Driveway Layback Application

Application to be submitted to Hawkesbury City Council.

Details of Concrete Contractor & Public Liability form to be provided once Contractor nominated.

This approval is required prior to the issue of the Construction Certificate.

The Redbank Development Control Plan provides guidance on the typical driveway treatment with regard to width and finish. There are specific requirements you are required to adhere to in regards to Driveway layback. The information can be found on either the Hawkesbury City Council or Redbank website.

Ref: Driveway Specification - Construction of Driveway Crossings

### Application for Construction Certificate

Building Approval.

Once development approval has been issued the consent may contain conditions that require additional information to be provided prior to the issue of a Construction Certificate and before works can commence. Hawkesbury City Council will detail conditions prior to the release of a Construction Certificate before any construction/building works can commence.

If the land owner chooses to engage Urban City Consulting as a Principal Certifying Authority, the client will be required to provide Urban City Consulting a signed contract agreement and application form together with Payment of Fees and Development Application Consent as specified within the Redbank Documentation Checklist.

## Stage 3

### Subdivision Registered Before Construction Certificate Approval Issued

The REDBANK Developer will provide notification once plans have been registered via the Land Property Information (LPI).  
The land owner will need to discuss settlement requirements with their conveyancer.

### Construction Certificate Issued

Principal Certifying Authority or Hawkesbury City Council to issue Certificate.

A Construction Certificate is issued on lots that are registered.  
The issue of a Construction Certificate is a mandatory requirement prior to any building works commencing.

### Construction & Building Inspections Inspections Undertaken by Principal Certifying Authority or Hawkesbury City Council

The construction commences and the building inspections are undertaken by a Principal Certifying Authority or Hawkesbury City Council.

The Construction Certificate will outline the required building inspections to be undertaken.  
All building inspections undertaken are to be booked in with the Principal Certifying Authority or Hawkesbury City Council.

