



# NEIGHBOUR NOTIFICATION

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Certain complying development applications require Certifiers to provide notice to neighbours and council of the proposed development before the application can be determined. Section 134 of the *Environmental Planning and Assessment Regulation 2021* details the process for notifying neighbours and council,

## WHEN IS NOTICE REQUIRED?

Notice to neighbours and council is required for Complying Development applications for the following development types:

- New Dwellings
- Additions and Alterations to an Existing Dwelling
- Demolition
- Secondary Dwellings and Group Homes

If the development is taking place on land that is not:

- An urban release area, or
- A growth centre under the Growth Centres SEPP, or
- An area to which State Environmental Planning Policy (State Significant Precincts) 2005, Appendix 5, 14 or 15 applies.

This is only applicable to the following Local Government areas:

*Ashfield, City of Auburn, City of Bankstown, City of Blacktown, City of Blue Mountains, City of Botany Bay, Burwood, Camden, City of Campbelltown, Canada Bay, City of Canterbury, City of Fairfield, City of Hawkesbury, City of Holroyd, Hornsby, Hunter's Hill, City of Hurstville, City of Kogarah, Ku-ring-gai, Lane Cove, Leichhardt, City of Liverpool, Manly, Marrickville, Mosman, North Sydney, City of Parramatta, City of Penrith, Pittwater, City of Randwick, City of Rockdale, City of Ryde, Strathfield, Sutherland Shire, City of Sydney, The Hills Shire, Warringah, Waverley, City of Willoughby, Wingecarribee, Wollondilly or Woollahra.*

## WHO IS NOTICE PROVIDED TO?

Notice must be provided to:

- Each neighbour on land in a rural or residential zone. Neighbour means the occupier of each dwelling located on a lot that has a boundary within 20 metres of the boundary of the development site.
- The Council, if the certifier is not the Council.

## HOW LONG IS THE NOTICE PERIOD?

Notice must be provided at least 14 days before the Complying Development Certificate is issued.



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## WHAT INFORMATION IS PROVIDED IN THE NOTICE?

The notice provided to the required parties will include the following information:

- Name, address and telephone number of the Certifier
- Name, address and telephone number of the Applicant for the Complying Development Certificate
- Description of the proposed development
- Name of the relevant Environment Planning Instrument, including the relevant complying development code.
- Copy of the Site Plan of the proposed development.

## WHAT INFORMATION SHOULD THE SITE PLAN INCLUDE?

Section 121 of the Environmental Planning and Assessment Regulation 2021 identifies the minimum requirements for a site plan:

- the location, boundary dimensions, site area and north point of the land,
- existing vegetation and trees on the land,
- the location and uses of existing buildings on the land,
- existing levels of the land in relation to buildings and roads,
- the location and uses of buildings on sites adjoining the land,
- the location of any registered easement on the land.

## WHAT IS THE PURPOSE OF THE NOTIFICATION?

The Department of Planning encourages discussion between neighbours as early as possible in the design process to ensure the development process is as smooth as possible for everyone involved. It is important to note however, that the notification process for Complying Development is different from the development application process. The notice is provided as an advice to neighbours only.

Neighbours cannot make submissions on a neighbouring complying development. This is because the proposed development must comply with the development standards. These standards have been developed to ensure good amenity and design outcomes. As the Certifier, we do not have any ability to provide any further assistance to neighbours in relation to the proposal or enforce any changes to the plans.

## MORE INFORMATION

- <https://www.planningportal.nsw.gov.au/development-assessment/complying-development/what-tell-your-neighbours>
- *Local Certification Services Pty Ltd*      *Ph: 1300 368 534*      *info@localgroup.com.au*

*yours locally*