

Fact Sheet

Residential outbuilding (shed, garage, carport)



This fact sheet will help you lodge a Development Application (DA) for a residential outbuilding (shed, garage or carport) located in the RU5 Village zone, or in the R5 Large Lot Residential zone.

This fact sheet provides general information and is a guide only.

If your residential outbuilding is **not** an exempt development, you must get *development consent* from Council. To do this, you need to lodge a *development application*.

Council assess a development application by looking at the design and where it is located on the site, using the design controls in the Berrigan Shire Council [Development Control Plan \(DCP\)](#).

Council also assess a development application using the zone requirements in the Berrigan Local Environment Plan (<https://legislation.nsw.gov.au/view/whole/html/2016-04-29/epi-2013-0587#sec.2.2>), and, neighbourhood character.

In assessing any development application, Council must ensure well-designed residential environments for current and future residents of the Shire.

Before lodging a development application, we encourage you to have a pre-application meeting with us. This is a complementary service. Council officers will be able to advise you on:

- whether the design of your outbuilding is in line with the relevant zone and design controls;
- what documents and information you require, and, if what you have already prepared is sufficient;
- how to talk to your neighbours and how they can lodge their 'consent' any show their support for your development application.

Berrigan Shire Council

📍 56 Chanter Street, Berrigan NSW 2172

📞 (03) 5888 5100 🖱️ www.berriganshire.nsw.gov.au

Application Requirements

The NSW Planning Portal will prompt you to upload the following information as part of your development application (DA):	Done?
Owners Consent - This is essentially a <i>signed statement</i> giving the applicant permission to apply for development consent on behalf of the property owner. It is required if the applicant is not the owner.	<input type="checkbox"/>
Certificate of Title - This is an official document issued to a land buyer by relevant authorities as proof of ownership of the property. It must be recent (3 months or less) and include all pages. Contact NSW Land Registry Services to obtain a copy (note: there is a fee applicable).	<input type="checkbox"/>
Site Plan (Aerial) - This is a plan showing your property and where the outbuilding will be. On this plan you must show the north point, and the location on the site of relevant existing outbuildings, the location of proposed outbuildings, the setback of them from each property boundary (in metres), stormwater connection (if applicable), and any vehicle crossing and driveway. It is also useful if you show the properties on either side who might be affected by your structure because they have private open space or windows facing your property etc.	<input type="checkbox"/>
Floor Plan - This plan will detail the dimensions of the outbuilding (width, length, height) in metres and any slab and/or footing details.	<input type="checkbox"/>
Elevations - These plans will show what the outbuilding will look like from all sides, and should be labelled North, East, South and West. These plans need to show the wall height and maximum building height (to the top of the roof) with dimensions in metres measured from above natural ground level (NGL) and finished floor level (FFL). A colour schedule confirming the materials, colour and whether they are non-reflective is also useful.	<input type="checkbox"/>
Specifications - This plan will show details of the materials, structural information and connections to water, stormwater, drains, electricity etc.	<input type="checkbox"/>
Statement of Environmental Effects - This can be a letter justifying why the outbuilding is needed and addressing any environmental effects and mitigating measures.	<input type="checkbox"/>
Fees - There is a fee charged by the Portal for lodging the application. There is a fee charged by NSW Land Registry Services for a Search / Title. The application fee for your development application is invoiced to you, by Council and can be paid over the phone using a card, or, by bank transfer.	<input type="checkbox"/>

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