

Section 68 Activity Approval Application Guide

Wagga Wagga City Council - 2026

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1 Application Process

An approval for an activity under Section 68 of the Local Government Act 1993 must be applied for through the NSW Planning Portal. You can find further information on the lodgement process on our [Applying for Development](#) webpage.

With the exception of Part F5 – install or operate amusement devices, all other Activity Approvals issued by the Development Assessment and Certification Section **must** be accompanied by Councils [Section 68 Activity Approval \(AA\) – Description of Works & Checklist](#).

Details of amusement device applications can be found on our [Amusement Devices](#) webpage.

Some activities, such as the installation of a relocatable dwelling, the operation of a Caravan Park, and the operation of a Manufactured Home Estate will still require Development Consent under the Environmental Planning and Assessment Act 1979 for the use of the land in addition to any approvals required under Section 68 of the Local Government Act 1993.

2 Information Required to Accompany Application

The [Section 68 Activity Approval \(AA\) – Description of Works & Checklist](#), which **must** be completed with the required applications (as above), outlines which of the following documents or information is required to be submitted to Council in conjunction with an Activity Application. To help minimise delays in application processing times, documentation supporting an Activity Application should be prepared in accordance with this guide.

2.1 Plans and elevation

These drawings will clearly document the proposed buildings or works. If the proposal is for alterations/additions to an existing building, the new work is to be coloured.

The following information must be shown on all plans, elevations and sections, unless otherwise specified below:

Title block

- Name of architect, designer or draftsman and contact details
- Drawing number and date, eg plan number 1 of 2009
- Amendment drawing number and date (where relevant)
- A table of amendments and descriptions of each amendment
- Applicant's name, (if a company, the company's name and ABN)
- Address of the property

Orientation

- North point (true solar north) – on plans only

Scale

- Ratio and bar scale. Use standard scales such as 1:100 or 1:200. A scale of 1:50 may be used for small properties.

Levels

- Contours, ground levels, floor levels, ceiling levels and roof levels. Contours and levels must be expressed as Reduced Levels (RLs) or levels to Australian Height Datum (AHD) and presented in not greater than one-metre intervals.

Include the following details on plans, elevations and sections where relevant:

2.1.1 Plans

- Plans must be drawn with clarity.
- All plans must be consistent with each other.
- Location of proposed new buildings, alterations or works (show setback distances from boundaries).
- Existing buildings (show outline only).
- Room layout, partitioning, location of windows and doors.
- Room dimensions, areas and proposed use.
- Courtyard dimensions and areas.
- Walls and fences.
- Total floor area and floor space ratio.
- Accessible access.
- Vehicle entrance and exit driveways.
- Car parking and loading areas (show layout and dimensions).
- Trees being retained and proposed for removal (show trunk and canopy dimensions to scale).
- Letter boxes.
- Private open spaces.
- Where privacy maybe an issue, the location of windows of the buildings on adjoining properties.
- Wall construction.
- Spot levels of existing ground (expressed as Reduced Levels (RLs) or levels to AHD) at the corners of proposed buildings and at significant changes in levels around the perimeter of proposed buildings.

2.1.2 Elevations

Draw an elevation viewed from each direction showing:

- Existing buildings (show outline only)
- Building facade, windows (including size and sill height), roof profile
- Materials and external finishes (eg wall, roof, window, door and fence materials, paint colours, etc)
- Existing and finished ground levels, floor levels, ceiling levels, eave levels and roofline levels (expressed as Reduced Levels (RLs) or levels to AHD) (show driveway grade)
- Chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels)
- Details of any signage proposed (including dimensions, materials, method of fixing, any illumination, content – identification signage or advertising, etc.)
- Retaining walls and fences (indicate height)
- Extent of excavation or filling of the site including levels (expressed as Reduced Levels (RLs) or levels to AHD)
- Location of adjoining buildings showing address, height, setbacks and other relevant features
- Height of levels expressed as Reduced Levels (RLs) or levels to AHD

2.1.3 Modifications and reviews

If there are changes to the plans submitted with a modification application or with a request for a review of determination, the plans must clearly distinguish the changes from the plans that were originally determined.

- The method for distinguishing the changes is to be by highlighting, shading, hatching or 'clouding' so the changes are apparent on black & white copies.
- Changes to dimensions, wording, notations, RLs and other text must be clouded.

The title block of amended plans must show the issue or version of the amendments with an identifying title/caption.

2.2 Specifications

The specifications are to:

- Describe the construction (including the standards that will be met), the materials which will be used to construct the building (and the methods of drainage, sewerage and water supply)
- State whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used

2.3 Structural Engineering Certificate (including geotechnical soil report)

Structural Engineers details of the following components of construction:

- Soil Classification – report by a geotechnical engineer or other suitable means.
- Foundation structural details
- Snow and wind loads for the location
- Wind bracing type, location and installation specification
- Tie-down type, location and installation specifications
- Retaining wall locations and structural details (if required)

In addition, in accordance with Clauses 51 and 143 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 'manufactured homes' 'relocatable homes' or associated structure constructed off site are required to be certified by a practising structural engineer to be structurally sound. Clauses 51 and 142 together specify that:

(2) The engineer's certificate must—

(a) certify that the manufactured home or associated structure complies with all relevant standards, codes and specifications, and

(b) include specifications for—

(i) the way in which the manufactured home or associated structure must be transported and installed, and

(ii) the footings, if any, on which the manufactured home or associated structure must be installed.

(3) Specifications for footings or tie-down systems must consider—

(a) the design gust wind speed, and

(b) the soil type, and

(c) other design considerations relevant to the location in which the manufactured home or structure will be installed.

Note: In accordance with Clauses 52 and 142 of Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 a manufactured home or associated structure must be designed to resist loads as determined in accordance with the following design codes, as appropriate:

(a) AS/NZS 1170.1:2002, *Structural design actions—Part 1: Permanent, imposed and other actions*,

(b) AS/NZS 1170.2:2011, *Structural design actions: Wind actions* or AS 4055:2021, *Wind loads for housing*,

(c) AS/NZS 1170.3:2003, *Structural design actions, Part 3: Snow and ice actions*,

(d) AS 1170.4—2007, *Structural design actions, Part 4: Earthquake actions in Australia*.

The design gust wind speed for the location of a relocatable home or associated structure is taken to be at least 41 metres per second.

In the case of building work that involves associated structures that are to be separately accredited, evidence of any accredited component, process or design sought to be relied upon is to be submitted

2.4 Stormwater and Sewerage Design Plans

Design plans for Sewer and Stormwater network extensions must be prepared in accordance with Wagga Wagga City Council's "Engineering Guidelines for Subdivisions and Developments". Information regarding this publication can be obtained by contacting Council's Subdivisions Section on 1300 2 WAGGA.

2.5 Pipe Work Details and Layout

Pipe work details and layouts plans should detail pipe and pit sizing and should include the following:

- A scale bar and be of a standard scale such as 1:200 or 1:500
- Name of designer or draftsman and contact details
- Drawing number and date, e.g. plan number 1 of 2009
- Amendment drawing number and date (where relevant)
- A table of amendments and descriptions of each amendment
- North point
- All easements on the land

2.6 Caravan Park (or Camping Ground) Operations Document

A "Caravan Park (or Camping Ground) Operations Document" (CPOD) should include all details of the proposed park including:

- Number of staff
- Expected number of customers/residents
- Hours of operation
- Number of sites (including short and long term sites and dwelling sites)
- Expected vehicle movements
- Number and location of carparking spaces
- All potential impacts (such as noise, traffic etc) and proposed mitigation

The CPOD should also clearly demonstrate (through the provision of appropriate clearly marked plans etc) how the proposed Caravan Park complies with all requirements of Division 3 of Part 3 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* including:

- Land and Site requirements
- Setback requirements
- Road requirements
- Utility services
- Shower and toilet facilities
- Laundry facilities
- Management and General Requirements

Note: This could form an appendix to your Statement of Environmental Effects (See DA Guide for further information).

2.7 Manufactured Home Estate Operations Document

A "Manufactured Home Estate Operations Document" (MHEOD) should include all details of the proposed park including:

- Expected number of residents
- Number of sites
- Expected vehicle movements
- Number and location of carparking spaces
- All potential impacts (such as noise, traffic etc) and proposed mitigation

The MHEOD should also clearly demonstrate (through the provision of appropriate clearly marked plans etc) how the proposed Manufactured Home Estate complies with all requirements of Division 3 of Part 2 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 including:

- Land and Site requirements
- Setback requirements
- Road requirements
- Utility services
- General Requirements

Note: This could form an appendix to your Statement of Environmental Effects (See DA Guide for further information).

2.8 Heating Appliance Details

Heating Appliance Details shall include:

- Make and model for both appliance and flue kit
- Manufacturer's details for both appliance and flue kit
- Details of installer
- Date of installation
- Position of heater (including diagram) (i.e. fireplace, against wall, freestanding).
- Location of flue and chimney.

2.9 Payment of Works Bond

The applicant is required to pay a works bond **prior to approval of the Section 68 (Public) application**. Once the application is received the assessing officer will determine the bond amount and contact the applicant to arrange payment. The bond amounts payable are divided into three categories, as per Councils fees and charges, as follows:

Category 1 Bond as per Councils current fees and charges

- Sewer or stormwater junction cut into councils main
- Stormwater spur connecting into existing surface inlet pit or junction pit not within the road carriageway/pavement
- Sewer Main extension in private property to service single residential block up to 40meters
- Bond released when completion of works certificate is issued

Category 2 Bond as per Councils fees and charges

- Stormwater mains extension in the road reserve (not including the carriageway/pavement) where footpath, kerb & gutter, nature strip reinstatement may be required up to 40 Meters. Over 40 meters will automatically place the construction works in Category 3
- Stormwater/Sewer Mains extension in the road reserve where footpath, kerb & gutter, nature strip reinstatement may be required up to 40 meters. Over 40 meters will automatically place the construction works in Category 3
- Creating a junction pit over an existing stormwater main
- Creating a new manhole over an existing sewer main.

- Stormwater mains requiring road reinstatement traversing the road to connect to a junction that may be located in the carriageway/pavement up to 12 meters. Over 12 meters will automatically place the construction works in Category 3
- Sewer Mains requiring road reinstatement traversing the road to connect to a manhole that may be located in the carriageway/pavement up to 12 meters. Over 12 meters will automatically place the construction works in Category 3
- Bond held for a minimum 6 months after completion of works certificate is issued

Category 3: Bond as per Councils fees and charges, plus a lineal meter charge

- Sewer and/or stormwater main extension that will require road reinstatement within the road carriageway/pavement.
- Construction of a new manhole within the road carriageway/pavement
- Construction of a junction pit or side entry pit within the road carriageway/pavement
- Bond held for a minimum 6 months after completion of works certificate is issued

3 Modifications, Reviews and Appeals

If you are dissatisfied with the determination of your Section 68 application, you may contact us to clarify issues and discuss your options.

Options available to you include:

- A review of determination of your application. A review cannot be made more than 28 days from the date of the notice of determination of the application. You must complete an application form and pay an additional fee for the review.
- An application to modify an approval. This may be appropriate if you disagree with particular conditions of approval or decide to amend certain aspects of the proposal. You must complete an application form and attach a written justification for the proposed modification.
- An appeal to the Land and Environment Court. An appeal must be commenced within 12 months of the date of the notice of determination. Before proceeding to a Court hearing, the Court may arrange a mediation conference if this is acceptable to both parties.

NOTES: There are limitations on the changes which can be made by modifying consents or reviewing determinations. Modifications must result in the activity being substantially the same as the approved activity.

Reviews may make changes to activity applications which do not make the works substantially different from what was approved or refused.

If the activity is not substantially the same a new application will be required. A review request is appropriate where you want the determination in its totality reviewed. A modification is appropriate where you only want to change an aspect of the consent or where you want a condition of approval reconsidered.