

Lodgement checklist

Development Applications

The purpose of this checklist is to ensure that the development application is accompanied by adequate information to allow the prompt assessment and determination of your proposal. **If your application is incomplete it may be rejected or refused. Council reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist must be completed for all applications.**

For each item identified below, please confirm (by ticking the appropriate column) that your application contains the required information. If in doubt, please contact Council’s Development & Environment Section.

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| **ALWAYS REQUIRED** | **Yes** | **No** | **Office Use** |
| **Completed Application Form** | All sections completed | [ ]  | [ ]  | [ ]  |
| **Payment of Fees** | As per Council Fee Schedule | [ ]  | [ ]  | [ ]  |
| **Owner Consent** | All owners must sign. If the owner is a company or strata title body corporate, the application must be signed by a director or an authorized person and delegated under common seal | [ ]  | [ ]  | [ ]  |
| **Site Plan** | Scaled plan illustrating areas and dimensions of land, north point, existing buildings and vegetation, setbacks of proposed building(s) from site boundaries, existing and proposed ground levels, proposed vehicular access and parking, landscaping, storm water drainage, septic tank, effluent disposal area. | [ ]  | [ ]  | [ ]  |
| **Floor Plan** | Scaled plan(s) illustrating layout, partitioning, room sizes finished floor levels and intended uses of each part of the building. | [ ]  | [ ]  | [ ]  |
| **Elevations** | Scaled plan(s) illustrating proposed external finishes and heights of any proposed buildings. | [ ]  | [ ]  | [ ]  |
| **Sections** | Scaled plan(s) illustrating proposed external finishes and heights of any proposed buildings. | [ ]  | [ ]  | [ ]  |
| **Statement of Environmental Effects** | Not required for Complying Development | [ ]  | [ ]  | [ ]  |
| **Hard Copies** | Clear and legible documents and plans.A3 size plans, 1:100 scale preferred | [ ]  | [ ]  | [ ]  |
| **Electronic copies** | * All documents, plans and application forms must be supplied as PDF files in unprotected PDF/A format (max file size is 10mb) and must be clear and legible. Security settings must not be applied to documents.
* Plans must be rotated to landscape with scaling clearly marked.
* Electronic documents must not be saved in sub folders. The data must be able to be read on a standard Windows based system.
* Photos/Photomontages must be provided as jpeg files.
 | [ ]  | [ ]  | [ ]  |

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| **REQUIRED IN CERTAIN CIRCUMSTANCES** | **Yes** | **No** | **N/A** | **Office Use** |
| **Structural Engineers Certification** | Plans and Certification for structural steel frame and concrete footings/slab for construction works | [ ]  | [ ]  | [ ]  | [ ]  |
| **BASIX Certificate** | If the estimated cost of residential works is > than $50,000 or a pool/ spa with volume greater than 40,000 Litres. Must be less than 3 months old at time of DA lodgement. | [ ]  | [ ]  | [ ]  | [ ]  |
| **Bushfire Assessment (BAL) /Bushfire Report**  | If the site is mapped as being Bushfire Prone Land | [ ]  | [ ]  | [ ]  | [ ]  |
| **On Site Sewerage Management**  | If on site disposal of effluent is required | [ ]  | [ ]  | [ ]  | [ ]  |
| **Ecological Report** | If the development involves impacts upon areas of ecological significance. | [ ]  | [ ]  | [ ]  | [ ]  |
| **Clause 4.6 Request**  | Required when an applicant seeks to vary an LEP Development Standard (e.g. Lot size,etc) | [ ]  | [ ]  | [ ]  | [ ]  |
| **Biodiversity Report** | **1.** If any clearing (including for APZ) is located within area shaded Orange on the Biodiversity Value Map [lmbc.nsw.gov.au/BVMap](http://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BVMap) | [ ]  | [ ]  | [ ]  | [ ]  |
|  | **2.** If the required clearing is above the threshold based upon the minimum lot size (0.25 ha for 1 ha or less/ 0.5 ha for 1 ha to <40ha/1 ha for 40 ha to <1000ha) | [ ]  | [ ]  | [ ]  | [ ]  |
|  | **3.** If clearing is likely to significantly affect threatened species/ecological communities or their habitats. | [ ]  | [ ]  | [ ]  | [ ]  |
| **Colours and Materials** | Provide a schedule of colours and materials | [ ]  | [ ]  | [ ]  | [ ]  |
| **Flood Assessment** | If the site involves development on land subject to the1:100 ARI flood level | [ ]  | [ ]  | [ ]  | [ ]  |
| **Acoustic Report** | If the development is likely to create impacts upon residential amenity, involves extended trading hours in proximity to residential uses, or is sensitive to external noise sources | [ ]  | [ ]  | [ ]  | [ ]  |
| **Contamination** | A preliminary investigation of the land carried out in accordance with the Managing Land Contamination Planning Guidelines | [ ]  | [ ]  | [ ]  | [ ]  |
| **Signage** | Include details area, dimensions & text, unless the sign is exempt development or approved under a separate consent | [ ]  | [ ]  | [ ]  | [ ]  |
| **Shadow Diagram** | If the development is more than single storey or 6.5m high and adjoins a residential property | [ ]  | [ ]  | [ ]  | [ ]  |
| **Heritage Report** | If site is a Heritage Item or located within a Heritage Conservation | [ ]  | [ ]  | [ ]  | [ ]  |
| **Aboriginal Heritage** | If the site contains a registered site or is likely to contain anAboriginal site or object | [ ]  | [ ]  | [ ]  | [ ]  |
| **Geotechnical Report** | For determining soil conditions for design and construction recommendations for buildings, structures, retaining walls, on site effluent disposal areas | [ ]  | [ ]  | [ ]  | [ ]  |
| **Traffic and Parking** **Report /Justification**  | If the development involves variation to Council car parking requirements (DCP) or the development haspotential to adversely impact upon the road network. | [ ]  | [ ]  | [ ]  | [ ]  |
| **Building Report Identifying Compliance with BCA** | If the proposal is for the continued use of an existing building which does not have lawful approval for occupancy or use | [ ]  | [ ]  | [ ]  | [ ]  |
| **Survey Plan** | If verification of site levels, floor height or property boundaries is required for construction works or if there is uncertainty regarding the location of the building and the lot boundaries | [ ]  | [ ]  | [ ]  | [ ]  |