

Checklist for the Lodgement of a Development Application (DA)

To be completed by C&BS staff upon receipt of all new DA's

FILE # _____ / _____ APPLICATION ID # _____

VISUAL CHECK OF APPLICATION FORM

- ✓ or ✗ only information relevant to the application
- *Correct property details (ALL properties)
 - Application summary/type of work
 - *Description of works
 - Value
 - No of additional lots
 - Applicant details & signatures
 - *ALL owner details & signatures
(Note: letter of authority required for company/organisation)
 - Type of application p3-4
 - Development Consent
 - Modification
 - Designated Development
 - Integrated Development
 - Construction Certificate
 - Section 68 LG Application**
 - OSMS
 - Sewer
 - Stormwater
 - Water supply
 - Liquid Trade Waste
 - Other (.....)
 - Section 138 RW Application**
 - Driveway/Works in road reserve
 - Footpath
 - Sign
 - Outdoor Dining
 - Other (.....)
 - Builder/Plumber details
 - BASIX Certificate (New Dwellings/ Additions greater than \$50,000 & pools greater than 40,000LT)
 - Construction details completed for ABS

PLANS (minimum 3 copies)

- *Plans (**Refer to matrix on reverse**)
 - Site Plan Floor Plan
 - Elevations Sections
 - Specifications
- Legible/to scale
- A4 copy for notification/registration
- Are additional copies required?

SUPPORTING INFORMATION

- *Statement of Environmental Effects
- Bushfire Report
- Bushfire Single Dwelling Application Kit
- Onsite Disposal Report
- Flora & Fauna Report
- Site Waste Management Plan
- Other (.....)
- USB memory drive provided with matching information as lodged

CHECKLIST

- Advertising Signs
- Commercial/Industrial/Food Premises
- Event

FEES

- Correct fees paid/receipting codes
- *External Referral Necessary/Cheque provided
- Notification/Advertising Necessary - fee paid

CIVICVIEW – CREATION OF ACTIVITY FILE

- Application Number (AF only)
- Application Date
- Application Description (as per LEP definition)
- Create link to property/properties

INFORMATION REQUIRED ON FOLDER

- File Number L Number (property id)
- Property address Applicant details
- Owner/s details Date submitted

Identify any missing/incomplete information:

* **Note:** Application may be rejected if this information is not provided or application is illegible (cl.51 EP&A Regs 2000)

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	Checked by: _____
	Date: _____
	Time: _____

MATRIX OF INFORMATION REQUIRED TO ACCOMPANY AN APPLICATION

Development Type

Documents	Advertising Sign	Alteration and Additions to residential dwellings	Alteration and additions to Commercial/Industrial	Change of Use	Commercial/Industrial building/retail/shop top residential	Demolition	Dual Occupancy	Farm Building	Flood Mounds/Earthworks Retaining Walls	Garage, Garden Shed, Awning, Carport, etc	Home Business	Multi Unit Housing	Other Land Uses	Residential Dwellings	Septic Tank	Seniors Living	Subdivision of land	Swimming Pool	Applicant Checklist	Council Checklist
Fees - <i>apply for a fee quote prior to lodging your application</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Site plan x3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	☆	✓	✓	✓	✓	✓		
Floor plan x3		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	☆	✓	✓	✓	❖	❖		
Elevation plan x3	✓	✓	✓	❖	✓		✓	✓	✓	✓	☆	✓	☆	✓		✓		✓		
Section plan x3	❖	✓	✓	❖	✓		✓	✓	✓	✓	☆	✓	☆	✓		✓		✓		
Specifications x2	❖	☆	☆	☆	☆		☆	☆	☆	☆	☆	☆	☆	☆		✓		☆		
Statement of Environmental Effects x1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
BASIX x1		❖		❖	❖		✓					✓	❖	✓		❖		❖		
Shadow Diagrams		❖	❖	❖	❖		❖			❖		❖	❖	❖		❖				
Notification Plan A4		❖	❖	❖	❖		✓	❖	✓	❖	✓	✓	☆	❖		✓	❖	✓		
Landscaping Plan		❖	❖		✓		✓		❖	❖		✓	☆	✓		✓	✓	❖		
Erosion/Sediment Control	❖	❖	❖		✓	✓	✓	✓	❖	✓		✓	☆	✓	❖	❖	❖	✓		
Drainage Plan		✓	✓	❖	✓		✓	❖	✓	✓		✓	☆	✓	✓	✓	❖	✓		
Fire Safety Schedule			☆	❖	☆		❖					❖	☆			✓				
Onsite Waste System (OSMS) Report x3		❖		❖	❖		❖	❖		❖		❖	❖	❖	✓	❖	❖	❖		
Bushfire Assessment Report x1				❖								❖	❖			❖	❖			
Bushfire: <i>Single Dwelling Application Kit</i>		❖	❖	❖	❖		❖			❖		❖	❖	❖				❖		
Geotechnical Report		❖	❖		❖		❖	❖	✓	❖		❖	❖	❖	❖	❖	❖	❖		
Flood Assessment / Flood Study		❖	❖	❖	❖		❖	❖	❖	❖		❖	❖	❖		❖	❖	❖		
Site Waste Management Plan x1		❖	❖	✓	✓	✓	✓	✓		✓		✓	❖	✓		✓		✓		
Water & Sewerage Plan		❖	❖	❖	✓	✓	✓		❖	❖		✓	❖	✓		❖	❖	❖		
Liquid Trade Waste Application			❖	❖	❖						❖		❖							

The table above indicates the minimum information required to be supplied for your particular type of application. Please note the application will **NOT** be accepted without this minimum information.

- ✓ Indicates this information is required.
- ☆ Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- ❖ Indicates this information may be required.

Certain applications may require the submission of additional information that has not been listed above. Council encourages consultation prior to lodging your application. This ensures that any issues may be resolved before an application is lodged and that each application contains all necessary information to enable prompt processing by Council.

Please check if your property is zoned bushfire prone for all development types by referring to Council's website under Maps. If so, complete the Single Dwelling Application Kit on the RFS website www.rfs.nsw.gov.au and lodge with your application.