



Alterations and Additions Checklist

DA # _____
CSO initials _____
(Office use only)

Information for the applicant

- Council suggests applicants meet with a planning officer when lodging their development application.
- A Duty Planner is available in the Queanbeyan office between 8.30am – 4.00pm Monday to Friday and in the Bungendore office between 8.30am - 12 noon Monday to Friday. An appointment can be made to meet with a planner in the Bungendore or Braidwood office by phoning customer service on 1300 735 025.
- Council also suggests applicants contact customer service to obtain an estimate of fees payable at lodgement.
- Once completed this checklist, together with all other required documents, should be submitted to Queanbeyan-Palerang Regional Council for determination at any of the locations below:

By hand

256 Crawford Street
Queanbeyan NSW 2620

10 Majara Street
Bungendore NSW 2621

144 Wallace Street
Braidwood NSW 2622

Post

PO Box 90
Queanbeyan NSW 2620

Email

council@qprc.nsw.gov.au

	Copies	Applicant ✓	Staff ✓
<p>Development Application form</p> <ul style="list-style-type: none"> • Details of the property, including Lot & DP, Street/Rural Address • Proposal description, including estimated cost of development • Statement of Environmental Effects completed • All owners to sign. If company, Director to sign / Company seal 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>Political Donations and Gifts Disclosure Statement (if yes)</p> <ul style="list-style-type: none"> • Required under s. 10.4(5) of the <i>EP&A Act, 1979</i> – see section D on the development application form 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>For approvals under the <i>Local Government Act</i></p> <ul style="list-style-type: none"> • For sewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part B) 	1	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • For unsewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part C, C5 & C6) and • include a Site and Soil Assessment Report (GEOTEC) by an accredited consultant submitted on USB or disc 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>Solid fuel heater (if required)</p> <ul style="list-style-type: none"> • Complete Application to Carry Out an Activity Application Form (Section D, Part F, F4) 	1	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Details of heater being installed and evidence it complies with the Australian Standard (brochure acceptable with specific heater unit marked) 	2	<input type="checkbox"/>	<input type="checkbox"/>

	Copies	Applicant ✓	Staff ✓
Plans - A3 or A4 ONLY (Must be submitted on a USB or disc) <ul style="list-style-type: none"> Copies must be of a high standard and scale 1:100 or 1:200 Indicate position of 'true north' Drawing number (e.g. '1 of 4') Indicate revised plan editions (if any) by date and number 	1	<input type="checkbox"/>	<input type="checkbox"/>
Site plan submitted on USB or disc <ul style="list-style-type: none"> Setbacks from all property boundaries (distance in metres) Building envelope, if applicable Indicate all existing structures, including proposed development Indicate existing or proposed driveways / tracks Show existing structure in a different colour to proposed additions Proposed cut and fill, plus vegetation to be retained and removed Location of trenches and onsite system to be marked if applicable 	1	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Plans of all sides submitted on USB or disc, including <ul style="list-style-type: none"> Ceiling heights and roof pitch, where applicable New or second-hand materials to be used Doors and windows - locations and sizes 	1	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans submitted on USB or disc, including <ul style="list-style-type: none"> Internal layout, including a description of intended rooms Dimensions and finished floor levels 	1	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR WORKS, VALUED AT \$50,000 AND OVER</u> Valid BASIX Certificate submitted on USB or disc – Must be Less than 3 months old <ul style="list-style-type: none"> BASIX commitments identified on plans (see certificate for details) www.basix.nsw.gov.au 	1	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR BUSHFIRE PRONE AREAS</u> <ul style="list-style-type: none"> Bushfire assessment report - NSW RFS booklet 	1	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR CONSTRUCTION CERTIFICATE</u> Construction Certificate application form	1	<input type="checkbox"/>	<input type="checkbox"/>
Section plans submitted on USB or disc <ul style="list-style-type: none"> Section name / room name Type of construction Location of the section in relation to the building 	1	<input type="checkbox"/>	<input type="checkbox"/>
Engineering / building specifications submitted on USB or disc <ul style="list-style-type: none"> Wind speed ratings and footing / soil classifications Steel-framed buildings to be certified by a registered engineer 	1	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information			
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
OFFICE USE ONLY <input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials)			