



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 ✓
Development Application form <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"/>	<small>CHECK APPLICANT'S POSTAL ADDRESS</small> <input type="checkbox"/>
Political Donations and Gifts Disclosure Statement (if yes) <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"/>
Plans – A3 or A4 Only (Must be submitted on a USB) <ul style="list-style-type: none"> • Copies must be of a high standard and scale 1:100 or 1:200 • 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"> • Site dimensions and setbacks from all property boundaries (distance in metres) • Location of all existing and proposed structures, including proposed development, advertising structures, rainwater tanks and outdoor dining areas • Location of adjacent roads, road boundaries, existing fencing, footpaths, kerb and gutter with levels • Location of easements (type) ROWs, drainage facilities and public utility services 	1	<input type="checkbox"/>	<input type="checkbox"/>

<p>Site Plan continued...</p> <ul style="list-style-type: none"> • Location of driveways, vehicle parking / manoeuvring areas, vehicle crossing, footpath (existing and proposed). Refer to parking requirements in the relevant Council Development Control Plan and NSW Roads and Maritime Service's document Policies, Guidelines and Procedures for Traffic Generating Development • Contours (existing and proposed) • Proposed cut/fill (area, type, level) • Location of external storage, work, activity areas • Proposed waste management and recycling facilities • Loading and unloading facilities • Trees and vegetation to be removed identified • Landscape plan 			
<p>Elevation Plans of all sides submitted on USB or disc, including</p> <ul style="list-style-type: none"> • Floor, ceiling heights and roof pitch • Doors and windows - locations and sizes • Existing and proposed ground levels ,adjacent road and footpath levels at all driveways and building entrances • Stormwater downpipes, guttering, chimneys, exhaust vents, etc • External building materials, finishes • Colour of external finishes • Details of any signage including dimensions, graphics and location • Details of access for persons with a disability in accordance to the <i>Disability Discrimination Act</i>, the Building Code of Australia 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plans submitted on USB or disc, including</p> <ul style="list-style-type: none"> • Internal layout , including a description of intended rooms • Dimensions and finished floor levels • For solid fuel heater – location of unit, including clearances and specifications to comply with AS-2918 • Location of window, door openings • Wall, floor materials • Details of access for persons with a disability in accordance to the <i>Disability Discrimination Act</i>, the Building Code of Australia and Australian Standard 1428. • Loading and unloading facilities 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>Use description submitted on USB or disc (if applying for a change of use)</p> <ul style="list-style-type: none"> • Details of hours of operation • Number of persons to be employed • Materials stored and manufactured (in, out, type, quantity) • Waste during operation and construction (type, quantity, disposal) • Details of refreshments, where serving of refreshments is proposed • Amount of traffic to be generated and management strategies 	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) For applications requiring the discharge of liquid trade waste to sewer complete a Local Approval Application for Trade Waste discharge and / or installation of a Trade Waste treatment device, eg grease trap, oil arrester 	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) Details of heater being installed and evidence it complies with the Australian Standard (brochure acceptable with specific heater unit marked) 	1	<input type="checkbox"/>	<input type="checkbox"/>							
	2	<input type="checkbox"/>	<input type="checkbox"/>							
<p><u>FOR BUSHFIRE PRONE AREAS</u></p> <ul style="list-style-type: none"> Bushfire assessment report - NSW RFS booklet 	1	<input type="checkbox"/>	<input type="checkbox"/>							
<p><u>FOR CONSTRUCTION CERTIFICATE</u></p> <p>Construction Certificate application form</p> <p>Section plans submitted on USB or disc</p> <ul style="list-style-type: none"> Section name / room name Type of construction Location of the section in relation to the building <p>Engineering / building specifications submitted on USB or disc</p> <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"/>							
	1	<input type="checkbox"/>	<input type="checkbox"/>							
	1	<input type="checkbox"/>	<input type="checkbox"/>							
<p>Valid BCA Section J Report – Must be less than three (3) months old and submitted on USB or disc</p> <p>http://www.ecocertificates.com.au</p>	1	<input type="checkbox"/>	<input type="checkbox"/>							
<p>Fire Safety Equipment – Existing and proposed</p>	1	<input type="checkbox"/>	<input type="checkbox"/>							
<p>Building Design to address the Disability (Access to Premises - Buildings) Standards 2010</p>	1	<input type="checkbox"/>	<input type="checkbox"/>							
Additional Information										
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<p>OFFICE USE ONLY</p> <p> <input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials) </p>										