



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

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