



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"/>	<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"/>
For approvals under the <i>Local Government Act</i> <ul style="list-style-type: none"> • For Manufactured Dwelling – Complete Application to Carry Out an Activity Application Form (Section D, Part A) 	1	<input type="checkbox"/>	<input type="checkbox"/>
<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: 	1	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site and Soil Assessment Report (GEOTECH) by an accredited consultant 	2	<input type="checkbox"/>	<input type="checkbox"/>
Solid fuel heater (if required) <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 Australian Standard (brochure acceptable with specific heater unit marked) 	2	<input type="checkbox"/>	<input type="checkbox"/>

<p>Plans - A3 or A4 ONLY (Must be submitted on a USB or disc)</p> <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"/>				
<p>Site plan submitted on USB or disc</p> <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 • Proposed cut and fill and vegetation to be retained and removed • Sediment control measures to be marked • Location of rainwater tank/s to be indicated on site plan 	1	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Elevation Plans of all sides submitted on USB or disc, including</p> <ul style="list-style-type: none"> • Ceiling heights and Roof pitch • Doors and windows - locations and sizes • New or used materials to be detailed • Stormwater downpipes, guttering, chimneys, exhaust vents, etc • Colour samples for external surfaces 	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 	1	<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"/>				
Additional Info							
<table border="1" style="width: 100%; height: 96px;"> <tr><td style="height: 24px;"> </td></tr> <tr><td style="height: 24px;"> </td></tr> <tr><td style="height: 24px;"> </td></tr> <tr><td style="height: 24px;"> </td></tr> </table>							
<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>							