



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

General Documents	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"/>	CHECK APPLICANT'S POSTAL ADDRESS <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 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) • Location of building envelope (if applicable) • Indicate all existing structures, including proposed development • Proposed cut and fill • Existing vegetation to be retained and removed • Sediment Control Measures – marked on the plan 	1	<input type="checkbox"/>	<input type="checkbox"/>
Elevation and Floor Plans submitted on USB or disc <ul style="list-style-type: none"> • Height, both from natural ground level and finished floor level • Pitch of roof, dimensions of doors and windows where applicable • Detail of external surfaces • Layout and description of intended purpose 	1	<input type="checkbox"/>	<input type="checkbox"/>

Local Approvals Applications	Copies	Applicant ✓	Staff ✓
For approvals under the <i>Local Government Act</i> <ul style="list-style-type: none"> For sewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part B) For unsewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part C, C5 & C6) and include: <ul style="list-style-type: none"> Site and Soil Assessment Report (GEOTEC) by an accredited consultant 	1	<input type="checkbox"/>	<input type="checkbox"/>
	1	<input type="checkbox"/>	<input type="checkbox"/>
	2	<input type="checkbox"/>	<input type="checkbox"/>
Site plan submitted on USB or disc <ul style="list-style-type: none"> Location, size of trenches / disposal area to be shown Setbacks from all property boundaries (distance in metres) Location of building envelope (if applicable) Indicate all existing structures, including proposed development Indicate existing or proposed driveways / tracks Proposed cut and fill Existing vegetation to be retained and removed 	1	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools	Copies	Applicant ✓	Staff ✓
BASIX Certificate submitted on USB or disc <ul style="list-style-type: none"> For pools (or spas) with a volume greater than 40,000 litres 	2	<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) Location of building envelope (if applicable) Indicate all existing structures, including proposed development Proposed cut and fill Existing vegetation to be retained and removed Sediment Control Measures – marked on the plan Location of swimming pool safety barriers 	2	<input type="checkbox"/>	<input type="checkbox"/>
Structural, and Layout / Section Plans submitted on USB or disc	2	<input type="checkbox"/>	<input type="checkbox"/>
Engineering certification – Construction Certificate Only <ul style="list-style-type: none"> Construction specifications to be certified by a registered engineer 	2	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and Landscaping Plan submitted on USB or disc <ul style="list-style-type: none"> Fences to comply with AS1926.1-2007, Swimming Pool Safety Part 1: Safety barriers for swimming pools. 	2	<input type="checkbox"/>	<input type="checkbox"/>
<u>CONSTRUCTION CERTIFICATE ONLY</u>			
Construction Certificate application form	1	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Certification <ul style="list-style-type: none"> Construction specifications to be certified by a registered engineer 	2	<input type="checkbox"/>	<input type="checkbox"/>
Structural, and Layout / Section Plans - Where applicable			
<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"/>
Additional Info			
OFFICE USE ONLY			
<input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials)			