



Subdivision 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 via the NSW Planning Portal - www.planningportal.nsw.gov.au

General	Copies	Applicant ✓	Staff ✓
<u>PREPARATION OF PROPOSED SITE</u> <ul style="list-style-type: none"> • Lots / roads must be marked and visible on ground 		<input type="checkbox"/>	
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 <u>(if yes)</u> <ul style="list-style-type: none"> • Required under s. 10.4(5) of the <i>EP&A Act, 1979</i> – see item 9 on the development application form 	1	<input type="checkbox"/>	<input type="checkbox"/>
Plans <ul style="list-style-type: none"> • Proposed lots must be marked and labelled clearly • Show existing and proposed lot boundaries (with dimensions) • Show proposed building envelopes and EMAs • Location of all roads and buildings – existing and proposed • Indicate revised plan editions (if any) by date and number 	2	<input type="checkbox"/>	<input type="checkbox"/>

Subdivisions	Copies	Applicant ✓	Staff ✓
Contour Map <ul style="list-style-type: none"> 1:10,000 scale with contour intervals of 5m Agricultural land classification, & assessment (class 1, 2 or 3) 	2	<input type="checkbox"/>	<input type="checkbox"/>
Aerial photograph <ul style="list-style-type: none"> With proposed lots marked 	2	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Engineering Drawings <ul style="list-style-type: none"> Show proposed electricity, roads, water, sewerage & earthworks 	2	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects <ul style="list-style-type: none"> Include visual analysis, if site is visible from highways etc 	2	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Assessment <ul style="list-style-type: none"> To be undertaken by a suitably qualified person 	1	<input type="checkbox"/>	<input type="checkbox"/>
Flora and Fauna Report – Seven-part test <ul style="list-style-type: none"> To be undertaken by a suitably qualified person 	2	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE: ONE ADDITIONAL COPY OF ALL SUPPORTING INFORMATION IS REQUIRED FOR EACH INTEGRATED DEVELOPEMT REFERRAL (eg RFS, SCA, RMS etc).

<u>FOR UNSEWERED AREAS:</u> <ul style="list-style-type: none"> Effluent Disposal Report with effluent management areas (EMA) for each proposed lot 	2	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR SUBDIVISIONS OF FOUR OR MORE LOTS</u> <ul style="list-style-type: none"> MUSIC Modelling – Water cycle management plan 	2 (and 1 electronic copy)	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR BUSHFIRE PRONE AREAS</u> <ul style="list-style-type: none"> Bushfire Risk Assessment and Management Plan + \$320 Cheque 	2	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information

OFFICE USE ONLY

Adjoining Owner Notification
 Integrated / Designated / Concurrent
 Checked by Planner _____ (initials)