



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 | 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).

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| <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

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OFFICE USE ONLY

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