



## Development Application Requirements

### Lodgement Checklist

#### Information for the applicant

Once you have completed the checklist and all other necessary documents, please submit documents to the NSW Planning Portal at: <https://www.planningportal.nsw.gov.au/>.

Council will be notified to conduct a review. Each development application is different and requires specific documentation related to the property. The checklist below outlines the documentation required for a development type commonly lodged with Council and should be read alongside the 'Development Application Guidelines' in the NSW Planning Portal. Please note that not all constraints are covered. Contact Council's Development Support Team on (02) 48423301 to find out what specific information is needed for your application type and/or site constraints.

A development application will move to the lodging stage once the relevant fees are paid. Please note that lodgement fees are required to be paid within seven (7) days. Further information may be requested post lodgement, including items listed as not required in the table below, to assist in assessing the proposed development under the Environmental Planning and Assessment Act 1979 No 203: <https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203>.

[Create an NSW Planning Portal account and apply online:](#)

[You can view the NSW Government's quick guide to this application process here.](#)

#### 1) Owner(s) Consent

You must obtain landowner consent and ensure all owners sign if there are multiple owners. If a company owns the property, provide signatures from directors and a recent ASIC extract. For recently sold properties, provide proof, such as a title certificate, a solicitor's letter, or the previous owner's consent. For properties within a Strata Plan, obtain written permission from the Owners' Corporation. Works in Community Title Estates require approval from the Community Association's Executive Committee. Applications must be properly signed by all landowners to be accepted.

#### 2) Proposed development

You need to describe the proposed development in detail. Clearly explain what you plan to do. Ensure you include relevant operational information in your Statement of Environmental Effects.

#### 3) Gifts and Donations

You must declare if you or anyone with a financial interest in this application made political donations or gifts to a Councillor or political party totalling \$1000 or more in the past two years. Financial interests include you or anyone on whose behalf the application is submitted, such as property owners, those agreeing to buy the site or part of it, family members of these persons—including developers, architects, engineers, consultants, and builders—or anyone likely to gain financially if the development is approved. If donations or gifts of \$1000+ are made to a Councillor or political party after the application is submitted and before a decision is made, they must be disclosed by completing Council's Political Donations and Gifts Disclosure Statement. Gifts to Council officers during this period must also be disclosed. This is in accordance with section 10.4 of the NSW Environmental Planning and Assessment Act 1979.

## ALL APPLICATIONS REQUIRE THE FOLLOWING DOCUMENTS

Document	Requirement	Provided
<b>Owner's Consent (if owner not applicant)</b>	<p><i>Evidence that the owner of the land on which the development is to be carried out consents to the application, if made by a person/company other than the owner</i></p> <ul style="list-style-type: none"> <li>✓ All owners to sign an owner's authorisation</li> <li>✓ If company, Director/s to sign/company letterhead including ABN number, contact details and address</li> </ul>	<input type="checkbox"/>
<b>Statement of Environmental Effects (SEE)</b>	<ul style="list-style-type: none"> <li>✓ Description of the proposed development</li> <li>✓ The environmental impacts of the development</li> <li>✓ How the impacts of the development have been identified</li> <li>✓ Steps taken to protect the environment</li> <li>✓ Development compliance with building heights, setbacks and building envelope (as applicable)</li> </ul>	<input type="checkbox"/>
<b>Site Plan</b>	<p><i>Plans must be submitted as a single set of consolidated plans (pdf). Photographs of plans will not be accepted. Required plans must include a title block containing the following information:</i></p> <ul style="list-style-type: none"> <li>✓ Scale (1:100 or 1:200 or at an appropriate scale for larger or rural lots)</li> <li>✓ Site address, and formal particulars of the title of the land on which the development is to be carried out</li> <li>✓ The location, setbacks from all property boundaries (Distance in meters), site area and North Point (True solar North)</li> <li>✓ Location of Building Envelope (If applicable)</li> <li>✓ Existing vegetation to be retained and removed</li> <li>✓ Indicate all existing structures, including proposed development</li> <li>✓ Identify adjoining road networks and driveways</li> </ul>	<input type="checkbox"/>

<p><b>Estimated Development Cost (Market Related)</b></p>	<p><u>Who should estimate the costs of development prior to lodgement:</u></p> <ul style="list-style-type: none"> <li>✓ For development up to \$100,000, the estimated cost is to be estimated by the applicant or a suitably qualified person, with the methodology used to calculate that cost submitted with the DA, including both excl and incl GST.</li> <li>✓ For development between \$100,000 and \$3 million, a suitably qualified person should prepare the cost estimate and submit it, along with the methodology, to the DA detailing all material and labour costs and include both excl and incl GST.</li> <li>✓ For development of more than \$3 million, a detailed cost report prepared by a registered quantity surveyor with proven experience in costing of development works at least to a similar scale and type as is proposed.</li> </ul> <p><i>A suitably qualified person is a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed.</i></p>	<input type="checkbox"/>
<p><b>Bushfire Assessment Report or BAL Assessment</b></p>	<ul style="list-style-type: none"> <li>✓ Property address, Lot and DP.</li> <li>✓ If on bushfire-prone land: Bushfire Report, a self-assessment kit, is available from the RFS website here: <u>Bushfire Application Kit for New Homes</u></li> <li>✓ Non-Habitable Structures within 6m of a dwelling require a bushfire assessment.</li> <li>✓ BPAD Accredited Bushfire Reports are required to be prepared for BAL-40 and BAL-FZ levels.</li> </ul>	<input type="checkbox"/>

Single / Two Storey Dwelling House Rural - Unsewered		
<b>Floor Plans</b>	<ul style="list-style-type: none"> <li>✓ Showing the proposed building's layout, partitioning, room sizes and intended uses of each part of the building.</li> <li>✓ Kitchen, laundry and bathroom layout, including the location of fittings and fixtures.</li> <li>✓ Location of windows, doors, and other openings.</li> <li>✓ Finished Floor Levels to Australian Height Datum or assumed datum.</li> </ul>	<input type="checkbox"/>
<b>Elevation Plans</b>	<ul style="list-style-type: none"> <li>✓ Fully dimensioned elevations of all sides of the building or structure.</li> <li>✓ Clear indication of proposed materials and finishes</li> <li>✓ Window sizes, sill heights and locations.</li> <li>✓ Door locations and sizes.</li> <li>✓ Existing natural ground level (NGL) and finished ground level (FGL) to Australian Height Datum (AHD).</li> <li>✓ Heights of eaves, ridge, finished floor levels and ceiling levels, including floor-to-ceiling height to AHD.</li> </ul>	<input type="checkbox"/>
<b>Section Plans</b>	<ul style="list-style-type: none"> <li>✓ Section names and location on the plan, i.e A/A, B/B.</li> <li>✓ Ceiling heights, room names, room and window heights, roof pitch. Finished and floor &amp; ground levels in long section.</li> <li>✓ Ground level (existing) line indicated, maximum height measurement (measured from ground level (existing))</li> <li>✓ Depth of any proposed cut/fill (measured from ground level(existing)).</li> </ul>	<input type="checkbox"/>
<b>BASIX Certificate</b>  <b>NatHERS</b>	<ul style="list-style-type: none"> <li>✓ Lodged within 3 months of DA lodgement</li> <li>✓ Address, Lot &amp; DP to match the DA</li> <li>✓ Details of window schedule to match floor plan</li> <li>✓ BASIX commitments displayed on Architectural Plans</li> <li>❖ <a href="#">NatHERS (If listed in BASIX Certificate)</a></li> <li>✓ NatHERS stamp to be shown on all pages of DA plans</li> </ul>	<input type="checkbox"/>
<b>Soil Classification Report</b>	<ul style="list-style-type: none"> <li>✓ Report provided from a qualified Geotechnical Engineer that classifies the soil on a property based on its physical properties and potential for movement.</li> </ul>	<input type="checkbox"/>

<b>Colours and Materials Schedule</b>	<ul style="list-style-type: none"> <li>✓ Include all the proposed colours and finishes of all materials for the external façade of the proposed building/s.</li> <li>✓ Location of the materials and colours on the façade.</li> </ul>	<input type="checkbox"/>
<b>OSSM / Effluent Report</b>	<ul style="list-style-type: none"> <li>✓ Must be prepared by environmental health specialists, providing a recommendation on location and system size and selection.</li> </ul> <p><a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.olg.nsw.gov.au/wp-content/uploads/2025/04/Onsite-Wastewater-Management-Guidelines.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.olg.nsw.gov.au/wp-content/uploads/2025/04/Onsite-Wastewater-Management-Guidelines.pdf</a></p>	<input type="checkbox"/>
<b>Sediment and Erosion Control Plan</b>	❖ If applicable	<input type="checkbox"/>
<b>Landscape Plan</b> <i>(Not required unless dwelling in a "Scenic Protection Area" in the former QBN area - Vegetation removal suitable on the site plan if not in a Scenic Protection area.</i>	<ul style="list-style-type: none"> <li>❖ Scenic protection area:</li> <li>✓ Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed.</li> <li>✓ Include a schedule which indicates proposed plant species, quantities and pot size planting</li> </ul>	<input type="checkbox"/>
<b>Fauna and Flora Plan</b>	❖ If extensive native vegetation clearing is proposed	<input type="checkbox"/>
<b>Roof Plan</b>	❖ If Solar Panels are proposed:	<input type="checkbox"/>
<b>Shadow Diagram</b>	<i>Shadow diagrams are only required for two-storey dwellings within 10m of a property boundary.</i>	<input type="checkbox"/>

<b>Waste Management Plan</b>	❖ <i>Only when it involves major earthworks and or demolition</i>	<input type="checkbox"/>
<b>Heritage Impact Statement (HIS)</b>	❖ <i>If a heritage-listed area:</i> <ul style="list-style-type: none"> <li>✓ Summarise the development and setting of the heritage item, describing its period, style, materials, form, and orientation.</li> <li>✓ Assess the item's condition, integrity, and significance. Outline proposed development and changes, and evaluate their impact, including positive and negative effects.</li> <li>✓ Include measures to mitigate negative impacts on the heritage item and setting.</li> </ul>	<input type="checkbox"/>
<b>Solid Fuel Heater</b>	<ul style="list-style-type: none"> <li>✓ Floor Plan showing the location of the SFH</li> <li>✓ Installation guide and make and model proposed.</li> </ul>	<input type="checkbox"/>
<b>Pool/Spa</b>	❖ <i>If a pool is proposed with your development application:</i> <ul style="list-style-type: none"> <li>✓ Detailed plans of the proposed pool, including cross sections, volume and dimensions.</li> <li>✓ Pool filter specifications</li> <li>✓ Fencing details.</li> </ul> <a href="#">You can view a pool barrier checklist here.</a>	<input type="checkbox"/>
<b>Demolition Plan</b>	❖ <i>If applicable:</i> <ul style="list-style-type: none"> <li>✓ Site plan identifying the building/s to be demolished.</li> <li>✓ Details outlining how the waste material will be disposed of.</li> <li>✓ Is there any known asbestos material on site that might be disturbed? If so, please provide details on how it can be safely disposed of.</li> </ul>	<input type="checkbox"/>
<b>Variations to Controls in DCP</b>	❖ <i>If applicable:</i> <ul style="list-style-type: none"> <li>✓ Detailed justification for variation must be provided.</li> </ul>	<input type="checkbox"/>