



Complying Development Application Checklist

CDC# _____
CSO Initials _____
(Office Use Only)

Information for the applicant

- Council suggests applicants meet with a planning officer when lodging their complying 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

257 Crawford Street
Queanbeyan NSW 2620

13 Gibraltar 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 ✓
<p>Complying Development application form</p> <ul style="list-style-type: none"> • Details of the property, including Lot & DP, Street/Rural Address • Proposal description and estimated cost of development • All owners to sign. If company-owned, Director to sign / company seal • Relevant fees paid <ul style="list-style-type: none"> • Complying development application fee • Long Service Levy • Inspection fees • Notice to commence • Any other associated application fees (LGA) <p>Refer to Council Schedule of fees and charges.</p>	1	<input type="checkbox"/>	<p>CHECK APPLICANT'S POSTAL ADDRESS</p> <input type="checkbox"/>
<p>Other Approvals</p> <p><u>Must be obtained before complying development is submitted</u></p> <ul style="list-style-type: none"> • Removal or pruning of vegetation consent (development consent from Council) • Carry Out Activities - Local Approval (for on-site effluent disposal system and on-site stormwater drainage system or approval to connect to Council's water, sewer or stormwater system) • Carry Out Activities - Local Approval (for discharge of water from swimming pool) • Any relevant approvals required by the <i>Roads Act 1993</i> • Bushfire certification, if development is within a bushfire prone area 	1	<input type="checkbox"/>	<input type="checkbox"/>
	Copies	Applicant ✓	Staff ✓

<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 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>BASIX Certificate (if applicable) submitted on USB or disc - must be Less than three (3) months old</p> <ul style="list-style-type: none"> BASIX commitments identified on plans (see certificate for details) www.basix.nsw.gov.au All dwellings Alterations and additions over \$50,000 Pools (or spas) with a volume greater than 40,000 litres 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section plans submitted on USB or disc</p> <ul style="list-style-type: none"> Section name / room name Type of construction Location of the section in relation to the building <p>Engineering / building specifications submitted on USB or disc</p> <ul style="list-style-type: none"> Wind speed ratings and footing / soil classifications Steel-framed buildings to be certified by a registered engineer 	1	<input type="checkbox"/>	<input type="checkbox"/>
<p>For more information about Complying Development Applications, please follow the link below or organise a Pre-Complying Development Application meeting with the relevant Council employee. https://www.planningportal.nsw.gov.au/understanding-planning/assessment-systems/complying-development</p>			
<p>PLEASE NOTE THAT THIS CHECKLIST OUTLINES THE MINIMAL AMOUNT OF INFORMATION REQUIRED AS PART OF THE APPLICATION ASSESSMENT.</p>			
<p>Additional Information</p>			
<div style="border: 1px solid black; height: 47px;"></div>			
<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>			