



Alterations and Additions Checklist

DA # _____
CSO initials _____
(Office use only)

Information for the applicant

- Council does not currently have the capacity to offer pre-DA lodgement meetings or a duty planner to answer questions. The website has a planning enquiry form that you can enter your details and questions into, and a member of the Development Support team will respond to your enquiry. Please understand that we are experiencing significant delays.
- Council also suggests applicants contact customer service to obtain an estimate of fees payable at lodgement.
- Once you have completed this checklist, together with all other required documents, should be submitted to the NSW Planning Portal at <https://pp.planningportal.nsw.gov.au/>

	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 	<input type="checkbox"/>	<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 	<input type="checkbox"/>	<input type="checkbox"/>
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) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • For unsewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part C, C5 & C6) and • include a Site and Soil Assessment Report (GEOTEC) by an accredited consultant submitted on USB or disc 	<input type="checkbox"/>	<input type="checkbox"/>
Solid fuel heater (if required) <ul style="list-style-type: none"> • Complete Application to Carry Out an Activity Application Form (Section D, Part F, F4) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Details of heater being installed and evidence it complies with the Australian Standard (brochure acceptable with specific heater unit marked) 	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant ✓	Staff ✓
Plans - A3 or A4 ONLY <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 	<input type="checkbox"/>	<input type="checkbox"/>
Site plan <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 Show existing structure in a different colour to proposed additions Proposed cut and fill, plus vegetation to be retained and removed Location of trenches and onsite system to be marked if applicable 	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Plans of all sides <ul style="list-style-type: none"> Ceiling heights and roof pitch, where applicable New or second-hand materials to be used Doors and windows - locations and sizes 	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans <ul style="list-style-type: none"> Internal layout, including a description of intended rooms Dimensions and finished floor levels 	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR WORKS, VALUED AT \$50,000 AND OVER</u> Valid BASIX Certificate– Must be Less than 3 months old <ul style="list-style-type: none"> BASIX commitments identified on plans (see certificate for details) www.basix.nsw.gov.au 	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR BUSHFIRE PRONE AREAS</u> <ul style="list-style-type: none"> Bushfire assessment report - NSW RFS booklet 	<input type="checkbox"/>	<input type="checkbox"/>
<u>FOR CONSTRUCTION CERTIFICATE</u> Construction Certificate application form	<input type="checkbox"/>	<input type="checkbox"/>
Section plans <ul style="list-style-type: none"> Section name / room name Type of construction Location of the section in relation to the building 	<input type="checkbox"/>	<input type="checkbox"/>
Engineering / building specifications <ul style="list-style-type: none"> Wind speed ratings and footing / soil classifications Steel-framed buildings to be certified by a registered engineer 	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
OFFICE USE ONLY <input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials)		