



# Sheds, Onsite Systems, Pools & other non-habitable structures 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/>

General Documents	Applicant ✓	Staff ✓
<b>Development Application form</b> <ul style="list-style-type: none"> <li>• Details of the property, including Lot &amp; DP, Street/Rural Address</li> <li>• Proposal description, including estimated cost of development</li> <li>• Statement of Environmental Effects completed</li> <li>• <b>All owners to sign. If company, Director to sign / Company seal</b></li> </ul>	<input type="checkbox"/>	CHECK APPLICANT'S POSTAL ADDRESS <input type="checkbox"/>
<b>Political Donations and Gifts Disclosure Statement (if yes)</b> <ul style="list-style-type: none"> <li>• Required under s. 10.4(5) of the <i>EP&amp;A Act, 1979</i> – see section D on the development application form</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans - A3 or A4 ONLY</b> <ul style="list-style-type: none"> <li>• Copies must be of a high standard and scale 1:100 or 1:200</li> <li>• Indicate position of 'true North'</li> <li>• Drawing number (e.g. '1 of 4')</li> <li>• Indicate revised plan editions (if any) by date and number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site plan</b> <ul style="list-style-type: none"> <li>• Setbacks from all property boundaries (distance in metres)</li> <li>• Location of building envelope (if applicable)</li> <li>• Indicate all existing structures, including proposed development</li> <li>• Proposed cut and fill</li> <li>• Existing vegetation to be retained and removed</li> <li>• Sediment Control Measures – marked on the plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Elevation and Floor Plans</b> <ul style="list-style-type: none"> <li>• Height, both from natural ground level and finished floor level</li> <li>• Pitch of roof, dimensions of doors and windows where applicable</li> <li>• Detail of external surfaces</li> <li>• Layout and description of intended purpose</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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Local Approvals Applications	Applicant ✓	Staff ✓
<b>For approvals under the <i>Local Government Act</i></b> <ul style="list-style-type: none"> <li>• For sewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part B)</li> <li>• For unsewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part C, C5 &amp; C6) and include: <ul style="list-style-type: none"> <li>• Site and Soil Assessment Report (GEOTEC) by an accredited consultant</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site plan</b> <ul style="list-style-type: none"> <li>• Location, size of trenches / disposal area to be shown</li> <li>• Setbacks from all property boundaries (distance in metres)</li> <li>• Location of building envelope (if applicable)</li> <li>• Indicate all existing structures, including proposed development</li> <li>• Indicate existing or proposed driveways / tracks</li> <li>• Proposed cut and fill</li> <li>• Existing vegetation to be retained and removed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools	Applicant ✓	Staff ✓
<b>Valid BASIX Certificate - Must be Less than three (3) months old</b> <ul style="list-style-type: none"> <li>• For pools (or spas) with a volume greater than 40,000 litres</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site plan</b> Setbacks from all property boundaries (distance in metres) <ul style="list-style-type: none"> <li>• Location of building envelope (if applicable)</li> <li>• Indicate all existing structures, including proposed development</li> <li>• Proposed cut and fill</li> <li>• Existing vegetation to be retained and removed</li> <li>• Sediment Control Measures – marked on the plan</li> <li>• Location of swimming pool safety barriers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural, and Layout / Section Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering certification – Construction Certificate Only</b> <ul style="list-style-type: none"> <li>• Construction specifications to be certified by a registered engineer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fencing and Landscaping Plan</b> <ul style="list-style-type: none"> <li>• Fences to comply with AS1926.1-2007, Swimming Pool Safety Part 1: Safety barriers for swimming pools.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>CONSTRUCTION CERTIFICATE ONLY</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Certificate application form</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Construction specifications to be certified by a registered engineer</li> </ul> <b>Structural, and Layout / Section Plans</b> - Where applicable		
<b><u>FOR BUSHFIRE PRONE AREAS</u></b> <ul style="list-style-type: none"> <li>Bushfire assessment report: NSW RFS booklet</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Info</b>		
<b>OFFICE USE ONLY</b> <input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ ( <i>initials</i> )		