



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"/>
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 revised plan editions (if any) by date and number 	<input type="checkbox"/>	<input type="checkbox"/>
Site plan <ul style="list-style-type: none"> • Site dimensions and setbacks from all property boundaries (distance in metres) • Location of all existing and proposed structures, including proposed development, advertising structures, rainwater tanks and outdoor dining areas • Location of adjacent roads, road boundaries, existing fencing, footpaths, kerb and gutter with levels • Location of easements (type) ROWs, drainage facilities and public utility services 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Site Plan continued...</p> <ul style="list-style-type: none"> • Location of driveways, vehicle parking / manoeuvring areas, vehicle crossing, footpath (existing and proposed). Refer to parking requirements in the relevant Council Development Control Plan and NSW Roads and Maritime Service's document Policies, Guidelines and Procedures for Traffic Generating Development • Contours (existing and proposed) • Proposed cut/fill (area, type, level) • Location of external storage, work, activity areas • Proposed waste management and recycling facilities • Loading and unloading facilities • Trees and vegetation to be removed identified • Landscape plan 		
<p>Elevation Plans of all sides</p> <ul style="list-style-type: none"> • Floor, ceiling heights and roof pitch • Doors and windows - locations and sizes • Existing and proposed ground levels ,adjacent road and footpath levels at all driveways and building entrances • Stormwater downpipes, guttering, chimneys, exhaust vents, etc • External building materials, finishes • Colour of external finishes • Details of any signage including dimensions, graphics and location • Details of access for persons with a disability in accordance to the <i>Disability Discrimination Act</i>, the Building Code of Australia 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plans</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 • Location of window, door openings • Wall, floor materials • Details of access for persons with a disability in accordance to the <i>Disability Discrimination Act</i>, the Building Code of Australia and Australian Standard 1428. • Loading and unloading facilities 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Use description</p> <ul style="list-style-type: none"> • Details of hours of operation • Number of persons to be employed • Materials stored and manufactured (in, out, type, quantity) • Waste during operation and construction (type, quantity, disposal) • Details of refreshments, where serving of refreshments is proposed • Amount of traffic to be generated and management strategies 	<input type="checkbox"/>	<input type="checkbox"/>
<p>For approvals under the <i>Local Government Act</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> For sewerred areas – Complete Application to Carry Out an Activity Application Form (Section D, Part B) For applications requiring the discharge of liquid trade waste to sewer complete a Local Approval Application for Trade Waste discharge and / or installation of a Trade Waste treatment device, eg grease trap, oil arrester 		
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) 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"/>
FOR BUSHFIRE PRONE AREAS <ul style="list-style-type: none"> Bushfire assessment report - NSW RFS booklet 	<input type="checkbox"/>	<input type="checkbox"/>
FOR CONSTRUCTION CERTIFICATE Construction Certificate application form 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"/>
Valid BCA Section J Report – Must be less than three (3) months old http://www.ecocertificates.com.au	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Equipment – Existing and proposed	<input type="checkbox"/>	<input type="checkbox"/>
Building Design to address the Disability (Access to Premises - Buildings) Standards 2010	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information		
<div style="border: 1px solid black; height: 100px;"></div>		
OFFICE USE ONLY <input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials)		