



Dwelling Sewered 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"/>	<small>CHECK APPLICANT'S POSTAL ADDRESS</small> <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 sewered areas – Complete Application to Carry Out an Activity Application Form (Section D, Part B) 	<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 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 ○ 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 Internal layout , including a description of intended rooms <ul style="list-style-type: none"> ○ Dimensions and finished floor levels 	<input type="checkbox"/>	<input type="checkbox"/>
Valid BASIX Certificate – Must be Less than three (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		
OFFICE USE ONLY		
<input type="checkbox"/> Adjoining Owner Notification <input type="checkbox"/> Integrated / Designated / Concurrent <input type="checkbox"/> Checked by Planner _____ (initials)		