



**Contact Details:**

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Updated: July 2024 39470/2021

**DEVELOPMENT APPLICATION CHECKLIST**

The purpose of this checklist is to ensure that the development application is accompanied by adequate information to allow the prompt assessment and determination of your proposal. **If your application is incomplete it may be rejected or refused.** Even though the application may be accepted for lodgement. Council reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application.

Lot Number  Section  DP/SP

Address

**Instructions**

For each item identified below, please confirm (by placing a CROSS [x] in the appropriate Yes/No/NA column) that your application contains the required information. If in doubt please contact Council's Development & Environment Section.

Item		Provided	
		Yes	No
<b>ALWAYS REQUIRED</b>			
<b>Site Plan</b>	Scaled plan illustrating areas and dimensions of land, north point, existing buildings and vegetation, setbacks of proposed building(s) from site boundaries, existing and proposed ground levels, proposed vehicular access and parking, storm water drainage and landscaping.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plan</b>	Scaled plan(s) illustrating layout, partitioning, room sizes finished floor levels and intended uses of each part of the building.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b>	Scaled plan(s) illustrating proposed external finishes and heights of any proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sections</b>	Scaled plan(s) illustrating proposed external finishes and heights of any proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects</b>		<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED IN CERTAIN CIRCUMSTANCES		Yes	No	NA
<b>BASIX Certificate</b>	If the estimated cost of residential works is > than \$50,000 or a pool/ spa with volume greater than 40,000 Litres. <b>Must be less than 3 months old</b> at time of DA lodgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bushfire Report</b>	If the site is mapped as being Bushfire Prone Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>On Site Sewerage Management</b>	If on site disposal of effluent is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ecological Report</b>	If the development involves impacts upon areas of ecological significance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Koala Habitat</b>	An assessment is required for land > 1ha or if together with adjoining land in the same ownership is > 1ha.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Clause 4.6 Request</b>	Required when an applicant seeks to vary an LEP Development Standard (e.g. Height, FSR, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Impact Statement</b> Required for designated development		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ecological Report</b>	1.If any clearing (including for APZ) is located within area shaded Orange on the Biodiversity Value Map <a href="https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BVMap">https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BVMap</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.If the required clearing is above the threshold based upon the minimum lot size (0.25 ha for 1 ha or less/ 0.5 ha for 1 ha to <40ha/1 ha for 40 ha to <1000ha)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3.If clearing is likely to significantly affect threatened species/ecological communities or their habitats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Colours and Materials</b>	Have you provided a schedule of colours and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DEVELOPMENT APPLICATION CHECKLIST

<b>Flood Assessment</b>	If the site involves development on land subject to the 1:100 ARI flood level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Acoustic Report</b>	If the development is likely to create impacts upon residential amenity, involves extended trading hours in proximity to residential uses, or is sensitive to external noise sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contamination</b>	A preliminary investigation of the land carried out in accordance with the <i>Managing Land Contamination Planning Guidelines</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage</b>	Include details area, dimensions & text, unless the sign is exempt development or approved under a separate consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shadow Diagram</b>	If the development is more than single storey or 6.5m high and adjoins a residential property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Acid Sulfate Soils</b>	Management Plan Refer to Clause 7.1 of NLEP 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Report</b>	If site is a Heritage Item or located within a Heritage Precinct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aboriginal Heritage</b>	If the site contains a registered site or is likely to contain an Aboriginal site or object.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Report</b>	If the development involves deep excavation or fill or development on steep or potentially unstable soil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traffic and Parking Report</b>	If the development involves variation to Council car parking requirements (DCP) or the development has potential to adversely impact upon the road network.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Engineers Certification</b>	If the proposal is for the continued use of an existing unlawful building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Report Identifying Compliance with BCA</b>	If the proposal is for the continued use of an existing unlawful building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Survey Plan</b>	If the proposal is for the continued use of an unlawful building/work and there is uncertainty regarding the location of the building and the lot boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>