

# CHECKLIST FOR THE LODGEMENT OF DEVELOPMENT APPLICATION FOR SUBDIVISION

This checklist has been prepared to assist you with the lodgement of your application by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Do not lodge your application unless you have placed a  (or n/a) in each box in the 'Applicant' column to indicate that you have supplied the information required.

## PLANS – ESSENTIAL DETAILS

- Plans and supporting information submitted must indicate, where applicable:

**Applicant Office**

<b>SUBDIVISION PLAN</b>	Proposed boundary dimensions, site area and north point.	<input type="checkbox"/>	<input type="checkbox"/>
	Nominated building envelopes.	<input type="checkbox"/>	<input type="checkbox"/>
	Details of the existing and proposed subdivision pattern (including the number of lots, dimensions, areas and location of roads).	<input type="checkbox"/>	<input type="checkbox"/>
	Conceptual drawings indicating proposed infrastructure, including roads, drainage, water, sewerage and earthworks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE ANALYSIS</b>	Contours of the land.	<input type="checkbox"/>	<input type="checkbox"/>
	Location of existing buildings/structures on the existing lot and adjoining properties.	<input type="checkbox"/>	<input type="checkbox"/>
	Extent of existing vegetation on the land.	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable, location of existing dam(s) in relation to the proposed lots, dimensions of the dam(s) and harvestable rights calculations.	<input type="checkbox"/>	<input type="checkbox"/>

## SUPPORTING DOCUMENTATION REQUIRED

<b>CONSTRAINTS MAP</b>	A constraints map obtained from Council is required with all rural subdivision Development Applications. Any identified site constraints will need to be addressed in the application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>VEGETATION REMOVAL/ BIODIVERSITY ASSESSMENT REPORT</b>	A vegetation removal plan must be included in your application and must include m <sup>2</sup> of clearing, including the entire APZ and associated clearing, ie, access roads, fencing etc, required for your development.  Are you exceeding the <a href="#">Biodiversity Offsets Scheme</a> thresholds or is your property mapped on the <a href="#">Biodiversity Values Map</a> ? <b>If yes to either, a Biodiversity Assessment Report must be supplied with this application.</b>  For more information, refer to 'Biodiversity Offsets Scheme' under 'Step 2' on our web page.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ASSESSMENT OF SIGNIFICANCE EG, FLORA AND FAUNA REPORT</b>	Are there any <b>Endangered Ecological Communities (EECs)</b> onsite? If <b>yes</b> , an <b>assessment of significance</b> must be submitted. Please refer to the <a href="#">Department of Planning and Environment's</a> website for details required to be included in this statement ( <b>not required if Biodiversity Assessment Report included</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSHFIRE</b>	Is the subdivision on land identified as 'bushfire prone'? If <b>yes</b> , a Bushfire Report prepared by a suitably qualified person is required and the development will be integrated with the NSW Rural Fire Service to obtain fire safety authority under Section 100B of the <a href="#">Rural Fires Act 1997</a> . A site plan must accompany this report. The site plan is to include: Asset Protection Zone (APZ) and to indicate Inner Protection Zone (IPZ) and Outer Protection Zone (OPZ) - refer to ' <a href="#">Planning for Bushfire Protection 2006</a> ' or <a href="https://www.rfs.nsw.gov.au/">https://www.rfs.nsw.gov.au/</a> .	<input type="checkbox"/>	<input type="checkbox"/>

FLOOD	Is the property mapped as being 'flood prone'? <b>If yes, a flood study</b> , prepared by a suitably qualified person is required to be submitted with your application.	<input type="checkbox"/>	<input type="checkbox"/>
ON-SITE SEWAGE MANAGEMENT SYSTEM (OSSM)	Will the lots created require On-site Sewage Management Systems? <b>If yes</b> , a report from a qualified Geotechnical Engineer is required to show a suitable location for effluent disposal for each lot.	<input type="checkbox"/>	<input type="checkbox"/>
DAMS	If applicable, does the existing dam(s) exceed the harvestable rights for the proposed lot? Link to Water nsw information and calculator at: <a href="https://www.waternsw.com.au/customer-service/water-licensing/blr/harvestable-rights-dams">https://www.waternsw.com.au/customer-service/water-licensing/blr/harvestable-rights-dams</a> . <b>If yes</b> , a water access licence is required from Water NSW, or alternatively, the dam may be modified/reduced to comply with the maximum harvestable rights for the proposed lot to which it will be situated.	<input type="checkbox"/>	<input type="checkbox"/>
STAGED RELEASE OF SUBDIVISION	If you propose a staged subdivision release, you must provide details of intended stages with your application.	<input type="checkbox"/>	<input type="checkbox"/>
HERITAGE	Is the development site or any adjoining development of heritage value? A <a href="#">heritage impact statement</a> may be required.	<input type="checkbox"/>	<input type="checkbox"/>
STATEMENT OF ENVIRONMENTAL EFFECTS	The statement of environmental effects section has been completed for minor works or a <a href="#">separate statement</a> provided for larger developments.	<input type="checkbox"/>	<input type="checkbox"/>
CLAIM AGAINST PERFORMANCE CRITERIA	Is a <a href="#">claim against the performance criteria</a> attached for each clause which does not meet the acceptable solution? A statement giving justification for the design solution with regard to the performance criteria and objectives of the DCP is required.	<input type="checkbox"/>	<input type="checkbox"/>

APPROVALS UNDER SECTION 68 OF THE LOCAL GOVERNMENT ACT 1993	Does this proposal also require approval for one or more of the following activities?:  a. connect to Council's sewerage system b. connect to Council's water supply (a water connection card should be completed and lodged)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

## GENERAL REQUIREMENTS FOR SUBMISSION OF DA

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. You will need to lodge your DA on the <a href="#">NSW Planning Portal</a> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. You will need to prepare all of your supporting documents as separate PDFs and upload them as attachments with your DA on the NSW Planning Portal.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you read the ' <a href="#">Plans</a> under 'step 3' on our web page?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>One complete set of all plans and documentation to support the application must be supplied.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you attached a current copy of the <b>certificate of title</b> to the property and any <b>restrictions</b> that may pertain to that certificate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. All <b>registered owners</b> have signed the ' <b>Owners consent</b> ' form.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the application include assessment under Section 138 of the <i>Roads Act 1993</i> ?  | <input type="checkbox"/> | <input type="checkbox"/> |

Applicant's signature

Duty Development Officer

Date

## OWNERS CONSENT

<b>I/WE, THE OWNER(S) APPLICANT OF THE PROPERTY DESCRIBED BELOW:</b>			
Address:			
Lot and DP number:			
<b>HEREBY GIVE CONSENT TO</b>		<b>OR THEIR NOMINATED AGENT, BEING:</b>	
Nominated agent:			
<b>TO ACT ON MY/OUR BEHALF TO:</b>			
<ul style="list-style-type: none"> <li>lodge all relevant applications for development consent, CCs, CDCs, Subdivision Works Certificates, Subdivision Certificates, Appointment of Principal Certifier, Building Information Certificates, Occupation Certificates, Sc68s &amp; Sc138s &amp; tree permits</li> <li>have discussions with all relevant authorities</li> <li>do all things required to be done, or provide all information and documents necessary to obtain such approvals,</li> <li>where applicable, withdraw or cancel the applications and obtain a refund, if applicable, of any fees paid.</li> </ul>			
<b>CONSENT OF ALL OWNERS:</b>			
As the owner(s) of the property, I/we consent to this application to apply for approval to carry out the development described herein and state that the information contained herein is, to the best of my/our knowledge, true and correct. I/we hereby give permission for Council authorised personnel to carry out inspections of the land and buildings as necessary for the purpose of assessing this application without prior notice of entry.			
Name:			
Signature:			Date:
Name:			
Signature:			Date:
Name:			
Signature:			Date:
Name:			
Signature:			Date:
<b>PRIVACY STATEMENT</b>			
The information you provide in this application will enable your application to be assessed by Council and any relevant State agency. If the information is not provided, your application may not be accepted. Depending on your proposal, your application may be advertised for public comment. Council will include your application in a register that can be viewed by the public at any time. Visit <a href="http://www.esc.nsw.gov.au/privacy">www.esc.nsw.gov.au/privacy</a> for more information.			
<b>COPYRIGHT AND PRIVACY CONSENT</b>			
I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. In doing so, I understand, and the copyright owner acknowledges, that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.			
<b>APPLICANT'S DECLARATION (or person signing on behalf of applicant please state in what capacity):</b>			
I/we, the undersigned, hereby apply for approval of the development proposal described in this application and in the plans, specifications and documents accompanying this application. I/we undertake to develop in accordance with any approval granted by Council and conform with the provisions of the relevant Act(s), Regulations, Codes and Local Environmental Plans.			
Signature(s):			
Name, if not applicant:			
Capacity, if not applicant:		Date:	

**Note: If ownership is under a company name, please provide evidence that the signatory on the application has the authority to sign on behalf of the company, either by providing authority on company letterhead or advice from ASIC providing authorised persons.**