

## CHECKLIST FOR THE LODGEMENT OF DEVELOPMENT APPLICATION (COMMERCIAL, INDUSTRIAL OR CHANGE OF USE)

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.

**Please 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

**Note:** All plans are to be double line and drawn to scale at either 1:100 or 1:200.

**Applicant Office**

<b>SITE PLAN</b>	*Including, but not limited to: boundaries, north point, setbacks, landscaped area and calculations, private open space, Asset Protection Zone (APZ), effluent disposal area, watercourses, location of driveway, retaining walls, extent of earthworks. (*Refer to 'Plans' under 'Step 3' on our web page).	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE ANALYSIS</b>	Inclusive of boundaries, north point, contours, location of existing vegetation, stormwater, Council's sewer main/septic, view corridors and adjoining living spaces, existing and proposed levels, watercourses, location of driveway, registered easements, retaining walls, extent of earthworks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN</b>	Eg, layout, partitioning, room sizes (dimensions), intended uses for each part of the dwelling, window/door locations, floor levels, plumbing fixtures, wall structure type and thickness, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS</b>	*Inclusive FFL, NGL, overall height, sections (*Refer to notes at end of checklist).	<input type="checkbox"/>	<input type="checkbox"/>
<b>SHADOW DIAGRAM</b>	A <b>shadow diagram</b> is required for any development with an elevation from natural ground over 4m in height (eg, 9am, 12 noon and 3pm on 22 June).	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTIFICATION PLAN</b>	<b>To scale on A3 size paper</b> including: site plan, four elevations, FFL, NGL and overall height (excluding floor plan).	<input type="checkbox"/>	<input type="checkbox"/>

### PLANS – DCP REQUIREMENTS/SUPPORTING DOCUMENTATION

<b>LANDSCAPING</b>	A landscape plan is to be submitted with the application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACCESS</b>	Applications having a <b>garage/carport or driveway access</b> , must indicate R/L levels at kerb and gutter and garage floor.	<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> ? If <b>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 Department of Planning and Environment's 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"/>

RAINWATER TANK REUSE CONCEPT PLAN STORMWATER DISPOSAL	Plans need to indicate <b>rainwater tank and stormwater re-use concept plan</b> , where applicable (refer to ' <a href="#">Design guidelines for rainwater tanks</a> ' document – clause 9.1 for requirements).	<input type="checkbox"/>	<input type="checkbox"/>
SAFER BY DESIGN	Does the proposal comply with the <a href="#">Eurobodalla Safer by Design Code</a> ? Is the main entrance clearly visible? Are there windows facing the street frontage?	<input type="checkbox"/>	<input type="checkbox"/>
FLOODING OR TIDAL INUNDATION	Is the property subject to <b>flooding</b> or <b>tidal inundation</b> ? If <b>yes</b> , building, elevation and ground levels must be in AHD.	<input type="checkbox"/>	<input type="checkbox"/>
STATEMENT OF ENVIRONMENTAL EFFECTS	The Statement of Environmental Effects section has been completed for minor works or a separate statement 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"/>
SEA LEVEL RISE ADAPTATION (SLR)	Is the property affected by <b>SLR adaptation</b> ? If <b>yes</b> , is a <b>coastal hazard/flooding inundation report</b> required?	<input type="checkbox"/>	<input type="checkbox"/>
BUSHFIRE	Is the property mapped as <b>bushfire prone land</b> ? If <b>yes</b> , assessment is to be attached. If APZ is proposed over an adjoining property, consent from that property owner is required.	<input type="checkbox"/>	<input type="checkbox"/>
OSSM	Does the work involve the installation of an <b>on-site sewage management system</b> ? If <b>yes</b> , an application for <a href="#">on-site sewage management system</a> must be lodged at the time of the Development Application (DA).	<input type="checkbox"/>	<input type="checkbox"/>
HERITAGE	Is the development site or any adjoining development of <b>heritage value</b> ? A <a href="#">heritage impact statement</a> may be required.	<input type="checkbox"/>	<input type="checkbox"/>
LIQUID TRADE WASTE	A <a href="#">liquid trade waste application</a> is to be included and is to be accompanied by a <b>site plan</b> indicating details of pipes and floor drainage, stormwater drainage and all details of processes, tanks, pits and apparatus associated with the generation of commercial waste.	<input type="checkbox"/>	<input type="checkbox"/>

## OTHER REQUIREMENTS

INTEGRATION	Is the application <b>integrated development</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
DISABILITY DISCRIMINATION ACT	Does the application address the requirements of the <b>Disability Discrimination Act 1992</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
DAMS	Is there a <b>dam</b> proposed? If <b>yes</b> , a 12m setback applies and a <b>cross-section of the dam</b> is required.	<input type="checkbox"/>	<input type="checkbox"/>

## ADVERTISING STRUCTURES

SIGNAGE	Details of the <b>size, type, colour, materials and position</b> of the sign have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
---------	--	--------------------------	--------------------------

**CHANGE OF DEVELOPMENT USE**

**Applicant Office**

<b>CHANGE OF USE</b>	Details of the <b>existing use and hours and proposed use and hours</b> have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOOD PREMISE</b>	If a change to a <b>food premise/additions and alterations</b> , the following is required: Plans and specifications showing compliance with <i>AS4674:2004</i> , including details (labeled) of fixtures, fittings, handwash, wash-up facilities, including plumbing and drainage, together with wall, floor and ceiling finishes to all food preparation, coolroom, storage areas and location of waste facilities. Ventilation to be included.	<input type="checkbox"/>	<input type="checkbox"/>
	If a change to a <b>motor repair station/addition or alteration</b> details on <b>liquid trade waste</b> to be supplied.	<input type="checkbox"/>	<input type="checkbox"/>

**ALL DEVELOPMENT**

<b>HOURS</b>	<b>Hours of operation</b> have been stipulated.	<input type="checkbox"/>	<input type="checkbox"/>
<b>GOODS</b>	<b>Type, size and quantity of goods</b> to be made, stored or transported is provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOADING/UNLOADING</b>	<b>Loading and unloading facilities</b> are indicated.	<input type="checkbox"/>	<input type="checkbox"/>
<b>CAR PARKING</b>	<b>Car parking requirements</b> are clearly shown on plans.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE SAFETY (ALSO REQUIRED FOR CHANGE OF USE)</b>	<b>Essential fire safety measures</b> existing or proposed have been stipulated on plans or shown in the attached documents.	<input type="checkbox"/>	<input type="checkbox"/>

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

**Applicant Office**

**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 'Plans' under 'step 3' on our web page?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>A set of plans and the notification plan</b> are provided.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If the plans relate to <b>alterations and/or additions to an existing building(s)</b> , are the proposed changes <b>coloured</b> ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you provided a <b>cost breakdown</b> which shows the <b>calculation of genuine estimated cost</b> for the development as a whole (eg, building, earthworks, tree removal, retaining wall, driveway, labour, water tanks etc)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have all registered owners signed the ' <b>Owners consent</b> ' form?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the application been fully completed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. 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

\*Notes: Plans must show all levels reduced to Australian Height Datum (AHD), unless in a rural situation, and where AHD is not available, use a nominated datum point.

## 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.**