

## CHECKLIST FOR LODGEMENT OF A DEVELOPMENT APPLICATION FOR RESIDENTIAL DWELLING/ALTERATIONS AND/OR ADDITIONS

This checklist will assist you with the lodgement of your Development Application (DA) 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.

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<b>SITE PLAN</b>	*Including, but not limited to: all lot boundaries, north point, setbacks, landscaped area and calculations, Private Open Space (POS), Asset Protection Zone (APZ), effluent disposal area, watercourses, location of driveway, retaining walls, extent of earthworks. (*Refer to 'Plans' under 'Step 3').	<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, watercourses, location of driveway, registered easements, retaining walls, extent of earthworks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN</b>	Includes: 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. Where a bar area is proposed in addition to a kitchen, you must include an elevation of the bar area.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS</b>	Includes: 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, at 9am, 12pm and 3pm on 22 June).	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTIFICATION PLAN</b>	<b>To scale on A3/A4 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 REQUIRED

<b>PRIVATE OPEN SPACE (POS)</b>	Plans show <b>24m<sup>2</sup> of POS</b> which must be less than 1 in 50 grade, with minimum dimension of 4m.	<input type="checkbox"/>	<input type="checkbox"/>
<b>CAR PARKING</b>	Plans show at least <b>two complying car spaces</b> per dwelling.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACCESS</b>	If your application includes a <b>garage/carport or driveway access</b> : plans 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 the ' <a href="#">Biodiversity Offsets Scheme</a> ' information under 'Step 2'.	<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 website</a> 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 AND STORMWATER REUSE/DISPOSAL	Plans need to indicate <b>rainwater tank and stormwater reuse</b> , if applicable.* (*Rainwater tank – new dwellings; stormwater disposal – all development (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"/>
BASIX	<p>All new dwellings; alterations and additions over \$50,000 value; and swimming pools/spas 40,000L and over in volume, require a <b>BASIX Certificate. DA plans must show BASIX commitments.</b></p> <p>Plans may need to show:</p> <ul style="list-style-type: none"> <li>- landscaped area</li> <li>- water tank - size and location</li> <li>- hot water system - type and location</li> </ul> <p>Where a <b>window schedule</b> is part of the BASIX Certificate: elevation plans must show the schedule, referring to nominated windows.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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 (DCP)	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"/>
BUSHFIRE	<p>Is the property mapped as <b>bushfire prone land</b>? If <b>yes</b>, <a href="#">planning for bushfire protection</a> applies* and you must:</p> <ul style="list-style-type: none"> <li>-include a Bushfire Assessment Report with a site plan</li> <li>-site plan must indicate: Asset Protection Zone (APZ), Inner Protection Zone (IPZ) and Outer Protection Zone (OPZ)</li> <li>-include a tree plan showing trees to be retained/removed (all properties) – (*see <a href="http://www.rfs.nsw.gov.au">http://www.rfs.nsw.gov.au</a>).</li> </ul> <p>What is the <b>Bushfire Attack Level (BAL)</b>?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="text"/>
SEA LEVEL RISE ADAPTATION (SLR)	<p>Is the property affected by <b>SLR adaptation</b>?</p> <p>If <b>yes</b>, a <b>coastal hazard/flooding inundation report</b> may be required.</p>	<input type="checkbox"/> <input type="checkbox"/>
ON SITE SEWAGE MANAGEMENT SYSTEM (OSSU)	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"/>
PRESSURE SEWER SYSTEM	<p>Is your property located within a pressure sewer scheme area? If <b>yes</b>, you must include a <b>site plan</b> demonstrating the location of the pressure pod in a position that can be accessed by a service vehicle.</p> <p>Do the plans identify a suitable 'level area' for the pod to be installed? A 'level area' includes:</p> <ul style="list-style-type: none"> <li>• the natural slope, unless advised otherwise, and</li> <li>• benched areas but excludes batter slopes created as a result of benching.</li> </ul> <p>If <b>no</b>, contact Council's water and sewer section prior to lodgement on 4474 7366.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>HERITAGE</b>	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"/>
<b>ABORIGINAL HERITAGE</b>	Will the development impact any known or unknown <b>Aboriginal heritage</b> ? If <b>yes</b> , include a <b>Due Diligence Report</b> (see Office of Environment & Heritage <a href="#">Due Diligence Code of Practice</a> for protection of Aboriginal objects in NSW).	<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 'Plans' under 'Step 3' on our web page?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>One complete sets of all plans and documentation to support the application must be supplied.</b>  | <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> to distinguish proposed changes from existing building(s)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>If building in a rural area:</b> a location map is provided.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>For rural properties:</b> indicated access shows distance from side boundary where access intersects front boundary.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have all registered owners signed the ' <b>Owners consent</b> ' form?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. 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"/> |
| 10. <b>Approvals under Section 68 of the <i>Local Government Act 1993</i>:</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Does this proposal also require approval for one or more of the following activities?:   |                          |                          |
| 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"/> |
| 11. Is your proposal a manor house and terrace (up to two storeys) or multi-dwelling housing? Have you provided an assessment against the Department of Planning and Environment's 'Low Rise Housing Diversity Design Guide for Development Applications'? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. 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 AGD 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.**