

CHECKLIST FOR THE LODGEMENT OF A MODIFICATION OF DEVELOPMENT CONSENT

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 refer to 'Plans' under 'Step 3' on Council's web page.

PLANS AND GENERAL REQUIREMENTS

Applicant Office

1. You will need to lodge your Mod DA on the NSW Planning Portal .	<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 the Mod DA on the NSW Planning Portal.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you read 'Plans' under 'Step 3' of our web page?	<input type="checkbox"/>	<input type="checkbox"/>
4. One complete set of all plans and documentation to support the application may be required if the modification is in relation to building work.	<input type="checkbox"/>	<input type="checkbox"/>
5. One set of plans showing the new work subject of this application.	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the information submitted comply in full with clause 37(6) of the <i>Environmental Planning and Assessment Regulation</i> ? The application must contain details of the change including the name, number and date of any plans that have changed.	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the applicant, owner or any person with a financial interest in this application made a donation to a councillor or Council employee in the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all registered owners signed the ' owners consent ' form?	<input type="checkbox"/>	<input type="checkbox"/>
9. The application is fully completed ?	<input type="checkbox"/>	<input type="checkbox"/>

MAY BE REQUIRED

1. A notification plan (on A4 or A3 size paper) which shows the location of all proposed works on the four elevations and on the site plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. An amended BASIX certificate – refer to BASIX .	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL PC CONSTRUCTION CERTIFICATE

1. Does the modification propose changes to the building(s) or structures?	<input type="checkbox"/>	<input type="checkbox"/>
2. If Council is the Principal Certifier, refer to modification of Construction Certificate form.	<input type="checkbox"/>	<input type="checkbox"/>

Privacy Statement: The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit www.esc.nsw.gov.au/privacy for more information.