

CHECKLIST FOR THE LODGEMENT OF DEVELOPMENT APPLICATION FOR USE OF AN EXISTING UNAPPROVED BUILDING/WORKS

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

SITE PLAN	*Including, but not limited to: all lot boundaries, north point, setbacks, landscaped area and calculations, private open space, Asset Protection Zone (APZ), effluent disposal area, watercourses. (*Refer to 'Plans' under 'Step 3' on our web page).	<input type="checkbox"/>	<input type="checkbox"/>
SITE ANALYSIS	Inclusive of boundaries, north point, contours, location of existing vegetation, stormwater, Council's sewer main/septic, view corridors and adjoining living spaces, watercourses.	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR PLAN	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"/>
ELEVATIONS	*Inclusive FFL, NGL, overall height, sections. (*Refer to notes at end of checklist).	<input type="checkbox"/>	<input type="checkbox"/>
SHADOW DIAGRAM	A shadow diagram is required for any development with an elevation from natural ground over 4m in height (eg, 9am, 12pm and 3pm on 22 June).	<input type="checkbox"/>	<input type="checkbox"/>
NOTIFICATION PLAN	To scale on A3 size paper , including: site plan, four elevations, FFL, NGL and overall height.	<input type="checkbox"/>	<input type="checkbox"/>

SUPPORTING DOCUMENTATION TO BE PROVIDED

BUILDING REPORT	<p>You must submit a building report with each Development Application (DA) for use of existing unapproved building works. The report must be prepared by a suitably qualified person, giving detailed specifications of works done and making reference to the Building Code of Australia (BCA) and relevant Australian Standards (AS).</p> <p>Where works do not meet BCA or AS requirements, the report must make recommendations for rectification works to achieve compliance.</p> <p>Note: for properties mapped as bushfire prone land, the building report must detail how the construction meets Bushfire Attack Level (BAL) requirements in accordance with <i>AS:3959-2009 - construction of buildings in bushfire prone areas</i>. If the construction does not meet the BAL requirements, the report must detail the methods used to achieve compliance.</p> <p>Engineering certification of works may be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING INFO CERTIFICATE	A Building Information Certificate must be issued by Council to accompany any approval for use of existing unapproved building works. An Application for a Building Information Certificate must be submitted when the DA is lodged. A current survey must be submitted with all Building Certificate applications, except where a current plan of survey exists on Council's file.	<input type="checkbox"/>	<input type="checkbox"/>
CC	<p>A Construction Certificate (CC) cannot be issued on works that have already been completed. However, if you are required to carry out rectification works as part of the approval, a Construction Certificate is required for the rectification works only.</p> <p>For the DA to also be assessed for a CC, submit detailed construction plans and specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p style="text-align: center;">BASIX</p>	<p>All new dwellings, alterations and additions over \$50,000 value and swimming pools/spas 40,000L and over in volume, require a Basix Certificate. Basix commitments must be shown on DA plans.</p> <p>Plans <i>may</i> need to show:</p> <ul style="list-style-type: none"> • landscaped area • water tank size and location • hot water system type and location. <p>Where a window schedule is part of a Basix Certificate, the schedule must be shown on elevation plans, referring to nominated windows.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">BUSHFIRE</p>	<p>Is the property mapped as bushfire-prone land? If yes, planning for bushfire protection* applies:</p> <ul style="list-style-type: none"> • a bushfire report is required, including a site plan • site plan is to detail the Asset Protection Zone (APZ) and indicate the inner protection zone and outer protection zone • all properties to include a tree plan showing trees to be retained/removed. <p>* Refer to the document, 'Planning for bushfire protection (2006), or visit the Rural Fire Service website at Planning for Bush Fire Protection - NSW Rural Fire Service.</p> <p>What is the Bushfire Attack Level (BAL)? (please indicate):</p> <p>BAL-FZ BAL-19 BAL-12.5 BAL-40 BAL-29 BAL-NO REQ</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"/>
<p style="text-align: center;">VEGETATION REMOVAL/ BIODIVERSITY ASSESSMENT REPORT</p>	<p>A vegetation removal plan must be included in your application and must include m² of clearing, including the entire APZ and associated clearing, ie, access roads, fencing etc, required for your development.</p> <p>Are you exceeding the Biodiversity Offsets Scheme thresholds or is your property mapped on the Biodiversity Values Map? If yes to either, a Biodiversity Assessment Report must be supplied with this application.</p> <p>For more information, refer to 'Biodiversity Offsets Scheme' under 'Step 2' of our web page.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">ASSESSMENT OF SIGNIFICANCE EG, FLORA AND FAUNA REPORT</p>	<p>Are there any Endangered Ecological Communities (EECs) onsite? If yes, an assessment of significance must be submitted. Please refer to the Department of Planning and Environment's website for details required to be included in this statement (not required if Biodiversity Assessment Report included).</p>	<input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">HERITAGE IMPACT</p>	<p>Is the development site, or any adjoining development, of heritage value? If yes, a heritage impact statement may be required.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">CLAIM AGAINST PERFORMANCE CRITERIA</p>	<p>A statement is required giving justification for the design solution with regard to the performance criteria and objectives of the development control plan. Please submit a claim against the performance criteria for each clause of the statement which does not meet the acceptable solution.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">STATEMENT OF ENVIRONMENTAL EFFECTS</p>	<p>The statement of environmental effects section has been completed for minor works or a separate statement provided for larger developments.</p>	<input type="checkbox"/> <input type="checkbox"/>

<p style="text-align: center;">APPROVALS UNDER SECTION 68 OF THE LOCAL GOVERNMENT ACT 1993</p>	<p>Does this proposal also require approval for one or more of the following activities?:</p> <ol style="list-style-type: none"> 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"/>
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GENERAL REQUIREMENTS FOR SUBMISSION OF DA

1. You will need to lodge your DA on the [NSW Planning Portal](#).
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.
3. Have you read the 'Plans' under 'step 3' on our web page?
4. **One complete set of all plans and documentation to support the application must be supplied.**
5. The plans are required to be **coloured** to **distinguish the retrospective work** from the existing approved building.
6. Have you provided a **cost breakdown** which shows the **calculation of genuine estimated cost** for the development as a whole (eg, dwelling, earthworks, tree removal, retaining wall, driveway, water tanks etc)?
7. Have all **registered owners** have signed the '**Owners consent**' form?
8. Has the application been **fully completed**?
9. Does the application include assessment under Section 138 of the *Roads Act 1993*?

<input type="checkbox"/>	<input type="checkbox"/>
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<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

I/WE, THE OWNER(S) APPLICANT OF THE PROPERTY DESCRIBED BELOW:			
Address:			
Lot and DP number:			
HEREBY GIVE CONSENT TO		OR THEIR NOMINATED AGENT, BEING:	
Nominated agent:			
TO ACT ON MY/OUR BEHALF TO:			
<ul style="list-style-type: none"> lodge all relevant applications for development consent, CCs, CDCs, Subdivision Works Certificates, Subdivision Certificates, Appointment of Principal Certifier, Building Information Certificates, Occupation Certificates, Sc68s & Sc138s & tree permits have discussions with all relevant authorities do all things required to be done, or provide all information and documents necessary to obtain such approvals, where applicable, withdraw or cancel the applications and obtain a refund, if applicable, of any fees paid. 			
CONSENT OF ALL OWNERS:			
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:			
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PRIVACY STATEMENT			
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 www.esc.nsw.gov.au/privacy for more information.			
COPYRIGHT AND PRIVACY CONSENT			
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.			
APPLICANT'S DECLARATION (or person signing on behalf of applicant please state in what capacity):			
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.