

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

This checklist will help you to submit your Development Application (DA) by ensuring you provide all the necessary details. This will help prevent delays when we process 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 you've 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 (POS), Asset Protection Zone (APZ), effluent disposal area, watercourses, location of driveway, retaining walls, extent of earthworks. (*Refer to 'Step 3 of the DA process').
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, location of driveway, registered easements, retaining walls, extent of earthworks.
FLOOR PLAN	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 wet bar area is proposed in addition to a kitchen, you must include an elevation of the bar
ELEVATIONS	Includes: FFL, NGL, overall height, sections (*Refer to notes at end of checklist).
SHADOW DIAGRAM	A shadow diagram is required for any development with an elevation from natural ground over 4m in height (eg, at 9am, 12pm and 3pm on 22 June).
NOTIFICATION PLAN	To scale on A3/A4 size paper , including site plan, four elevations, FFL, NGL and overall height (excluding floor plan).

PLANS – DCP REQUIREMENTS/SUPPORTING DOCUMENTATION REQUIRED

PRIVATE OPEN SPACE (POS)	Plans show 24m² of POS which must be less than 1 in 50 grade, with minimum dimension of 4m.
CAR PARKING	Plans show at least two complying car spaces per dwelling, as per Council's Parking and Access Code .
ACCESS	If your application includes a garage/carport or driveway access : plans must indicate R/L levels at kerb and gutter and garage floor.

<p>VEGETATION REMOVAL/ BIODIVERSITY ASSESSMENT REPORT</p>	<p>You must include a vegetation removal plan in your application and 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 the 'Biodiversity Offsets Scheme' information under 'Step 2 of the DA process'.</p> <p>Does the land come under Native Vegetation mapping? If 'yes', a 5 Part Threatened Species Test of Significance report may be required.</p>
<p>ASSESSMENT OF SIGNIFICANCE EG, FLORA AND FAUNA REPORT</p>	<p>Are there any Endangered Ecological Communities (EECs) onsite?</p> <p>If yes, you must submit a test of significance. Please refer to Environment and Heritage's website for details required to be included in this statement (not required if Biodiversity Assessment Report included).</p>
<p>RAINWATER TANK AND STORMWATER REUSE/DISPOSAL</p>	<p>Plans need to indicate rainwater tank and stormwater reuse, if applicable.* (*Rainwater tank – new dwellings; stormwater disposal – all development (refer to 'Design Guidelines for Rainwater Tanks' document – clause 9.1 for requirements).</p>
<p>SAFER BY DESIGN</p>	<p>Does the proposal comply with the Eurobodalla Safer by Design Code? Is the main entrance clearly visible? Are there windows facing the street frontage?</p>
<p>FLOODING OR TIDAL INUNDATION</p>	<p>Is the property subject to flooding or tidal inundation? If yes, building, elevation and ground levels must be in AHD. Flood Planning Level (FPL) is indicated.</p>
<p>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. DA plans must show BASIX commitments.</p> <p>Plans may 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 the BASIX Certificate: elevation plans must show the schedule, referring to nominated windows.</p>
<p>STATEMENT OF ENVIRONMENTAL EFFECTS</p>	<p>The Statement of Environmental Effects has been provided for minor works or a separate statement provided for larger developments.</p>
<p>CLAIM AGAINST PERFORMANCE CRITERIA (DCP)</p>	<p>Is a claim against the performance criteria attached for each clause that 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.</p>
<p>BUSHFIRE</p>	<p>Is the property mapped as bushfire prone land? If yes, planning for bushfire protection applies* and you must:</p> <ul style="list-style-type: none"> -include a Bushfire Assessment Report with a site plan -site plan must indicate: Asset Protection Zone (APZ), Inner Protection Zone (IPZ) and Outer Protection Zone (OPZ) -include a tree plan showing trees to be retained/removed (all properties) – (*see http://www.rfs.nsw.gov.au). <p>What is the Bushfire Attack Level (BAL)?</p>

SEA LEVEL RISE ADAPTATION (SLR)	Is the property affected by SLR adaptation ? If yes , a coastal hazard/flooding inundation report may be required.
ONSITE SEWAGE MANAGEMENT SYSTEM (OSSM)	A separate Section 68 local government approval for On-site Sewage Management System must be lodged on the NSW Planning Portal at the time of Development Application (DA) lodgement.
PRESSURE SEWER SYSTEM	Is your property located within a pressure sewer scheme area? If yes , you must include a site plan showing the location of the pressure pod in a position that can be accessed by a service vehicle. Do the plans identify a suitable 'level area' for the pod to be installed? A 'level area' includes: <ul style="list-style-type: none"> the natural slope, unless advised otherwise, and benched areas but excludes batter slopes created as a result of benching. If no , contact Council's water and sewer section before lodging on phone 4474 7366.
HERITAGE	Is the development site or any adjoining development of heritage value ? You may need a Statement of Heritage Impact .
ABORIGINAL HERITAGE	Will the development impact any known or unknown Aboriginal heritage ? If yes , include a Due Diligence Report (see Environment and Heritage's Due Diligence Code of Practice for protection of Aboriginal objects in NSW). You will need to provide a basic AHIMS search as a minimum.

GENERAL REQUIREMENTS

SECTION 138	Does the application include assessment under Section 138 of the <i>Roads Act 1993</i> eg, driveway crossover? Yes No
SECTION 68	Does the application include assessment under section 68 of the <i>Local Government Regulation 2021</i> , eg, sewer and water? Yes No
OWNERS CONSENT	Have all registered owners signed the attached owners consent form? Yes No

GENERAL REQUIREMENTS FOR SUBMISSION OF DA

- You will need to lodge your DA on the [NSW Planning Portal](#).
- You will need to prepare all your supporting documents as separate PDFs and upload them as attachments with your DA on the [NSW Planning Portal](#).
- You will need one full plan set as one PDF for assessment.
- Have you read '[Required supporting documents](#)' under Step 3 of the DA process?
- If the plans relate to **alterations and/or additions to an existing building(s)**, are the proposed changes **coloured** to distinguish proposed changes from existing building(s)?
- If building in a rural area**: a location map is provided.
- For rural properties**: indicated access shows distance from side boundary where access intersects front boundary.
- Have you provided a **cost breakdown** which shows the **calculation of genuine estimated cost** for the development as a whole (eg, building, earthworks, tree removal, retaining wall, driveway, labour, water tanks etc) including GST?
- 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](#)'?

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.