

CHECKLIST FOR LODGEMENT OF A SECTION 138 APPROVAL

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.

Applicant Office

SITE PLAN	*Including, but not limited to: all lot boundaries, north point, indicating Scope of Works (SOW), including dimensions of work area. (*Refer to ' Plans ' section under 'Step 3: prepare and lodge your DA').	<input type="checkbox"/>	<input type="checkbox"/>
DRIVEWAY	Show driveway dimensions. Is the driveway slope greater than 5% (refer IDS DWG#)? If yes, provide a long section.	<input type="checkbox"/>	<input type="checkbox"/>
INSURANCE	Do you have the required insurance?	<input type="checkbox"/>	<input type="checkbox"/>
WORK SAFETY PLAN	Have you provided a work safety plan?	<input type="checkbox"/>	<input type="checkbox"/>
TRAFFIC CONTROL PLAN	Do you have a traffic control plan for regional and distributor roads as per Schedule 1 of the Parking and Access Code or as directed by Council?	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Office

GENERAL REQUIREMENTS FOR SUBMISSION OF A SECTION 138 APPROVAL

1. You will need to lodge your application 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 application on the NSW Planning Portal.
3. Have you read the '[Plans](#)' section under 'Step 3: prepare and lodge your DA'?
4. **One complete set of plans and documentation to support the application must be supplied.**
5. Have all applicants signed the '**Applicant's declaration**' section of the application?
6. Have all registered owners signed the '**Owners consent**' section?
7. Has the application been **fully completed**?

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

Applicant's signature

Duty Development Officer

Date