



DEVELOPMENT AND BUILDING CHECKLIST

FORM No. 004

This checklist has been developed to ensure you complete all relevant sections of your application.

Name and Property Details	
Applicant(s) Name _____	Owner(s) Name(s) _____
Property No _____	Street/Road Name _____
Property Name _____	Town/Locality _____ Postcode _____

THIS CHECKLIST SHOWS YOU EVERYTHING THAT YOU NEED TO LODGE WITH YOUR DEVELOPMENT APPLICATION AND HOW TO APPLY FOR A CONSTRUCTION CERTIFICATE

If you are unsure of any of the requirements below, please refer back to the “Development Application & Construction Certificate Guide”

Council encourages consultation prior to the lodgment of your application. Council staff are available to meet with you to discuss your proposal and assist with any questions you may have. This initial meeting also is an opportune time to ensure your application contains all the necessary information to enable assessment of your proposal.

To organise your Pre DA Meeting please complete the [Pre DA Advice Form – Form No 001](#) and return it to Council with relevant documentation. Council staff will then contact you regarding an appointment time.

The table below shows the relevant sections in this document that you will need to complete.

Development Types	Applicable Checklist Sections	
	DA	CC
Single Dwellings, alterations & additions (<i>swimming pools, garages</i>)	1, 2, 3, 4	10
Subdivision	1 & 7	11
Dual Occupancy, Villas, Town houses, Residential Flat Buildings & Mixed Use Development up to 3 storeys	1, 2, 3, 4 & 5	10
Commercial & Industrial Development	1, 2, 4 & 6	10
If your application is Integrated Development also complete	9	N/A

Section 1

The table below indicates the **minimum information required** for your proposed development. **Please note that the development application will not be accepted without this minimum information.**

- ✓ Indicates this information is compulsory.
- ◆ Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- ▲ Indicates this information may be required.

Certain applications may require the submission of additional information that has not been listed below.

	Garage, Outbuilding, Awning, Carport, etc	Alterations & Additions to Residential Dwellings	Residential Dwellings	On Site Wastewater	Subdivision of land	Farm Shed	Swimming Pool	Demolition	Change of Use	Place of Public Entertainment	Advertising Sign	Dual Occupancy	Multi Unit Housing	Seniors Living	Flood Mounds/ Earthworks/Retaining Walls	Commercial/Industrial Building/retail/shoptop residential	Alteration and additions to Commercial/Industrial	Home Business	Applicant Checklist	Office Use
Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Site Plan/Site Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan	✓	✓	✓	✓		✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓		
Statement of Environmental Effects/Specialist Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Elevation Plan	✓	✓	✓			✓	✓		▲		✓	✓	✓	✓	✓	✓	✓	◆		
Section Plan	✓	✓	✓			✓	✓		▲		▲			✓	✓	✓		◆		
Specifications	◆	◆	◆			◆	◆		◆		▲	◆	◆	✓	◆	◆	◆	◆		
BASIX Certificate	▲	▲	✓				▲		▲			✓	✓	▲		▲				
Owner/Builder Permit or Home Owners Warranty Insurance	▲	▲	▲			▲	▲										▲			
Shadow Diagrams		▲	▲									▲	▲	▲		▲	▲			
Neighbour Notification Plan A4	▲	▲	▲		▲	▲			▲			✓	✓	✓	✓	▲	▲	✓		
Landscaping Plan	▲	▲	▲									✓	✓	✓		✓	▲			
Erosion/Sediment Control Plan	▲	✓	✓	▲	▲	▲	▲	✓			▲	✓	✓	✓		✓	▲			
Stormwater Concept Plan	▲	✓	✓		▲	▲			▲			✓	✓	✓	✓	✓	✓			
Long and cross sections of proposed roads					◆															
Fire Safety Schedule									▲				▲	◆		◆	◆			
Onsite Waste System Details		▲	▲				▲					▲	▲	▲		▲				
Bushfire Threat Assessment		▲	▲		▲							▲	▲	▲		▲				
Geotechnical Report			▲	▲	▲		▲					▲	▲	▲		▲				
Flood Statement	▲	▲			▲	▲	▲		▲			▲	▲		✓	▲				
SEPP 1 Objection			▲		▲															
Waste Management Plan		▲	▲										▲	▲		▲	▲			
Water & Sewerage Plan	▲	▲	✓		▲						✓		▲	▲	▲	✓	✓			
Liquid Trade Waste Application									▲							▲	▲	▲		

Please read on for a more detailed explanation of the above table.

Section 2					
Development Application Lodgment Checklist			Yes	N/A	Office Use
1	Have all owners signed the application form? Has this section been correctly completed?		<input type="checkbox"/>		<input type="checkbox"/>
2	Estimated cost is written on the application form		<input type="checkbox"/>		<input type="checkbox"/>
3	Have you consulted with your neighbours? If yes, please attach details where appropriate (while Council will still notify neighbours, this can save considerable assessment time on your application).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans			Yes	N/A	Office Use
1	Have 3 sets of plans (A3 preferred) been provided showing the new work coloured?		<input type="checkbox"/>		<input type="checkbox"/>
2	Does the site plan show?				
	• Scale & North point		<input type="checkbox"/>		<input type="checkbox"/>
	• Street name & number		<input type="checkbox"/>		<input type="checkbox"/>
	• Site dimensions		<input type="checkbox"/>		<input type="checkbox"/>
	• Building setbacks		<input type="checkbox"/>		<input type="checkbox"/>
	• All existing structures on site		<input type="checkbox"/>		<input type="checkbox"/>
	• Adjacent buildings/properties		<input type="checkbox"/>		<input type="checkbox"/>
	• Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access		<input type="checkbox"/>		<input type="checkbox"/>	
3	Do the Floor Plans clearly illustrate the following?				
	• Figured dimensions of proposed work		<input type="checkbox"/>		<input type="checkbox"/>
	• Layout of proposed development		<input type="checkbox"/>		<input type="checkbox"/>
	• Internal walls/partitions & room names for use		<input type="checkbox"/>		<input type="checkbox"/>
	• Location of stairs & levels		<input type="checkbox"/>		<input type="checkbox"/>
	• Calculations of all existing & proposed floor areas		<input type="checkbox"/>		<input type="checkbox"/>
4	Have Elevation Plans been provided showing the following?				
	• Levels for new dwellings/buildings & first floor additions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Proposed pool showing sections, pool fencing, heights & location of filters and pumps		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• External finishes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Heights – (Note: for 2 or more storeys, the maximum ridge height & natural ground level to ceiling height using reduced levels related to Australian Height Datum (AHD) of adjacent buildings)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Have 3 copies of a current Survey Plan been provided? (Generally for ALL applications except MINOR alterations and additions to existing dwellings, outbuildings etc unless it is less than 500mm from a site boundary)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have 3 copies of Stormwater Drainage Plan (Stormwater Concept Plan) been provided?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have 4 copies (A4 size preferred) of Notification Plans been supplied showing Site & Elevation Plans?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, do these plans show all neighbouring buildings?		<input type="checkbox"/>		<input type="checkbox"/>

Section 3				
BASIX Certificate		Yes	N/A	Office Use
<i>Required for all new dwellings, dual occupancies & multi unit dwellings. Also for all alterations & additions over \$50,000 or swimming pools (or pool & spa) with a capacity greater than 40,000 litres.</i>				
Is BASIX applicable to your development?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a BASIX Certificate and included it with your application?		<input type="checkbox"/>		<input type="checkbox"/>
Are all BASIX commitments shown on your plans? eg watertanks		<input type="checkbox"/>		<input type="checkbox"/>

Section 4				
Documentation		Yes	N/A	Office Use
1	Have 2 copies of Statement of Environmental Effects (Form No 003) been provided?	<input type="checkbox"/>		<input type="checkbox"/>
2	Is the property a heritage item and/or within a heritage conservation area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the application (other than for minor works) relates to a heritage item listed in the Schedule of the Local Environment Plan, have you submitted a heritage impact assessment prepared by a suitably qualified heritage consultant?	<input type="checkbox"/>		<input type="checkbox"/>
3	Is the property in the vicinity of a heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, the Statement of Environment Effects lodged with the DA must address the effect of the proposed development upon the significance of the heritage item.	<input type="checkbox"/>		<input type="checkbox"/>
4	Is the property affected by flooding and/or overland flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you provided a Flood Study?	<input type="checkbox"/>		<input type="checkbox"/>
5	Is the property identified as being contaminated, or potentially contaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you provided 2 copies of a Soil Contamination Report?	<input type="checkbox"/>		<input type="checkbox"/>

Section 5				
Dual Occupancy, Villa, Town House, Residential Flat Building & Mixed Use Development – additional requirements		Yes	N/A	Office Use
1	Have 2 copies of the Parking Plan been submitted? Do they show: <ul style="list-style-type: none"> ▪ proposed parking arrangements ▪ entry & exit points for vehicles ▪ provision for movement of vehicles within the site including dimensions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have 2 copies of the Landscape Plan been provided?	<input type="checkbox"/>		<input type="checkbox"/>
3	Have you provided details of on-site detention/retention of stormwater?	<input type="checkbox"/>		<input type="checkbox"/>
4	If on-site retention (absorption) is used, attach geotechnical report for soil absorption rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6				
Commercial & Industrial Development – additional requirements		Yes	N/A	Office Use
1	Have 2 copies of the Parking Plan been submitted? Do they show: <ul style="list-style-type: none"> ▪ proposed parking arrangements ▪ entry & exit points for vehicles ▪ provision for movement of vehicles within the site including dimensions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have 2 copies of the Landscape Plan been provided?	<input type="checkbox"/>		<input type="checkbox"/>
3	Have details on any proposed advertising signs been provided? Including: <ul style="list-style-type: none"> ▪ position of sign/s or structure on which the sign will be displayed ▪ all sign dimensions ▪ all content including wording, logos, graphics etc ▪ construction materials & colours for the sign/s & any structure on which the sign will be displayed ▪ height above ground level if the sign is free standing ▪ any lighting to be provided, including any self-illuminating signage 	<input type="checkbox"/>		<input type="checkbox"/>
4	Have you provided details of on-site detention/retention of stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If on-site retention (absorption) is used, attach geotechnical report for soil absorption rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 7				
Subdivision Application – additional requirements		Yes	N/A	Office Use
1	Draft Subdivision Plans Have 4 copies of draft Subdivision Plans been submitted? Do these include: <ul style="list-style-type: none"> ▪ proposed line of subdivision, consolidation or boundary adjustment ▪ total site area for each proposed lot ▪ numbering of each lot 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Subdivision of existing lots are to include 3 copies of the proposed drainage plan, unless drainage was dealt with under a previous approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If item 2 applies and if on-site retention (absorption) is used, attach a geotechnical report for soil absorption rate.	<input type="checkbox"/>		<input type="checkbox"/>
4	Have all owners signed the application form? Has this section been correctly completed?	<input type="checkbox"/>		<input type="checkbox"/>
5	Have you consulted with your neighbours?			
	If yes, please attach details where appropriate (while Council will still notify neighbours, this can save considerable assessment time on your application).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	If a rural subdivision have you provided a water management plan?	<input type="checkbox"/>		<input type="checkbox"/>
Plans				
7	Does the site plan show?			
	▪ Scale & North point	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Street name & number	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Site dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Building setbacks	<input type="checkbox"/>		<input type="checkbox"/>
	▪ All existing structures on site	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Adjacent building/properties	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Access	<input type="checkbox"/>		<input type="checkbox"/>
Documentation				
8	Have 2 copies of Statement of Environmental Effects 003(SEE) been provided?	<input type="checkbox"/>		<input type="checkbox"/>
9	Is the property a heritage item and/or within a heritage conservation area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the application (other than for minor works) relates to a heritage item listed in the Schedule of the Local Environment Plan, have you submitted a heritage impact assessment prepared by a suitably qualified heritage consultant?	<input type="checkbox"/>		<input type="checkbox"/>
10	Is the property in the vicinity of a heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, the Statement of Environment Effects lodged with the DA must address the effect of the proposed development upon the significance of the heritage item.	<input type="checkbox"/>		<input type="checkbox"/>
11	Is the property affected by flooding and/or overland flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you provided a Flood Study?	<input type="checkbox"/>		<input type="checkbox"/>
12	Is the property identified as being contaminated, or potentially contaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you provided 2 copies of a Soil Contamination Report?	<input type="checkbox"/>		<input type="checkbox"/>
13	Subdivision of existing lots are to include 3 copies of the proposed drainage plan, unless drainage was dealt with under a previous approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	If item 4 applies and if on-site retention (absorption) is used, attach a geotechnical report for soil absorption rate.	<input type="checkbox"/>		<input type="checkbox"/>

Section 8				
Integrated Development – additional requirements		Yes	N/A	Office Use
1	Have 2 extra sets of plans & documentation been provided for each referral body?	<input type="checkbox"/>		<input type="checkbox"/>
2	Have you provided a cheque for each referral body? (amount as per Council's Fees and Charges) Relevant Referral Body eg Department of Planning, RTA, NSW Rural Fire Service etc) <i>Please Note: these cheques are to be made payable to the referral body NOT Council.</i>	<input type="checkbox"/>		<input type="checkbox"/>
3	Payment of the Integrated Development Referral Fee (cheque payable to Council)	<input type="checkbox"/>		<input type="checkbox"/>

Section 9				
Construction Certificate or Complying Development Certificate Requirements		Yes	N/A	Office Use
1	Have 3 sets of specifications been provided?	<input type="checkbox"/>		<input type="checkbox"/>
2	Have you provided an Owner/Builder Permit or Home Owners Warranty Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you wish to appoint Council as the Principal Certifying Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you completed Form No 006 - Appointment of Principal Certifying Authority	<input type="checkbox"/>		<input type="checkbox"/>

Section 10				
Construction Certificate – Subdivision		Yes	N/A	Office Use
1	Have 3 copies of long sections and cross sections of proposed infrastructure been provided?	<input type="checkbox"/>		<input type="checkbox"/>

.....
Applicant Signature

.....
Date

Office Use Only	
Checked by	Date: ____/____/____