

SINGLETON COUNCIL SUBMISSION MATRIX 1

Matrix 1 - This matrix is relevant to all development applications for **dwelling and ancillary structures** and outlines what documentation is required to be submitted to Council in conjunction with a **Development Application**.

Applicants should be aware that applications will not be accepted unless all required documentation is submitted to Council. Applications must be supplied electronically via USB or email.

Note: The titling protocols for all documents submitted must be: Title of Document, Lot and DP and Address of property. Each type of document must be saved as a separate item. (eg Architectural plans can consist of Site, Floor, Elevations, Section) and if a Construction Certificate lodged with the Development Application and second set of Architectural plans must be saved separately and titled as above but with CC Architectural Plans in title.

Please ensure any plans are numbered, named, titled, signed, and dated.

Submission Matrix 1 – Dwellings and ancillary structures

Development	Dwellings / secondary dwellings	Sheds / carports / farm buildings	Swimming Pools	Alterations / additions to dwellings or ancillary structures	Demolition / Pool infill
BASIX Certificate¹	◆		◇	◇	
Bushfire Report	◇	◇		◇	
Cut/Fill and Retaining Walls	◇	◇	◇	◇	
Demolition Plan and Statement	◇	◇		◇	◆
Elevation Plan	◆	◆	◆	◆	
Erosion and Sediment Control Plan*	◆	◆	◆	◆	◆
Flood Impact Assessment Report	◇	◇	◇	◇	
Floor Plan	◆	◆		◆	
Geotechnical Report	◇		◇	◇	
Heritage Impact Statement	◇	◇		◇	◇
Hunter Water Stamped Plans²	◆	◆	◆	◆	
Landscape Plan	◇	◇			
Notification Plan	◇ #	◇		◇ #	
Section Plan	◆	◆	◆	◆	
Site Analysis	◆	◆		◆	
Site Plan	◆	◆	◆	◆	◆
Statement of Environmental Effects	◆	◆	◆	◆	◆
Stormwater Plan*	◆	◆	◆	◆	
Waste Management Plan	◆	◆	◆	◆	◆

◆ = Required

◇ = Advantageous (and may be requested during assessment if not provided at lodgement and deemed necessary)

* Can be incorporated on site plan

Yes, for 2 storey dwellings and alterations

1 **BASIX not required for alterations and additions with a value of less than \$50,000, manufactured homes or swimming pools less than 40,000L**

2 **Only required for Hunter Water Catchment e.g. Branxton and Pokolbin**

Council may require the submission of additional documentation (specified in Matrix No. 2) in some cases, i.e. complex applications due to site constraints. In these cases, it is recommended that discussions occur with a Council Duty Officer, prior to lodgement of the application.

A detailed description of these documents can be found in Appendix 1 of the Development Application Guide.



Disclaimer – advice only intended to assist applicants in preparing a development application and is not to be taken to be the only documents required.