

# Development Application Lodgement Checklist

The following information must be lodged with any Development Application (DA). Before filling in this checklist and lodging your application with Council, please ensure that your plans and supporting documentation achieve the expected standard and quality as outlined in the **Checklist and Guidelines**.

All documents are to be separate items on the USB or within the email and titled accordingly. An example of this is: DA Architectural Plans – Lot XX DP XXXXXX – 2 Smith Street Singleton.

Note: two sets of architectural plans are to be placed on the USB or within email, one titled above and the second to be title CC Architectural Plans – Lot XX DP XXXXXX – 2 Smith Street Singleton

Fees and Administration	Applicant To tick	Office Use
<b>Completed Development Application Form: Showing</b>		
• Ownership is correct		
• Property title details (Lot / DP)		
• Description of development chosen		
• Development cost provided		
• Are there other approvals required (if yes, are the application forms for these completed)		
• Is the application integrated development (if yes, is the receipt provided for payment of fees to government body – or referral cheque provided)		
• Is the property subject to mine subsidence, is site plans stamped		
• Is the property subject to Hunter Water approval, is site plans stamped		
• <b>Is plumbing work required in regard to connection to town sewer infrastructure If yes, inspection fees required to be paid</b>		
• Applicant's and Owner's Declarations completed		
<b>NOTE: If company the position title of the signatory is required.</b>		
• Payment of appropriate Development Application Fees		
• All documents supplied on USB or by email		

Environmental Planning & Assessment Regulation 2000 (All plans should be titled with the name of the plan – eg Site Plan)	Applicant To tick	Office Use
<b>Site Plan</b> existing and proposed- (if alterations/additions coloured on 2 plans) showing		
• Scale (e.g 1:100), True North Point		
• Street Name and Number (or Lot)		
• Site Dimensions (boundaries) and area (for subdivisions – all proposed lots with individual dimensions and areas)		
• Location of proposed development		
• Site coverage plan detailing distribution of vegetated areas and impervious areas		
• Boundary Setbacks (distance to two closest / corner block all boundaries)		
• Any trees on the property (to be removed or retained)		
• Location of existing structures and their uses, including OSSM system (if applicable)		
• Distances of existing structures to the proposed development		
• Stormwater disposal and location of rainwater tanks showing size of tanks		
• Entrance or driveway location shown		
• BASIX detail requirements		
• Swimming pools must show: <ul style="list-style-type: none"> <li>○ Pool fencing and location of gates; including height of and Australian Standard of pool fence</li> <li>○ Australian Height Datum (AHD) reduced to existing/proposed levels</li> <li>○ Location of filters/pumps and backwash connections</li> <li>○ BASIX detail requirements (over 40,000L)</li> </ul>		
<b>Note:</b> Existing and Proposed levels in AHD		
<b>Site Analysis Plan</b> - with alterations/additions coloured on 2 plans (if required)		
<b>Elevations</b> – ( if alterations and additions coloured on 2 plans ) Showing		
• Scale ( e.g. 1:100) and True North Point		

<ul style="list-style-type: none"> <li>Plans for elevation</li> </ul>		
<ul style="list-style-type: none"> <li>Australian Height Datum (AHD) for new building including dwellings and first floor additions (existing and proposed AHD) <b>Note: RL level acceptable as well</b></li> </ul>		
<ul style="list-style-type: none"> <li>Height for two or more storeys; the maximum ridge height, wall height &amp; natural ground level (existing and proposed AHD or RL)</li> </ul>		
<ul style="list-style-type: none"> <li>Finished and colour schemes (Materials used)</li> </ul>		
Note: At least one section showing Australian Height Datum (AHD)		
<b>Floor Plans</b> – ( if alterations and additions coloured on 2 plans) Showing		
<ul style="list-style-type: none"> <li>Scale ( e.g.1:100) and True North Point</li> </ul>		
<ul style="list-style-type: none"> <li>Layout of the proposed development</li> </ul>		
<ul style="list-style-type: none"> <li>Gross floor area (in metres)</li> </ul>		
<ul style="list-style-type: none"> <li>Internal walls/partitions and room uses labelled (existing if any) and proposed including facilities</li> </ul>		
<ul style="list-style-type: none"> <li>Calculations of all existing and proposed floor areas</li> </ul>		
<ul style="list-style-type: none"> <li>Location of stairs and essential fire safety measures (if any)</li> </ul>		
<ul style="list-style-type: none"> <li>For sheds and carports a slab plan is required</li> </ul>		
<b>NOTE:</b> Any Residential Floor Plans must be on a separate sheet to any other type of plan		
Sections – (if alterations and additions coloured on plans)		
<b>NOTE:</b> Sections must be provided on separate sheet to any other type of plan (See above detail required)		
<b>Notification Plans</b> – on single page to include:		
<ul style="list-style-type: none"> <li>Site plan details and elevations (as per the Matrix)</li> </ul>		

Environmental Planning & Assessment Regulation 2000	Applicant Tick	N/A	Office Use
<b>BASIX Certificate</b> (if cost of work is \$50,000 or more or pool is 40,000L or more. Includes alterations and additions more than \$50,000, does not include garages or carports)			
<b>Plans for Notification</b> (Site Plan & Elevation only)			
<b>Statement of Environmental Effects</b>			
<b>Bushfire Risk Assessment Report</b> or Threat Assessment (if applicable)			
<b>Heritage Impact Statement</b> (if applicable)			
<ul style="list-style-type: none"> <li>Schedule of colours and finishes (heritage items and developments within heritage conservation area)</li> </ul>			
<b>Landscaping Plans</b> (if applicable)			

#### OTHER DEVELOPMENTS

Development specific requirements	Applicant Tick	N/A	Office Use
Environmental Impact Statement (Designated Development Only)			
Species Impact Statement /Flora & Fauna Study (if Threatened Species on site)			
Flooding Information (floor heights to be maintained and specific requirements for additions/alterations)			
Concept Stormwater Plan			
Site Coverage Plan - detailing existing and proposed distribution of vegetation on plan with calculations provided			
Shadow diagrams & elevational shadows for 2 storey where potential impacts on neighbouring properties identified			
Erosion & Sediment Control Plan			
Waste Management Plan			
Quantative Surveyors Report			

If Not Applicable selected for any of the above, please detail reasons below:

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Applicant's Name: \_\_\_\_\_ Dated: \_\_\_\_\_

