



## DEVELOPMENT APPLICATION CHECKLIST

### Advertising and Signage

This checklist has been prepared in order to assist both the applicant and Council's Customer Service Staff to ensure that the development application to be submitted is complete. Failure to provide the requested information will delay processing of the development application and may result in the application being returned to you for completion.

Applicant to tick	Item	No. copies	DA Guide Appendix reference	CSO (office use only)
<b>Fees and Administration</b>				
<input type="checkbox"/>	<b>Completed Development Application Form</b>	1	p11	
<input type="checkbox"/>	<b>Payment of Application Fees</b>	-	-	
<input type="checkbox"/>	<b>Owners Consent</b> (including ASIC search for company ownership)	-	p12	
<input type="checkbox"/>	<b>Developer Contributions and Developer Charges</b> I understand that my consent may be subject to the requirement to pay monetary contributions under the provisions of Section 7.11 of the Environmental Planning and Assessment Act 1979.	-	p17	
<b>Always Required</b>				
<input type="checkbox"/>	<b>Statement of Environmental Effects</b>	3	3	
<input type="checkbox"/>	<b>Site Analysis Plan</b> to scale of 1:100 or 1:200	3	2.1	
<input type="checkbox"/>	<b>Plans, Elevations and Sections</b> to scale of 1:100 or 1:200	3	2.3	
<input type="checkbox"/>	<b>Reduced Plans and Documents (A4 or A3) or Electronic Copy</b>	1	2.9	
<b>May Be Required</b>				
<input type="checkbox"/>	<b>Statement of Heritage Impact</b> <b>When:</b> development is of a certain type and involves an item of environmental heritage, is located within the conservation area or is within the vicinity of an item of environmental heritage	3	2.13	

### APPLICANT DECLARATION

I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the development application may be returned to me/us if information is found to be missing or inadequate.

Applicant's name/s (Printed)

Applicant's signature/s	
Date	

**Important Notes:**

- Please reference Appendix 2 of the DA Guide to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your development proposal due to specific circumstances, please discuss this matter with a development assessment officer prior to lodgement of the application.
- You will need to complete multiple checklists for the Development Application where more than one checklist is relevant to the development/works that are proposed.
- Where multiple DA checklists are required to be completed, additional copies of the required plans/documents will not be required for each checklist submitted.