



DEVELOPMENT APPLICATION CHECKLIST

Entertainment Venue / Events

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 reference	CSO (office use only)
Fees and Administration				
<input type="checkbox"/>	Completed Development Application Form	1	p11	
<input type="checkbox"/>	Payment of Application Fees	-	-	
<input type="checkbox"/>	Owners Consent (including ASIC search for company ownership)	-	p12	
<input type="checkbox"/>	Developer Contributions and Developer Charges 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	
Always Required				
<input type="checkbox"/>	Statement of Environmental Effects	3	3	
<input type="checkbox"/>	Site Analysis Plan to scale of 1:100 or 1:200	3	2.1	
<input type="checkbox"/>	Plans, Elevations and Sections to scale of 1:100 or 1:200	3	2.3	
<input type="checkbox"/>	Reduced Plans and Documents (A4 or A3) or Electronic Copy	1	2.9	
May Be Required				
<input type="checkbox"/>	Landscape Plan to scale of 1:100 or 1:200 When: works impact on garden or tree removal required	3	2.5	
<input type="checkbox"/>	Statement of Heritage Impact When: 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	
<input type="checkbox"/>	Fire Safety Provisions When: the development involves a change of use of a building or the rebuilding, alteration, enlargement or extension of an existing building	3	2.17	

<input type="checkbox"/>	Risk/Emergency Management Plan When: Events/Development that involves alcohol, live entertainment or large patron numbers	3	-	
<input type="checkbox"/>	Structural/BCA Compliance Report When: Temporary structures and/or use of building are required	3	-	
<input type="checkbox"/>	Fire Safety Information When: Temporary structures and/or Entertainment venues are required	3	-	
<input type="checkbox"/>	Traffic/Pedestrian Management Plan When: Temporary structures are required, existing ingress/egress points are altered or new proposed, loss of parks, impact on current pedestrian/traffic movements	3	-	
<input type="checkbox"/>	Security Management Plan When: Events that involve alcohol, live entertainment or large patron numbers	3	-	
<input type="checkbox"/>	Noise Management Plan When: Events that contain live entertainment or in close proximity to residential tenancies	3	-	
<input type="checkbox"/>	Waste Management Plan When: Events take place outside of existing premises without existing and capable waste management systems	3	-	

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 DA checklists for the Development Application where more than one checklist is relevant to the development/works that are proposed.
- Where multiple checklists are required to be completed, additional copies of the required plans/documents will not be required for each checklist submitted.