Coolamon shire
council
big enough to serve small enough to care

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DEVELOPMENT APPLICATION CHECKLIST

Residential Buildings

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)*
	Fees and Administration			
❑	**Completed Development Application Form**	1	p11	
❑	**Payment of Application Fees**	-	-	
❑	**Owners Consent** *(including ASIC search for company ownership)*	-	p12	
❑	**Developer Contributions** 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			
❑	**Statement of Environmental Effects**	3	3	
❑	**Site Analysis Plan** to scale of 1:100 or 1:200	3	2.1	
❑	**Plans, Elevations and Sections** to scale of 1:100 or 1:200	3	2.3	
❑	**Soil and Water Management Plans**	3	2.6	
❑	**Reduced Plans and Documents (A4 or A3) or Electronic Copy**	1	2.9	
❑	**BASIX certificate (and annotated plans)** **When:** Required for New Dwellings, Alterations & Additions (valued at over $50,000) and Swimming Pools (volumes greater than 40 000L)	3	2.15	
	May Be Required			
❑	**Landscape Plan** to scale 1:100 or 1:200 **When:** for dual occupancy or multi dwelling housing	3	2.5	
❑	**Shadow Diagrams** to scale of 1:100 or 1:200 **When:** refer to Appendix 2 (section 2.7) of the DA Guide for details on when shadow diagrams are required	3	2.7	

❑	**Demolition Plan** **When:** refer to Appendix 2 (section 2.8) of the DA Guide for details on when a demolition plan is required	**3**	**2.8**	
❑	**Geotechnical and Hydrogeological Reports** **When:** bulk excavation works are proposed on or adjacent to a boundary or proposal is on a site of uncontrolled, unstable or unknown fill	**3**	**2.10**	
❑	**Land Contamination Reports** **When:** In accordance with requirements of SEPP 55	**3**	**2.11**	
❑	**Flood Impact Assessment** **When:** development on flood prone land	**3**	**2.12**	
❑	**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**	
❑	**Demolition Report** **When:** demolition of a building in the Conservation Area	**3**	**2.14**	
❑	**Bushfire Assessment** **When:** the development is on land that is bushfire prone land	**3**	**2.16**	
❑	**Traffic Impact Assessment (see Statement of Environmental Effects)** **When:** for major traffic generating proposals as defined in Schedule 3 of State Environmental Planning Policy (Infrastructure) 2007)	**3**	**3.9**	
❑	**Acoustic Report (see Statement of Environmental Effects)** **When:** if development is in close proximity to land uses generating potentially offensive noise	**3**	**3.11**	

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.