



DEVELOPMENT APPLICATION CHECKLIST

Heritage and Conservation Area

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				
<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 94 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"/>	Statement of Heritage Impact When: Significant works are proposed or there exists a potential for adverse heritage impacts	3	2.13	
<input type="checkbox"/>	Landscape Plan to scale 1:100 or 1:200 When: significant alterations are proposed to existing landscaped areas	3	2.5	
<input type="checkbox"/>	Soil and Water Management Plans When: new development involving construction or civil works, substantial alterations and additions or any significant excavation works	3	2.6	

<input type="checkbox"/>	Shadow Diagrams to scale of 1:100 or 1:200 When: all new buildings or additions of more than one storey in height and in all cases where lot size, orientation, slope of site or adjoining buildings create the potential for overshadowing (Note: for commercial development - only if site is adjacent to residential development and the development create the potential for adverse overshadowing)	3	2.7	
<input type="checkbox"/>	Demolition Plan When: refer to Appendix 2 (section 2.9) of the DA Guide for details on when a demolition plan is required	3	2.8	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Land Contamination Reports When: In accordance with requirements of SEPP 55	3	2.11	
<input type="checkbox"/>	Demolition Report When: demolition of a building in the Conservation Area	3	2.14	
<input type="checkbox"/>	BASIX certificate (and annotated plans) When: for alterations and additions to buildings that contain one or more dwellings with a total estimated cost of works of \$50,000 or more.	2	2.15	
<input type="checkbox"/>	Bushfire Assessment When: the development is on land that is bushfire prone land	3	2.16	
<input type="checkbox"/>	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.