

Development Application Lodgement Checklist

This checklist is designed to assist you to prepare a Development Application. It provides details about the plans and other documents we need so we can make an assessment. Please note that without the required plans and documents, we won't be able to lodge your application. This is because we have a responsibility under planning laws to consider certain matters when assessing a Development Application.

In some cases we may need to ask you for additional information after lodgement so that we can assess your proposal.

If you need help to complete this form, please contact our Customer Service Centre to arrange a pre-lodgement meeting. For large or complex proposals you are advised to obtain professional assistance to prepare your Development Application.

What do you need to supply with a Development Application?

In addition to this checklist, you need to provide the documents and plans listed below. (Details are given in the following pages).

- 1 Completed Development Application Form
- 2 Application fees
- 3 Owners consent (may be part of the Development Application Form or as a separate letter)
- 4 Development Plans (**one copy of each**) - **no larger than A3 in size** and including:
 - site plan/s, floor plan/s, elevations, sections and shadow diagrams (if two storey)
 - a title block on each plan with Title/Name of Plan; Plan/Drawing No.; Date Prepared; Prepared By
 - N.B. We recommend that you provide MidCoast Water stamped plans at lodgement - this can reduce the assessment time of your application
- 5 Statement of Environmental Effects and supporting information (**one copy**)
- 6 BASIX Certificate (**one copy**)
- 7 Aboriginal Cultural Heritage Checklist
- 8 Other plans/documents/reports (as required) e.g. Bushfire/Flood Assessments/Geotechnical Report
(Talk to us to determine how many copies you will need)

Application Details

Applicant(s) Surname/Company Name

DA Number (Office use only)

CSO Initials

Date

1 Development Application (DA) Form

All development applications must be accompanied by a completed Development Application Form. This form ensures we have the details we need about the property location, the names of the applicant/s and owner/s, the type of application, the nature of the proposal and existing use of the property, and an **estimate of the total project value** (see our webpage "How to Estimate the Cost of your Development").

Any political donations or gifts must also be declared on the application form. See our website for further details about political donations.

The [Development Application Form](#) is available from our website or from our Customer Service Centre.

DA fees must be paid when lodging your development application.

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Yes No

2 Application Fees

Development Application fees are detailed in the Fees & Charges document on our website. Alternatively, you can call our Customer Service Centre (02) 6592 5399 for a quotation. You need to provide an estimate of the cost of your development for fees to be calculated or provide a copy of the Building Contract.

Reduction or Waiver of Fees: Refer to the final pages of our Fees and Charges document (available on our website) for details. Fees must be paid in full at the time of lodgement and will be refunded if your request for waiver or reduction of fees is approved.

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Yes No

3 Owner's Consent

A Development Application cannot be lodged without the consent of all registered property owners (either on the DA Application form or as a separate form or letter).

Applications within Strata Plans require the consent of the nominated Body Corporate.

Office Use Only
Supplied

Yes No

4 Development Plans

Plans submitted with a Development Application must be specifically prepared for the current proposal.

Plans previously approved for other developments on the site will not be accepted.

Please include a title block on each plan with the following details:

- Title/Name of Plan
- Plan/Drawing No.
- Date Prepared
- Prepared By

***Please note: We recommend that you provide MidCoast Water stamped plans at the time of lodgement as this can reduce the assessment time of your application.**

Further specific details about the plans you need to provide are given on the following pages in sections 4.1 to 4.10.

4.1 - Site Plans (1 Copy)

A site plan **must** be submitted with *all* applications.

A site plan is a birds-eye view of the existing and proposed development on the site. It needs to show the position of the development in relation to boundaries and neighbouring developments.

The site plan should be **no larger than A3 in size** and should include the following details as a minimum:

- **Plan to scale 1:100 or 1:200**
- **Dimensions in metric**
- **Measurements including: length, width and site area of land, both existing and proposed**
- **Location and dimensional distances of the new and existing buildings in relation to site boundaries.**
- **Any easements affecting the land (e.g sewer, right of way, drainage)**
- **Vegetation and natural features**

The following should be indicated on the plan where relevant:

- Highlight in colour proposed works for alterations or additions
- Location of all buildings/structures on adjoining land (showing street number and street address)
- Location and dimensional distances of all impervious areas (hard surfaces eg driveways, paved areas etc)
- Utilities, sewer, water, electricity, gas and pipelines including easements. Applicants are advised to confer with the relevant service authorities (ie, MidCoast Water, Essential Energy, Telstra etc) prior to lodgement of a Development Application.
- Location of any existing and proposed fences and landscaping features such as swimming pools and retaining walls
- Location and capacity of any existing and proposed rainwater tanks
- Location of car parking, pedestrian and vehicle access (indicating gradients and extent of cut and fill - engineering details may be required)
- Location of existing and proposed stormwater drainage details including easements (Council and private)
- Location of any stormwater pits or lintels in the street adjacent to the proposal
- Location of any utility manholes and power poles, street trees
- Crossovers and bus stops on the adjacent nature strip
- Erosion and sediment controls to be implemented
- Site safety and security fencing during construction
- Views to and from the site
- Views and solar access enjoyed by adjacent residents
- Location of any adjoining owner windows facing your development, particularly those within 9m of the site abutting secluded private open space
- Heritage and archaeological features
- Contours at one (1) metre intervals
- Width of road reserve

Applicant to Complete

Supplied

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Office Use Only
Supplied

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

4.2 - Floor Plans (1 Copy)

A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the development.

The floor plan should be no larger than A3 in size and should include the following details as a minimum:

- **Plan to scale 1:100 or 1:200**
- **Dimensions in metric**
- **Floor levels and steps in floor levels. (AHD)**

The following should be indicated on the plan where relevant:

- Proposed room names, areas and dimensions
- Locations and sizes of windows and doors
- Wall structure type and thickness
- Location of plumbing fixtures (where possible)
- Access and facilities for persons with a disability
- Existing floor plan, room names and use (if relevant)

Applicant to Complete

Required?

Yes No

Supplied

Yes No

Yes No

Yes No

Office Use Only

Supplied

Yes No

4.3 - Elevation Plan (1 Copy)

Elevation plans are a side-on view of your proposal. Include drawings of all affected elevations (north, south, east, west) of the development. The plans should show the existing and proposed ground levels.

Does your application involve construction? If so, an Elevation Plan is required.

The elevation plans should be no larger than A3 in size and should include the following details as a minimum:

- **Plan to scale 1:100 or 1:200**
- **Dimensions in metric**
- **AHD levels for ridge, ceiling, floor and ground as a minimum**

The following should be indicated on the plan where relevant:

- Outline of existing buildings/development on site (shown dotted)
- Window sizes and locations
- Chimneys, flue exhaust vents, duct inlet or outlet
- Rainwater tanks
- Stormwater drainage pipes (downpipes and guttering)
- Location of all buildings/structures on adjoining land (showing street number and street address)
- Photos of relocated dwellings
- Schedule of external finishes and materials detailing colours and textures of building materials, hard surface areas, edge treatments, retaining walls and fencing is to be provided for all new developments and alterations and additions

Applicant to Complete

Required?

Yes No

Supplied

Yes No

Yes No

Yes No

Office Use Only

Supplied

Yes No

4.4 - Section Plan (1 Copy)

A section is a plan showing a cut through the development at the most typical and critical points.

Does your application involve construction of or alteration/addition to an existing structure? If so you need to provide a section plan.

Sections should be no larger than A3 in size and should include the following details as a minimum:

- **Plan to scale 1:100 or 1:200**
- **Dimensions in metric**

The following should be indicated on the plan where relevant:

- Outline of existing buildings/development on site (shown dotted)
- Section names and where they are shown on plan (i.e. A/A B/B etc)
- Room names
- Window sizes and locations
- Details of chimneys, fireplaces and stoves
- Roof pitch and coverings

Applicant to Complete

Required?

Yes No

Supplied

Yes No

Yes No

Office Use Only

Supplied

Yes No

4.5 - Demolition Plan (if applicable) (1 Copy)

Should clearly nominate the structure(s) to be demolished specifically where not being replaced by another structure in that location.

The demolition plan should be no larger than A3 in size and should include the following details as a minimum:

- **To scale**
- **Clearly identify structures to be demolished**

The following matters should be indicated on the plan where relevant:

- Areas for storage of demolition materials prior to removal from site
- Site security methods
- Waste management

Applicant to Complete

Required?

Yes No

Supplied

Yes No

Yes No

Office Use Only

Supplied

Yes No

4.6 - Shadow Diagrams (1 Copy)

If your application is for a new building or addition of more than one storey, or if the lot size, orientation, slope or adjoining buildings create potential for over-shadowing, you need to provide a **Shadow Diagram**. Shadow diagrams are required for all DAs that seek to justify non-compliance with setback and building height controls.

Shadow diagrams should be no larger than A3 in size and should include the following details as a minimum:

- **Position of existing and proposed buildings on site;**
- **Position of buildings and open space on adjoining sites;**
- **Shadows cast by proposed development at equinoxes (21 March and September) and winter solstice (21 June) for 9.00am, Noon and 3.00pm;**
- **Drawn to true north and based on a survey of levels of the site and adjoining property**

NOTE: SHADOW DIAGRAMS ARE NOT REQUIRED IN RURAL ZONES UNLESS THERE IS A VARIATION TO THE SETBACKS.

Applicant to Complete

Required?

Yes No

Supplied

Yes No

Yes No

Yes No

Yes No

Office Use Only

Supplied

Yes No

4.7 - Landscape Concept Plan (1 copy)

A landscape plan is required for new development for subdivision, commercial or industrial development, residential (with the exception of single dwelling houses) or redevelopment of a site containing heritage items or site located within a heritage conservation area. A landscape plan may also be requested for other types of development.

Landscape plans should be no larger than A3 in size and should include the following details as a minimum:

- **Location and type of any trees to be removed or retained**
- **Schedule of plantings cross-referenced to site plan indicating species, massing and mature height**

The following should be indicated on the plan where relevant:

- Description of ground preparation, arrangement and nomination of plantings, procedures for ongoing maintenance
- Details of restoration and treatment of any cuts, fills, mounds, retaining walls, fencing and screen walls
- Rock outcrops and soil depth above bedrock
- Reduced levels for both the subject land and adjacent streets/footpaths

Applicant to Complete
Required?

Yes No

Supplied

Yes No

Yes No

Office Use Only
Supplied

Yes No

4.8 - Swimming Pool (1 Copy)

Swimming pool plans should be no larger than A3 in size and should include the following details as a minimum:

- **Pool volume - both on the plans and in the statement of environmental effects. N.B. If over 40,000 litres a BASIX Certificate is required.**
- **Levels of the pool coping and surrounding ground surface (Reduced Levels - RLs) on Site Plan/Elevations/Sections. Pool fencing, gate and filter box position must also be shown on the plans.**
- **Sections along and across the pool are to be provided clearly identifying existing and proposed levels.**

Applicant to Complete
Required?

Yes No

Supplied

Yes No

Yes No

Yes No

Office Use Only
Supplied

Yes No

4.9 - Land Subdivision (2 Copies)

Subdivision plans should be no larger than A3 in size and should include the following details as a minimum:

- **Details of all existing buildings and structures**
- **Subdivision pattern with dimensions and area and all proposed lots**
- **Proposed points of entry and exit for each proposed lot**
- **All onsite and adjoining vegetation**
- **Location of water, sewerage, electricity and telephone**

The following matters should be indicated on the plan where relevant:

- Location and width of nearby roads
- Proposed new roads (if any) including long section, cross section drawings (to AHD)
- Traffic study (for large lot subdivisions only)
- Details of consultation with public service authorities responsible for provision or amplification of utility services required by the proposed subdivision

Applicant to Complete
Required?

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Office Use Only
Supplied

Yes No

4.10 - Advertising Structure/Sign (2 copies)

Drawings should be no larger than A3 in size and should include the following details as a minimum:

- **Details of the advertising structure/sign, materials to be used and how it will be fixed to the building. Include dimensions of the building**
- **Dimensions (including width, height and depth), colours, lettering and overall design**
- **The proposed location shown on the site plan (show distances to boundaries)**

The following should be indicated on the plan where relevant:

- Details of any existing signage on the property, including dimensions and details if removal is proposed
- Illuminated signage - provide details of illumination including type (eg. flood light, internally illuminated), hours of illumination, amount and extent of light spill (light spill diagram may be requested)

Applicant to Complete
Required?

Yes No

Supplied

Yes No

Yes No

Yes No

Office Use Only
Supplied

Yes No

5 Statement of Environmental Effects (1 Copy) - Talk to us first to determine how many copies you may need for larger proposals

A Statement of Environmental Effects *must* be submitted with *all* applications.

This is a written statement to demonstrate that you have considered the impact of the proposed development on the natural and built environments (both during and after construction) as well as the proposed methods of mitigating any adverse effects.

Under planning laws we have a responsibility to consider specified matters when assessing a Development Application, therefore the contents of a Statement of Environmental Effects will vary depending on the individual development application.

Please Note: The Statement of Environmental Effects is your opportunity to tell us how you have taken the environment into account in designing your proposal and why any impacts are justifiable.

Applicant to Complete
Supplied?

Yes No

Office Use Only
Supplied

Yes No

6 BASIX Certificate (1 copy)

If your Development Application is for any of the development types listed below, you need to supply two copies of a BASIX Certificate.

- Single Dwelling
- Dual Occupancy
- Villa & Townhouses
- Multi-units
- Swimming Pools with a capacity greater than 40,000 litres
- Dwelling additions with a value of \$50,000 or more

A summary of BASIX commitments must also be shown on the development plans.

For details about how to obtain a BASIX certificate:

- log on to the website www.basix.nsw.gov.au to obtain your own certificate, or
- engage a consultant to provide a certificate for you

Applicant to Complete
Required?

Yes No

Office Use Only
Supplied

Yes No

7 Aboriginal Cultural Heritage Checklist

If your development involves any of the following, you need to provide a completed [Aboriginal Cultural Heritage Checklist](#).

- a new dwelling or structure;
- a subdivision; or
- works involving clearing or ground disturbance

Applicant to Complete
Required?

Yes No

Office Use Only
Supplied

Yes No

8 Other - Plans, Documents or Reports (1 Copy) - For larger proposals, talk to us first to determine If more copies will be required.

8.1 Bushfire Assessment Report

A Bushfire Assessment Report is required where the site is identified as being in a bushfire prone area.

If you propose 'infill' development such as a dwelling house, dual occupancy, additions or alterations and the like you should complete and submit the form "Bushfire Assessment Template" with your application.

If you propose residential or rural subdivision or a 'special fire protection purpose' such as a school, hospital, child care centre, bed & breakfast, seniors living or the like you should refer to Section 100B of the NSW Rural Fires Act 1997 for report and submission requirements.

Applicant to Complete
Required?

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.2 Onsite Sewage Management Assessment Report

Applications for development in unsewered areas **must** be accompanied by an onsite effluent disposal assessment report prepared by a suitably qualified person. Please refer to [DCP 2010 Appendix E - Onsite Development Assessment Framework \(DAF\)](#) for details.

Note: Where there is an existing Onsite Sewage Management System, a System Audit or Geotechnical Report may be required. This will be determined after lodgement of the Development Application and an onsite inspection carried out by our OSSM officer.

In the DAF, a hazard class is assigned to your property. There are four hazard class ratings: low, medium and very high. The hazard class of the property determines the required level of site and soil assessment. Properties assigned a low or medium hazard class can complete our Pro-forma Site, Soil, System & Environmental Assessment Report for OSSM (available on our website) in accordance with Section 1.1 (low) or Section 1.2 (medium) of the DAF. For properties assigned a high or very high hazard class you will need to engage a suitably qualified wastewater or environmental consultant to prepare a wastewater management report in accordance with Section 1.3 (high) or Section 1.4 (very high) of the DAF.

The onsite sewage hazard mapping is available on our website - search for Online Mapping then select Property Constraints>General Constraints>OSSM Single Lot Hazard

Applicant to Complete
Required?

Yes No

Proforma

Yes No

Report

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.3 Flood Risk Assessment Report

A Flood Risk Assessment Report, which addresses criteria in our LEP 2010 and DCP 2010, is required for development being carried out on property that is classified as Flood Affected Land.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.4 Heritage Impact Statement

If your development involves a heritage item, or is in a conservation area or within the vicinity of these, you must provide a Heritage Impact Statement or address these issues within the Statement of Environmental Effects. The statement must:

- Be prepared by a suitably qualified person in order to assess the impact of the proposed works on the heritage item; and
- Address items listed in the publication "Statement of Heritage Impact" - a copy of this is available on the website www.heritage.nsw.gov.au.

When preparing a development application on land containing a heritage listed item, within a conservation area or on land in the vicinity of a heritage item, applicants are encouraged to contact us to determine which of the following will be required:

- A Statement of Heritage Significance - a description of the heritage significance of the item/s.
- A Schedule of Work - listing the proposed work to the item or property and cross referenced to appropriate drawings.
- A Statement of Heritage Impact - a description of the effect of the proposed work on the heritage significance of the item and its setting.
- Photographs
- A Structural Report - assessing the structural adequacy of the building for additions or to support an application for demolition.
- Conservation Management Plans - to evaluate the heritage significance of the item and make detailed recommendations on its conservation and appropriate future management.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.5 Quantity Surveyors Report

Where a subdivision is to be undertaken in the Section 94A Contribution Area (Mitchells & Oxley Islands, Bohnock, Parts of Old Bar and Wallabi Point) is to be provided by a quantity surveyor. See [Section 94 Developer Contributions & Voluntary Planning Agreements](#) under the Development page on our website.

Applicant to Complete
Required?

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.6 Building Code of Australia (BCA) Report

The provisions of Clause 93, 94 & 94A of the *Environmental Planning and Assessment Regulation 2000* are applicable to development applications involving a change-of-use, additions/alterations to an existing building and/or the construction of a temporary structure. It may be necessary to submit a BCA Report detailing the existing fire safety measures in the building and/or any new fire safety measures. It should be noted that it may be necessary to upgrade an existing building even when no works are proposed by the development application.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.7 Flora and Fauna Assessment

Will your development involve the removal of any vegetation? If yes, you need to provide flora and fauna assessment report. This includes an assessment under section 5A of the Environmental Planning and Assessment Act 1979 as amended.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.8 Coastal Hazard Risk / Risk Management Plan

If you're doing any development in a coastal erosion hazard zone, you may be required to provide a Risk Management Plan to be included in the Statement of Environmental Effects accompanying your Development Application.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

Constraint Checked

8.9 Acid Sulphate Management Plan

If the site is within an area where there are acid sulphate soils, works may require geotechnical investigations. Subject to the recommendation of the geotechnical report an 'Acid Sulphate Soils Management Plan' may also be required. Please refer to Part 7 of the LEP 2010 for details of work that requires an Acid Sulfate Soils Management Plan.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.10 Land Slip Area

A geotechnical report is required where the site is identified as in a land slip zone and the works proposed are on land having a slope of 20° or greater.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.11 Crime and Safety - CPTED

Development Applications for larger developments such as tourist facilities, motels, shopping centres, seniors living, multi-dwelling housing and the like require a report demonstrating that the proposal has been designed following consideration of the 'Crime Prevention through Environmental Design' (CPTED) strategies relating to surveillance, access control, territorial reinforcement, space management.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.12 Lighting/Illumination Plan

Will light from your development impact on adjoining properties? If yes, a plan showing the proposed external lighting for the development should be provided. This should demonstrate that the proposal will not have a potentially adverse impact upon adjoining properties nor result in any light spill from the site. You also need to supply a statement from a suitably qualified person demonstrating that the lighting proposed complies with the relevant Australian Standard.

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.13 Site Contamination Assessment

Are you aware of any past or current contamination issues/activities on the subject site?

If so, you will need to identify present and previous uses of the site and adjoining sites, if known, including whether you are aware of any contamination and whether there has been any testing or assessment of the site for contamination.

Possible contaminating activities could include: dry cleaning shops, chemical or petroleum industries, engine and vehicle repairs, scrap yards, asbestos production, land fill, agriculture and horticulture.

State Environmental Planning Policy No 55 - Remediation of Land, details requirements for contaminated land investigations. Typically, land contamination assessments are required where there is known or likely contamination due to a previous use, or where a residential, educational, recreational, child care or hospital development is proposed in an area that could have previously been exposed to contamination (see the **Managing Land Contamination Planning Guidelines and SEPP 55 - Remediation of Land for more information**).

Applicant to Complete
Required

Yes No

Office Use Only
Supplied

Yes No

8.14 Traffic and Parking Report

Is your development proposal for a commercial/business/industrial/mixed use or large scale residential development? If so, a traffic and parking analysis/report is required.

The report needs to be appropriate to the scope of the proposed works/land use and should be written in accordance with the requirements for Traffic Studies detailed under the NSW Roads and Traffic Authorities Guide to Traffic Generating Development. In addition to including an off street parking assessment, the report needs to be in line with the relevant Australian Standards, onsite loading and unloading for servicing or deliveries (waste collection services/emergency vehicles), pedestrian access, prevention of traffic hazards, vehicles queuing on public roads,

Traffic and parking assessment is required for all developments that fall within Schedule 1 and 2 of State Environmental Planning Policy 2007 - Infrastructure.

Applicant to Complete
Required

Yes N/A

Office Use Only
Supplied

Yes No

8.15 Acoustic Report

Is your development likely to generate noise or is it in close proximity to a main road or railway line? If so, a report must be prepared by a suitably qualified consultant indicating that the proposed development will not adversely affect adjoining land uses or be affected by adjacent noise generating activities.

Applicant to Complete
Required

Yes N/A

Office Use Only
Supplied

Yes No

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

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