

Development Application Checklist for Commercial and Industrial Development

This checklist applies to the most common forms of development in the industrial areas. If you are unsure of what is required to be lodged for your development application, please contact MidCoast Council's Development and Building Advisory Team on 7955 7777.

	<p>Plans should be professionally prepared. Name of plan, property address, north arrow, date prepared, revision and name of person preparing the plan must be included on each plan.</p> <p>All specialist reports must be prepared by a qualified professional.</p> <p>Written and signed owner's consent is required to be lodged for all development applications. An owner's consent form is available on Council's website.</p> <p>A cost estimate is required to be lodged for all development applications. A cost estimate form is available on Council's website.</p>	Alterations & Additions to an existing building	New industrial and commercial buildings	New industrial or commercial uses within an existing building (no works)	Advertising/Signage	Demolition	Subdivision
Requirement	Details						
Site plan	<p>Aerial photos will NOT be accepted. All plans must be to scale. All dimensions are to be in metric and no larger than A3 when printed. All plans must include:</p> <ul style="list-style-type: none"> • a north arrow. • location and dimensional distances of the new and existing buildings / structures must be included in relation to site boundaries and neighbouring buildings, • fences and retaining walls, vegetation and natural features, • structures to be demolished, • location and capacity of rainwater tanks, • cut and fill, • contours, • details of where stormwater and wastewater will be disposed (if relevant), • easements. 	√	√	√	√	√	√
Floor plan	<p>Plans should show the existing and proposed development and the location of all windows, doors and plumbing fixtures.</p> <p>Plans must be to a recognised scale and must include all dimensions in metric and include the gross floor area.</p>	√	√	√			
Elevation Plan (only required)	<p>Plans should show:</p> <ul style="list-style-type: none"> • existing and proposed ground levels, 	√	√	√	√		

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when external building work is proposed)	<ul style="list-style-type: none"> • roof pitch, • heights from the existing ground level to the underside of the eaves and the roof ridge. • All external additions / alterations to the outside of the building, including signage 						
Sections	These are cross-sections through the building showing the proposed development	√	√				
Roof plan	Roof plan should be "birds-eye" view of the new roof.		√				
Subdivision plan	<p>A plan prepared to show the proposed lot configuration for the division of land including:</p> <ul style="list-style-type: none"> • Existing and proposed lot boundaries and dimensions • Relationship to existing roads and lot boundaries • Survey-accurate existing and finished levels on site and adjacent streets • Proposed lot areas • Existing and proposed easements, rights of carriageway etc. • Proposed stormwater disposal areas • Location of services (proposed and existing) • Location of existing structures • Proposed staging • Common or community property • Proposed building envelopes for constrained sites • Natural features (including dams) and vegetation • APZs and other buffers 						√
Statement of Environmental Effects	Document detailing the impacts of the development proposal on the natural and built environments, and how it complies with Council's controls.	√	√	√	√	√	√
Water Sensitive Design Strategy	WSD Strategy based on MUSIC model for the development area only. This should be prepared in accordance with Council's Guidelines for WSD Strategies . Include Council's Rainfall Template in the MUSIC model.		√				√

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Drainage Plan	Plan of the stormwater disposal system – existing and proposed. Refer to: https://www.midcoast.nsw.gov.au/Plan-Build/Stage-2-Rules-and-Regulations/Design-Guide-Library/Site-Stormwater-Design-Guideline	√	√				√
Erosion and sediment control plans	Plans should be professionally prepared. Indicate where soil will be disturbed and methods proposed to control erosion and sedimentation.	√	√			√	√
External finishes and materials	Samples and/or colour charts may be used or referenced on the plans. Building materials may be referenced on the plans. Applies only where works are on the external part of the building.	√	√		√		
Hazard Analysis	Required only if the development is defined as a potentially hazardous or offensive industry under the <i>SEPP (Resilience and Hazards) 2021</i> . Any Hazard Analysis must be prepared by a qualified consultant.		√	√			
Contamination Assessment / Remediation Plan	A contamination assessment is required if the site is potentially contaminated. A remediation plan is required if detailed investigations confirm that the site is contaminated. Note that assessors must be accredited.		√			√	√
Biodiversity assessment	Required if the development requires the removal of native vegetation. Note that biodiversity assessors must be accredited.		√				√
Noise and vibration assessment	Required if the construction or operation of a development may cause noise or vibration impacts on a sensitive noise receiver. This is only likely to apply where industrial lots adjoin other landuse zones.		√	√			
Bushfire Assessment	<p>Required for habitable structures on bushfire prone land or for special fire protection purposes. Refer to: https://www.rfs.nsw.gov.au/data/assets/pdf_file/0005/130667/Planning-for-Bush-Fire-Protection-2019.pdf</p> <p>Note: Likely to only apply in industrial areas where a caretaker's residence is proposed.</p>		√				√

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Landscape plans	To be prepared in accordance with Council's DCP.		√				√
Waste Management Plan	Required to minimise resource requirements and construction waste through reuse and recycling.		√			√	