

DEVELOPMENT APPLICATION CHECKLIST 1 - MINOR RESIDENTIAL STRUCTURES

e.g. pergolas, carports/garages, decks, paving, retaining walls, sheds, front fences)



PLEASE USE THE RELEVANT DA CHECKLISTS AND THE DA APPENDIX TO ENSURE ALL REQUIRED DOCUMENTS ARE PROVIDED. COUNCIL'S CUSTOMER SERVICE AND PLANNING ADMINISTRATION STAFF WILL REVIEW YOUR DEVELOPMENT APPLICATION DOCUMENTS AT OUR CUSTOMER SERVICE COUNTER WHEN YOU COME IN TO LODGE YOUR APPLICATION. THIS PROCESS MAY TAKE EXTRA TIME BUT IS DESIGNED TO ASSIST YOU IN ENSURING THAT YOUR APPLICATION IS COMPLETE AND TO PREVENT DELAYS IN PROCESSING OF YOUR APPLICATION.

PLEASE NOTE:

1. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**
2. **ALL PLANS MUST BE COMPILED INTO SETS, EG., 1 X SITE PLAN, 1 X ELEVATIONS ETC. COUNCIL STAFF WILL NOT COMPILE YOUR PLANS INTO THE REQUIRED SETS FOR YOU.**

Applicant (please tick)	Item	Copies	Appendix part	CSO	Planning Assistant
ALWAYS REQUIRED					
	Site Plan to scale of 1:50/1:100 (preferred) or 1:200	3	B		
	Floor plans coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	3	D		
	Elevations coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	3	E		
	Sections coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	3	F		
	Statement of Environmental Effects including compliance table	3	G		
	Waste Management Plan on Council form only	2	H		
	Soil and Water Management Plan when any excavation/digging will be undertaken for footings/laying of slab etc to scale of 1:100 (preferred) or 1:200	2	I		
	A4 Notification Plan showing site plan, floor plan and elevations	2	J		
	Cost Summary Report for works between \$100,001 - \$2,000,000	1			
	Electronic device containing all plans and documents – See page 3 for council format	1	Z		
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Survey When: more permanent structures that are difficult and/or costly to remove (e.g. garages, retaining walls) are proposed within 200mm of any boundary	2	A		
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies) When: proposal is visible from street, in a Conservation Area, or associated with a Heritage Item	2	L		
	Landscape Plans to scale of 1:100 (preferred) or 1:200 When: trees covered by the Tree Preservation Order are to be lopped/removed as a direct result of the proposed works	3	M		
	Shadow Diagram to scale of 1:100 (preferred) or 1:200 When: proposal may result in overshadowing to adjacent properties	2	N		
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item	2	O		

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	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200 When: proposal increases site coverage by more than 50m ² , or the natural fall of the land is not to the street frontage, or overland flow may be obstructed Must include Engineer's Certificate	2	P		
	Geo-Technical Report When: bulk excavation works are proposed on or adjacent to a boundary	1	Q		
Applicant (please tick)	Item	Copies	Appendix part	CSO	Planning Assistant
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Contamination Reports When: land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy)	2	S		
	Acid Sulfate Soil Preliminary Assessment When: land is identified as being within classes 1-5 on the Acid Sulfate Soils Map and the works are identified within the Canada Bay LEP as requiring such an assessment to be carried out	1	T		
	Integrated Development Special Requirements When: development required permits from non-Council bodies. A cheque for \$320, and additional 2 sets of all documents and \$140 is required for each approval body referral		V		
	Streetscape Character Analysis When: alterations that will impact on streetscape views of an existing dwelling (i.e. front fence or carport forward of the building line) or alterations to the front elevation of the dwelling	2	X		
	Detailed Cost Report When: development cost is greater than \$2 Million	1			
	Driveway Longitudinal Section (scale 1:25) Refer to the DA Appendix for Detailed Information and Example Longitudinal Sections Must include Engineer's Certificate when: 1. New driveway/s are proposed 2. Existing driveway/s are proposed to be widened or relocated 3. Basement parking is proposed 4. There is no set back between the proposed garage, carport or basement floor and the front boundary. 5. The gradient between the top of the kerb and the proposed garage is more than 5% (1 in 20). 6. The level of the top of the kerb is higher than the proposed garage or basement floor level.	2	AA		

APPLICANT DECLARATION

I verify the above information has been provided.

Applicant signature:

Date:

CUSTOMER SERVICE/PLANNING ADMINISTRATION OFFICER DECLARATION

I verify that the checklist is complete.

CSO signature:

Date:

Planning Admin signature:

Date:

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IMPORTANT NOTICE: Electronic Lodgement Requirements

All electronic documents submitted with your application must satisfy the following criteria:

1. **PDF Format** - All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form **e.g. site plans must be on one pdf document, elevations must be on another separate pdf document. Pdf documents can consist of numerous pages**, in accordance with Council's file naming protocol. Security settings must not be applied to electronic documents, this includes passwords.
2. **Documents** - must be A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** - must be to scale and rotated to landscape.
4. **File Names** - file naming conventions will apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in this DA Checklist, for example:
1A Marlborough Street, Drummoyne – A Survey Plan, 1A Marlborough Street, Drummoyne – B – Site Plan
5. **Accuracy** - electronic documents must be exact reproductions of the original hard copy documents or plans.

NOTE: Electronic Documents lodged with Council will be published on Council's DA Tracking Tool on our web page. Please ensure you read and complete Question 15 on the Development Application Form.

Your electronic device will be returned to you once your Development Application has been determined by Council.

NOTE: Council will only issue Determination Notices and Stamped Plans in Electronic Format

IN ADDITION TO THE ABOVE ELECTRONIC LODGEMENT REQUIREMENTS, A SINGLE PDF DOCUMENT CONTAINING ONE (1) FULL SET OF YOUR ARCHITECTURAL PLANS MUST BE INCLUDED ON YOUR USB/CD ETC. THIS WILL ENABLE US TO EFFICIENTLY PROVIDE YOU WITH A STAMPED ELECTRONIC COPY OF YOUR APPROVED PLANS

PLEASE NOTE:

From 1 July 2018, Council will only issue Determination Notices and stamped plans in electronic format.

Following the introduction of this system, Council will amend all DA Checklists to reduce the number of hard copies required to be submitted with Development Applications.

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