

DEVELOPMENT APPLICATION CHECKLIST 9 - RESIDENTIAL FLAT BUILDINGS AND MULTI-DWELLING HOUSING



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					
	Survey Plan not more than 5 years old to scale of 1:100 (preferred) or 1:200	2	A		
	Site Plan to scale of 1:50/1:100 (preferred) or 1:200	3	B		
	Site Analysis Plan to scale of 1:100 (preferred) or 1:200	1	C		
	Floor plans to scale of 1:50/1:100 (preferred) or 1:200	3	D		
	Elevations including building height plane to scale of 1:50/1:100 (preferred) or 1:200	3	E		
	Sections 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 to scale of 1:100 (preferred) or 1:200	2	I		
	A4 Notification Plan showing site plan, floor plan and elevations	2	J		
	BASIX Certificate for new RFBs or additional units or works of \$50,000 or more the BASIX commitments must be clearly marked on the DA plans as required by the Certificate	1	K		
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies)	2	L		
	Landscape Plans to scale of 1:100 (preferred) or 1:200	3	M		
	Shadow Diagram in plan form with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200	2	N		
	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200	2	P		
	Disability Access Report	1	U		
	Existing and Proposed Fire Safety Measures	1	X		
	Streetscape Character Analysis	2	X		
	Street Numbering Schedule	2	Y		
	Cost Summary Report for works between \$100,001 - \$2,000,000	1			
	Electronic device containing all plans and documents – See page 4 for council format	1	Z		

ECM

Owner: Planning and Environment - Statutory Planning Services
DSID 1889574

Last Revised: 30/10/2018

Applicant (please tick)	Item	Copies	Appendix part	CSO	Planning Assistant
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Shadow Diagram in elevation and section with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200 When: the site has its long axis in a generally E/W, NE/SW, SE/NW orientation	3	N		
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item	2	O		
	Geo-Technical Report When: bulk excavation works are proposed on or adjacent to a boundary	1	Q		
	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		
	Detailed Cost Report When: development cost is greater than \$2,000,000	1			
	Arborist Report or Arboricultural Impact Assessment Report When: proposal involves pruning and/or removal of a tree or trees protected under Part 3.8 of the Canada Bay Development Control Plan – including the pruning of any trees on adjoining land		AB		
	Driveway Longitudinal Section (scale 1:25) Refer to the DA Appendix for Detailed Information and Example Longitudinal Sections 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		
	Hydraulic Engineer's Report When: land is identified as flood affected in the Concord West Flood Study Area	2	AB		
Special Additional Requirements under SEPP No. 65 Always required when the answer to question 5b of the DA form was 'Yes'. When: residential flat building, shop top housing or mixed use development where residential is proposed and the building is three or more storeys in height and contains four or more dwellings. See below for special additional requirements under SEPP No. 65					
	Apartment Design Guide Appendix 1 – Site Analysis Checklist (see below)				
	Design Review Panel Fee for referral to Council's Design Review Panel (refer to Council's Fees and Charges)				

Apartment Design Guide Appendix 1 Site Analysis Checklist		Provided			
Please confirm that you have provided every item by ticking every box in the last column					
Documentation	Required information	Yes (✓)			
Site location	Broad map or aerial photo showing site location in relation to surrounding centres, shops, civic/community facilities and transport				
Aerial photograph	Colour aerial photographs of site in its context				
Local context plan	Plan(s) of the existing features of the wider context including adjoining properties and the other side of the street, that show: <ul style="list-style-type: none"> • pattern of buildings, proposed building envelopes, setbacks and subdivision pattern • land use and building typologies of adjacent and opposite buildings in the street • movement and access for vehicles, servicing, pedestrians and cyclists • topography, landscape, open spaces and vegetation • significant views to and from the site • significant noise sources in the vicinity of the site, particularly vehicular traffic, train, aircraft and industrial noise 				
	Site context and survey plan	Plan(s) of the existing site based on a survey drawing showing the features of the immediate site including: <ul style="list-style-type: none"> • boundaries, site dimensions, site area, north point • topography, showing relative levels and contours at 0.5 metre intervals for the site and across site boundaries where level changes exist, any unique natural features such as rock outcrops, watercourses, existing cut or fill, adjacent streets and sites • location and size of major trees on site and relative levels where relevant, on adjacent properties and street trees • location and use of existing buildings or built features on the site • location and important characteristics of adjacent public, communal and private open spaces • location and height of existing windows, balconies, walls and fences on adjacent properties facing the site, as well as parapet and ridge lines • pedestrian and vehicular access points, driveways and features such as service poles, bus stops, fire hydrants etc. • location of utility services, including easements and drainage • location of any other relevant features 			
		Streetscape elevations and sections	Photographs or drawings of the site in relation to the streetscape and along both sides of any street that the development fronts, that show: <ul style="list-style-type: none"> • overall height (storeys, metres) and important parapet/datum lines of adjacent buildings • patterns of building frontage, street setbacks and side setbacks • planned heights 		
			Analysis	Plan that synthesises and interprets the context, streetscape and site documentation into opportunities and constraints that generate design parameters, including the following information: <ul style="list-style-type: none"> • orientation and any overshadowing of the site and adjoining properties by neighbouring structures (excludes vegetation). The winter sun path should also be shown between 9 am and 3 pm on 21 June • identification of prevailing wind • the geotechnical characteristics of the site and suitability of the proposed development • the public domain interface and street setback • relationship to and interface with adjacent properties, including side and rear setbacks • ventilation for the subject site and immediate neighbours • proposed building footprint location 	

ECM

Owner: Planning and Environment - Statutory Planning Services

DSID 1889574

Last Revised: 30/10/2018

Version: 54, Version Date: 30/10/2018

	<ul style="list-style-type: none"> retained and proposed significant trees and deep soil zones 	
	<ul style="list-style-type: none"> proposed communal open space 	
	<ul style="list-style-type: none"> proposed car park footprint and depth 	
	<ul style="list-style-type: none"> proposed building entries 	
	<ul style="list-style-type: none"> supporting written material - this should include technical advice from specialists involved in the development process including landscape architects, arborists, geotechnical engineers and/or contamination specialists where applicable 	

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:

IMPORTANT NOTICE: Electronic Lodgement Requirements

Commencing on 1 November 2011, Council will not accept Development Applications unless they are accompanied by electronic copies of all supporting documents, including plans and completed application forms. Hard copies will continue to be required as per this Checklist together with a CD or USB or similar device containing electronic copies.

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

- 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.
- 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.
- Plans** - must be to scale and rotated to landscape.
- 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.
- 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.

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.