

DEVELOPMENT APPLICATION CHECKLIST 12 - SUBDIVISION

Land (Torrens Title), Strata/Community Title, Boundary Adjustment



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 showing all parking and loading to scale of 1:100 (preferred) or 1:200	3	B		
	Statement of Environmental Effects including compliance table	3	G		
	Plan of Proposed Subdivision to scale of 1:100 (preferred) or 1:200 stapled and folded to A4 size.	3			
	Electronic device containing all plans and documents – See page 3 for council format	1	Z		
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Soil and Water Management Plan to scale of 1:100 (preferred) or 1:200 When: construction works are involved	2	I		
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item	2	P		
	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200 When: proposal involves the (Torrens Title) subdivision of land	2	Q		
	Contamination Records When: land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy)	2	T		
	Existing and Proposed Fire Safety Measures When: proposal involves strata/community title subdivision	1	V		
	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		
	Hydraulic Engineer's Report When: land is identified as flood affected in the Concord West Flood Study Area	2	AB		
	Cost Summary Report When: construction works are involved, and the cost of these works is between \$100,001 - \$2,000,000	1			
	Detailed Cost Report When: construction works are involved, and the cost of these works is greater than \$2,000,000	1			

Please Ensure that the Following Additional Information is Provided with Subdivision Applications

ECM

Owner: Planning and Environment - Statutory Planning Services
DSID 1889577

Last Revised: 30/10/2018

Document Set ID: 1889577

Version: 40, Version Date: 30/10/2018

STRATA SUBDIVISION APPLICATIONS					
	Show existing lot/s deposited plan numbers				
	Any draft s88 instruments				
Applicant (please tick)	Item	Copies	Appendix part	CSO	Planning Assistant
STRATA SUBDIVISION APPLICATIONS					
	Show proposed strata lot boundaries and lot numbers				
	Show all car parking and storage area allocations with lot numbers				
	Show all common areas				
	Show all open space distinguishing common landscape areas and those attached to strata lots				
	Strata lots				
	Street Numbering Schedule	2	Y		
TORRENS TITLE SUBDIVISION					
	Show existing lot/s deposited plan numbers				
	Show all existing site dimensions and proposed lot dimensions				
	Show common/dividing wall if any and any associated cross easements				
	Details of the existing and proposed subdivision pattern including the numbers of lots and location of roads				
	Details of consultation with public authorities responsible for the provision and application of utility services required by the proposed subdivision				
	Preliminary engineering drawings of the work to be carried out indicating proposed infrastructure including roads, waste, sewage and earthworks				
	Existing and finished ground levels				
	Show all car parking and storage area allocations with lot numbers				
	Street Numbering Schedule	2	Y		
	Driveway Longitudinal Section (scale 1:25) to the DA Appendix for Detailed Information and Example Longitudinal Sections Refer				
	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:

IMPORTANT NOTICE: Electronic Lodgement Requirements

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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:

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.

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.