

# DEVELOPMENT APPLICATION CHECKLIST 14 - COMMERCIAL/INDUSTRIAL CHANGE OF USE OR INTERNAL SHOP FITOUT, WITH NO EXTERNAL WORK



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
<b>ALWAYS REQUIRED</b>					
	<b>Site Plan</b> including any landscaping, the location of off street car parking, and loading and unloading facilities to scale of 1:100 (preferred) or 1:200	3	B		
	<b>Floor plans</b> coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	3	D		
	<b>Statement of Environmental Effects</b> including compliance table	3	G		
	<b>Waste Management Plan</b> on Council form only	2	H		
	<b>A4 Notification Plan</b> showing site plan, floor plan and elevations	2	J		
	<b>Disability Access Report</b>	3	R		
	<b>Existing and Proposed Fire Safety Measures</b>	2	U		
	<b>Details of Hours of Operation</b>				
	<b>Plant and Machinery to be installed</b>	1			
	<b>Type, size and quantity of goods to be made, stored, or transported</b>	1			
	<b>Cost Summary Report</b> for works between \$100,001 - \$2,000,000	1			
	<b>Electronic device containing all plans and documents</b> – See page 2 for council format	1	Z		
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>					

	<b>Heritage Impact Statement</b> <b>When:</b> proposal is within a Conservation Area or is associated with a Heritage Item	2	O		
	<b>Contamination Reports</b> <b>When:</b> land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy)	2	S		
	<b>Integrated Development Special Requirements</b> <b>When:</b> 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		
	<b>Detailed Cost Report</b> <b>When:</b> development cost is greater than \$2,000,000	1			

**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.

**ECM**

Owner: Planning and Environment - Statutory Planning Services  
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