

# DEVELOPMENT APPLICATION CHECKLIST 16 - CHILD CARE CENTRES



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>Survey plan</b> not more than 5 years old to scale of 1:100 (preferred) or 1:200	2	A		
	<b>Site Plan</b> to scale of 1:100 (preferred) or 1:200	3	B		
	<b>Floor plans</b> to scale of 1:50/1:100 (preferred) or 1:200	3	D		
	<b>Elevations</b> including building height plane to scale of 1:50/1:100 (preferred) or 1:200	3	E		
	<b>Sections</b> to scale of 1:50/1:100 (preferred) or 1:200	3	F		
	<b>Statement of Environmental Effects</b> including compliance table and Capacity of Centre and Operational Hours. Details must be provided, including: <ul style="list-style-type: none"> <li>Proposed number of children by age groups (0-2 year olds, 2-3 year olds or 3-5/6 year olds)</li> <li>Proposed number of children to be school age if the centre is offering before and after school care</li> <li>Staff numbers – how many in total and how many on site at any one time</li> <li>Proposed days and hours of operation</li> </ul>	3	G		
	<b>Waste Management Plan</b> on Council form only	2	H		
	<b>Soil and Water Management Plan</b> to scale of 1:100 (preferred) or 1:200	2	I		
	<b>A4 Notification Plan</b> showing site plan, floor plan and elevations	2	J		
	<b>Schedule of Colours and Materials</b> including original of colour swatches/brochures (no colour copies)	2	L		
	<b>Landscape Plan</b> to scale of 1:100 (preferred) or 1:200	3	M		
	<b>Disability Access Report</b>	2	R		
	<b>Indoor and Outdoor Space Requirements</b> Demonstration that the proposed Child Care Centre meets the requirements in relation to indoor and outdoor space per child.	3			
	<b>Playground Plan</b> A report prepared by a suitably qualified person assessing potential exposure impacts to mobile phone towers and base stations, antennae, transmission line easements or other sources of electromagnetic radiation	3			
	<b>Acoustic Report</b> An acoustic report as outlined in part 10.9 of the City of Canada Bay DCP.	3			

## ALWAYS REQUIRED

### ECM

Owner: Planning and Environment - Statutory Planning Services

DSID 1889581

Document Set ID: 1889582  
Version: 46, Version Date: 31/05/2019

	<p><b>Compliance Report</b> A written report prepared by a suitably qualified person which demonstrates that the proposed child care facility will achieve compliance with the Department of Community Services requirements.</p>	3			
	<p><b>Cost Summary Report</b> for works between \$100,001 - \$2,000,000</p>	1			
	<p><b>Traffic Report</b> A written report prepared by a suitable qualified person to assess existing traffic conditions and potential impacts of the proposed.</p>	3			
	<p><b>Building Code of Australia</b> A BCA report prepared by a suitably qualified person to demonstrate how the proposal can comply with the BCA and any works that may be required to achieve compliance.</p>	3			
	<p><b>Electronic device containing all plans and documents</b> – See page 3 for council format</p>	1	Z		
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>					
	<p><b>Operation Plan of Management</b> A comprehensive operational plan of management plan which includes the following minimum details:</p> <ul style="list-style-type: none"> <li>• Children’s indoor and outdoor playtimes etc. schedules</li> <li>• Traffic and parking management plans</li> <li>• Noise Management Plan and Complaints Handling Procedure</li> <li>• Emergency Evacuation Procedures or Plan</li> <li>• Mechanism for conveying policies and updates to parents</li> <li>• Security measures policy</li> <li>• Supervision of children policy</li> <li>• Parent/guardian and family involvement policy.</li> </ul> <p><b>When:</b> the site adjoins existing residential properties.</p>	2			
	<p><b>Shadow Diagram</b> in plan form with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200 <b>When:</b> the proposal is two storeys</p>	2	N		
	<p><b>Shadow Diagram</b> in elevation and section with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200 <b>When:</b> the site has its long axis in a generally E/W, NE/SW, SE/NW orientation</p>	2	N		
	<p><b>Heritage Impact Statement</b> <b>When:</b> proposal is within a Conservation Area or is associated with a Heritage Item</p>	2	0		
	<p><b>Contamination Reports</b> <b>When:</b> land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy)</p>	2	S		
	<p><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</p>		V		
	<p><b>Streetscape Character Analysis</b> <b>When:</b> the proposed works will impact in the streetscape (i.e. new building, front fence, alterations to the front elevation of an existing building)</p>	2	X		
	<p><b>Hazardous Materials Report</b> <b>When:</b> the proposed Child Care Centre is in an existing building. A Hazardous Materials report undertaken by a suitably qualified environmental consultant should be submitted containing a lead and asbestos assessment of all building materials, carpets and painted areas including the roof void.</p>	2			
	<p><b>Detailed Cost Report</b> <b>When:</b> development cost is greater than \$2,000,000</p>	1			
	<p><b>Arborist Report or Arboricultural Impact Assessment Report</b> <b>When:</b> 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</p>		AB		

<p><b>Driveway Longitudinal Section (scale 1:25)</b>  <b>Refer to the DA Appendix for Detailed Information and Example Longitudinal Sections</b>  <b>Must include Engineer's Certificate When:</b></p> <ol style="list-style-type: none"> <li>1. New driveway/s are proposed</li> <li>2. Existing driveway/s are proposed to be widened or relocated</li> <li>3. Basement parking is proposed</li> <li>4. There is no set back between the proposed garage, carport or basement floor and the front boundary.</li> <li>5. The gradient between the top of the kerb and the proposed garage is more than 5% (1 in 20).</li> <li>6. The level of the top of the kerb is higher than the proposed garage or basement floor level.</li> </ol>	2	AA		
<p><b>Hydraulic Engineer's Report</b>  <b>When:</b> land is identified as flood affected in the Concord West Flood Study Area</p>	2	AB		
<p><b>Electromagnetic Energy (EME) Report</b>  <b>When:</b> proposal is to be located within 300m of an electromagnetic source such as mobile phone towers and base stations, electricity substations or transmission lines.</p>	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**

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.