

DEVELOPMENT APPLICATION CHECKLIST 17 - BIRKENHEAD POINT SHOPPING CENTRE TENANCY CHANGE OF USE OR INTERNAL SHOP FITOUT



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 show whole site and coloured to clearly indicate the building (Block) that the application relates to scale of 1:2000 at A3	3	B		
	Building Floor Plan/Leasing Plan coloured to show location of shop/tenancy within relevant level of the building indicated in Site Plan to scale of 1:500 at A3	3			
	Tenancy Floor Plans/Layout Plan coloured to show new work proposed for relevant shop/tenancy to scale of 1:50/1:100	3	D		
	Statement of Environmental Effects clearly detailing proposal including hours of operation and assessment against all relevant controls	3	G		
	Waste Management Plan detailing on Council form only, all waste to be produced during demolition, construction and ongoing use of the tenancy	2	H		
	Electronic device containing all plans and documents – See page 2 for council format	1	Z		
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Plant and Machinery to be installed When: proposal involves installation of plant and machinery details must be provided in the SEE	3			
	Type, size and quantity of goods to be made, stored, or transported When: proposal involves the making, storage or transport of goods details must be provided in the SEE	3			
	Cost Summary Report When: works will cost between \$100,001 - \$2,000,000	1			
	Detailed Cost Report When: development cost is greater than \$2,000,000	1			
	Elevations When: changes are proposed to the external façade of the building, including signage	3	E		
	A4 Notification Plan showing Site Plan, Building Floor Plan, Tenancy Floor Plan and Elevations When: proposed works relate to a tenancy that will be visible from outside Birkenhead Point Shopping Centre or will operate outside of standard Birkenhead Point Shopping Centre trading hours.	2	J		

ECM

Owner: Planning and Environment - Statutory Planning Services
DSID 2752784
Last Revised: 30/10/2018

Applicant (please tick)	Item	Copies	Appendix part	CSO	Planning Assistant
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Signage including details of the number and dimensions of signs, colours and method of illumination When: signage is proposed to be installed on the external façade of the building				
	Statement of Heritage Impact When: proposal involves any modifications or work to the original fabric of the building that is listed as a Heritage Item	2	0		
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:

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.