

# DEVELOPMENT APPLICATION CHECKLIST 20 – BOARDING HOUSES



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 FLOOR PLAN, 1 X ELEVATIONS 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	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>Operational Plan of Management</b> Details must be provided, including but not limited to: <ul style="list-style-type: none"> <li>• Safety and security measures</li> <li>• Responsibilities of Manager</li> <li>• House Rules for residents – curfews, visitors etc</li> </ul>	2			
	<b>Compliance Report – can be included in Statement of Environmental Effects</b> A written report prepared by a suitably qualified person which demonstrates that the proposed boarding house satisfies the requirements of State Environmental Planning Policy (Affordable Rental Housing) 2009	3			
	<b>Cost Summary Report</b> for works between \$100,001 - \$2,000,000	1			
	<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.	2			
	<b>Electronic device containing all plans and documents</b> – See page 3 for council format	1	Z		

## ECM

Owner: Planning and Environment - Statutory Planning Services

DSID 4452638

Document Set ID: 4452638  
Version: 16, Version Date: 30/10/2018

	<b>Crime Prevention Through Environmental Design (CPTED) Report</b> A written report prepared by a suitably qualified person which demonstrates that the proposed boarding house siting and design addresses issues of surveillance, access control and space/activity management to minimise/prevent opportunities for crime to occur	2			
	<b>Streetscape Character Analysis</b> to demonstrate compliance with Local Character test under State Environmental Planning Policy (Affordable Rental Housing) 2009	2	X		
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>					
	<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	2	N		
	<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	2	N		
	<b>BASIX Certificate</b> <b>When:</b> boarding houses where self-contained rooms are proposed (e.g., bathroom and kitchen facilities provided in each room). BASIX commitments must be clearly marked on the DA plans as required by the Certificate	3			
	<b>Heritage Impact Statement</b> <b>When:</b> proposal is within a Conservation Area or is associated with a Heritage Item	2	0		
	<b>Traffic Report</b> A written report prepared by a suitably qualified person to assess existing traffic conditions and potential impacts of the proposed.	3			
	<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			
	<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		AB		
	<b>Driveway Longitudinal Section (scale 1:25)</b> <b>Refer to the DA Appendix for Detailed Information and Example Longitudinal Sections</b> <b>When:</b> 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		
	<b>Hydraulic Engineer's Report</b> <b>When:</b> land is identified as flood affected in the Concord West Flood Study Area	2	AB		

**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.

**ECM**

Owner: Planning and Environment - Statutory Planning Services

DSID 4452638

Document Set ID: 4452638

Version: 16, Version Date: 30/10/2018

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.