

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
ALWAYS REQUIRED					
	Survey plan not more than 5 years old to scale of 1:100 (preferred) or 1:200	2	A		
	Site Plan to scale of 1:100 (preferred) or 1:200	3	B		
	Floor plans to scale of 1:50/1:100 (preferred) or 1:200	3	D		
	Elevations including building height plane to scale of 1:50/1:100 (preferred) or 1:200	3	E		
	Sections to scale of 1:50/1:100 (preferred) or 1:200	3	F		
	Statement of Environmental Effects including compliance table	3	G		
	Waste Management Plan on Council form only	2	H		
	Soil and Water Management Plan to scale of 1:100 (preferred) or 1:200	2	I		
	A4 Notification Plan showing site plan, floor plan and elevations	2	J		
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies)	2	L		
	Landscape Plan to scale of 1:100 (preferred) or 1:200	3	M		
	Disability Access Report	2	R		
	Operational Plan of Management Details must be provided, including but not limited to: <ul style="list-style-type: none"> • Safety and security measures • Responsibilities of Manager • House Rules for residents – curfews, visitors etc 	2			
	Compliance Report – can be included in Statement of Environmental Effects 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			
	Cost Summary Report for works between \$100,001 - \$2,000,000	1			
	Building Code of Australia 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			
	Electronic device containing all plans and documents – See page 3 for council format	1	Z		

ECM

Owner: Planning and Environment - Statutory Planning Services

DSID 4452638

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	Crime Prevention Through Environmental Design (CPTED) Report 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			
	Streetscape Character Analysis to demonstrate compliance with Local Character test under State Environmental Planning Policy (Affordable Rental Housing) 2009	2	X		
REQUIRED IN CERTAIN CIRCUMSTANCES					
	Shadow Diagram in plan form with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200 When: the proposal is two storeys	2	N		
	Shadow Diagram in elevation and section with separate plans for 9am, 12pm and 3pm to scale of 1:100 (preferred) or 1:200 When: the site has its long axis in a generally E/W, NE/SW, SE/NW orientation	2	N		
	BASIX Certificate When: 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			
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item	2	0		
	Traffic Report A written report prepared by a suitably qualified person to assess existing traffic conditions and potential impacts of the proposed.	3			
	Contamination Reports When: land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy)	2	S		
	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		
	Detailed Cost Report When: development cost is greater than \$2,000,000	1			
	Arborist Report or Arboricultural Impact Assessment Report When: 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		
	Driveway Longitudinal Section (scale 1:25) Refer to the DA Appendix for Detailed Information and Example Longitudinal Sections Must include Engineer's Certificate 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		
	Hydraulic Engineer's Report When: 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

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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.