

DEVELOPMENT APPLICATION LODGEMENT CHECKLIST

✓ = required ● = may be required	Residential Alts & Adds / New Dwellings / Dual occupancy / Secondary dwellings	Swimming pools	Tree works in HCA / HI	Off street parking / Carport / Garage	Residential Flat Buildings	Mixed Use / Boarding House	Multi-dwellings (not RFB)	Subdivision only	Change of use / Commercial Fit out	Commercial / Industrial	Signage	Solar Energy Systems
Development application form*	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Statement of Environmental Effects*	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exception to Development Standard Request*	●	●	-	●	●	●	●	●	●	●	-	-
Survey (see note)	●✓	✓	●	✓	✓	✓	✓	✓	-	✓	●	-
Site plan / Site analysis*	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor and Roof plans – existing and proposed*	✓✓	✓	-	●	✓	✓	✓	●	✓	✓	-	-
Elevations / Sections*	✓✓	✓	-	✓	✓	✓	✓	●	✓	✓	✓	-
Landscape plan*	✓	✓	●	●	✓	✓	✓	●	-	●	-	-
Stormwater drainage concept plan / OSD*	✓✓	●	-	✓	✓	✓	✓	●	●	●	-	-
Shadow Diagrams – Existing and proposed	✓✓	●	-	●	✓	✓	✓	●	-	✓	●	●
Full set of plans	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subdivision / Strata Plan*	●	-	-	●	●	●	●	✓	-	●	-	-
Waste Management Plan	✓✓	✓	-	✓	✓	✓	✓	●	✓	✓	-	●
Water Management Statement / Water sensitive Urban Design / MUSIC model	✓	●	-	●	✓	✓	✓	●	-	✓	-	-
BASIX certificate*	●✓	●	-	-	✓	✓	✓	-	-	-	-	-
Materials and finishes schedule*	✓✓	-	-	●	✓	✓	✓	-	-	✓	✓	-
Heritage Impact Statement	●	●	●	●	●	●	●	●	●	●	●	-
Flood / Foreshore Risk Management Report	●	●	-	●	●	●	●	●	●	●	-	-
Arborist report	●	●	●	●	●	●	●	●	-	●	-	-

Structural Engineers report / Party Wall consent*	●	●	●	●	●	●	●	-	●	●	-	-
Swept paths / compliance with AS2890.1 / Driveway long sections	●	-	-	✓	●	●	●	●	●	●	-	-
Traffic and Parking Assessment Report	●	-	-	●	✓	✓	✓	●	●	✓	-	-
Access Report	-	-	-	●	✓	✓	✓	-	●	✓	-	-
NCC (BCA) Report	-	-	-	-	✓	✓	✓	-	●	✓	-	-
Design Verification Statement*	-	-	-	-	✓	●	●	-	-	-	-	-
Geotechnical Report	●✓	●	-	●	●	●	●	-	-	●	-	-
Contamination / Remediation Action Plan	●	●	-	●	●	●	●	●	●	●	-	-
Acoustic Report / Noise Assessment	●	-	-	-	●	●	●	-	●	●	-	-
Social Impact Comment or Assessment	-	-	-	-	●	●	●	-	●	●	-	-
Three-Dimensional Model / Photomontage	●	-	-	-	●	●	●	-	-	●	●	-
Plan of Management	-	-	-	-	-	✓	-	-	●	●	-	-
3D Rendered Image	●	-	-	-	✓	✓	●	-	-	●		
Views from the angle of the sun	●	-	-	-	✓	✓	●	-	-	●		

Survey Requirements

Surveys are generally required for all development applications that entail new external works. If alterations and additions are being done that are wholly internal to the building, a survey may not be required. To clarify whether a survey is required, you may wish to contact Council's Duty Planning officer.

Documentation Requirements

All submitted plans and documents are required to be prepared in accordance with Council's '[DA Documentation Requirements](#)'. Council officers will review plans and supporting documents at the time of DA lodgement for adherence to the specifications. If your proposed development type is not listed in the matrix above, it is recommended that you contact Council and speak with a Duty Planning officer who can advise of lodgement requirements.

Please note that the DA Application form is required to enable lodgement into Council's system regardless of the information entered into the NSW Planning Portal. Please note that if there are any discrepancies the information in Council's DA Application form will take precedence.

Payment of Fees

Council will not commence processing of your application until such time that all fees are paid. Please note that payment is required within 7 days from the date of lodgement regardless of any due date on an invoice issued. If payment has not been received in due course the application will be rejected and returned to you.