

# DEVELOPMENT APPLICATION CHECKLIST



Assessment of development applications will commence once all information is received and fees are paid.

## Development Approval Application – provide 1 copy of the following:

- Development Application Form – completed and signed
- Building Safely Near Powerlines, Electricity Act Declaration Form – completed and signed
- Development application fees, including lodgement fees, planning assessment and building rules assessment fees (where applicable) – calculated by Council Staff and paid
- Certificate of Title of property (two pages) – current copy
- And two copies of relevant plans and support information as outlined below – maximum size A3.

## Development Plan Consent Application – provide 2 copies of the following:

- Site plan/contour plan to scale not less than 1:500 showing
  - all boundaries and dimensions of the site
  - a north point of the site
  - any easements over the site
  - all existing buildings, structures, tanks, wastewater disposal systems and soakage areas that are to be retain, altered or demolished including dimensions and setbacks from property boundaries
  - all proposed buildings, structures, tanks, wastewater disposal systems and soakage areas including dimensions and setback from property boundaries
  - existing and proposed vegetation on the site
  - existing ground levels, proposed bench levels (FBL), finished floor level (FFL) and required cut/fill
  - existing and proposed retaining walls
  - open space and car parking requirements
- Building floor plan with dimensions and room descriptions to scale not less than 1:100
- Building elevation plan with dimensions and external finishes to scale not less than 1:100
- Wastewater control system, type and location of soakage area. *New dwellings are required to pay a \$2,500 connect fee to the CWMS or STEDS systems (this will be invoiced after Development Plan Consent had been issued)*
- Stormwater disposal plan with existing and proposed levels of building in relation to street water table.
- Details of proposed materials, colours and finishes.
- Additional information could also be required:
  - a land use description, including the nature of the proposed activity, hours of operation, intended capacity of venue and number of employees
  - signage details, including location, size, materials illumination, lettering and colours
  - a waste management plan demonstrating how waste will be managed during and after construction.

## Building Rules Consent Application

Provide 1 copy of the following

- Construction Industry Training levy (*if construction exceeds \$40,000*)
- Building Indemnity Insurance, as prescribed by the Building Work Contractors Act 1995 (*if not an owner building and if the value of the development is above \$12,000*)

Provide 2 copies of the following

### Garage, Verandah, Carport, Pergola, Garage

- Structure and building specifications and attachment details if development is attached to a structure
- Verandahs greater than 4.2 metres attached to existing roof require an engineering design check of existing structure.

### New/Addition/Alteration to Dwelling

- Roof design and details including plan with details of beams, rafters and trusses
- Floor structural design and details
- Wall framing design and details
- Wind bracing design and construction details
- Wet area construction and ventilation details
- Soil report, footing and floor layout (if concrete) including engineers calculations
- Wastewater control system to be installed. *A Wastewater Disposal System Application is required which is separate to a Development Application*
- Site drainage details and rain water collection/disposal including the installation of a minimum 5000 litre rain water tank. *Installation of rain water tank may require a Development Application.*
- Energy efficiency report
- Smoke detector details / alarm provisions
- Stair design and construction details
- Air conditioning / mechanical ventilation details

### **Industrial, Commercial and Retail**

- In addition to New/Addition/Alteration to Dwelling 12 items on previous page;
- Specific use proposed including the various activities to be carried on the site
- Essential Safety Provisions (ESP) details
- Location of storage, loading and unloading areas
- Location of any required hydrants, boosters or street fire plugs
- Description of all processes, machines and activities
- Expected days and times of operation
- Expected number of employees
- Car parking areas and pathways, including layout, line marking and design levels
- Various stages in which the development is to finalised (if applicable)
- Details of any lease or sub-lease.
- Details and methods of waste storage and disposal

### **Demolition**

- Demolition Application Form – completed and signed
- Site Plan (showing all existing buildings and highlighting proposed structures to be demolished)
- Description of work
  - a written description detailing the extent of demolition work, including any fencing
  - a written description of the demolition procedure, including details of the measures to be taken to provide satisfactory levels of safety on and around the site and street tree protection
  - contact details of contractor or person engaged that will be responsible for the removal
  - method to be used to suppress dust on the site
  - method to prevent mud, dirt and other debris from the site onto the public road
  - method to handle hazardous materials on the site? Does the dwelling contain asbestos? And if so, the method of removal and transportation from the site
  - a waste disposal plan, outlining where materials will be disposed
- All waste control systems must be desludged, removed and the site rehabilitated. Environmental Officer is to be notified to inspect the site prior to back filling.

### **Swimming Pool**

- Details of safety fencing (type and location)
- Structural details of swimming pool
- Location of pool pump, include skimmer box details
- CPR safety signage

### **Advertising Sign**

- Site plan
- Elevation plan
- Clearances (from footpath for example)
- Colours & graphics
- Fixing Details (including bolt sizes)
- Details of protection against corrosion

### **Change of Use Application – provide 2 copies of the following**

- Details of existing approved use
- Site plan
- Floor plans depicting new use(s)
- Parking provisions (ingress, egress and onsite movements. Loading and unloading facilities)
- Hours of operation, peak seasons
- Plant or machinery to be installed
- Details of onsite storage and collection/management of refuse

### **Additional Information may be required depending on nature of proposed development**

- A site survey undertaken by an engineer/surveyor
- A streetscape plan showing the front elevation of the proposed development and those of adjacent buildings
- A landscaping plan
- A locality plan showing the site of the proposed development and features/uses of nearby land
- An overshadowing diagram, illustrating the extent of shadow that would be cast by the proposed development over adjoining properties.
- A car parking survey and traffic impact report
- A site contamination and remediation report
- Statement of Effect for Non-Complying Development (refer to Non-Complying Development Guide)

*For any queries regarding development application requirements please contact  
Council's Development Services on (08) 8828 1200 (press 3).*