

What do I need to lodge an application?

A range of information is needed to assess applications, with some applications needing more information than others. All the required information should be submitted when the application is lodged otherwise assessment of the application will be delayed.

The following minimum information is required for all applications:

- Completed development application form and three copies of each of the following
- Certificate of title (to check for easements or encumbrances on the land)
- Application fee list
- Building floor plan to an appropriate scale (such as 1:100 or 1:200) with dimensions
- Building elevations to an appropriate scale (such as 1:100 or 1:200) with dimensions
- Completed Electricity Act Declaration
- Details of proposed materials and finishes
- A site plan showing
 - all boundaries of the site and their measurements
 - a north point
 - scale (please use a common scale such as 1:100, 1:200 etc)
 - any easements on the land
 - location of all current buildings on the allotment
 - location of all proposed buildings and structures
 - dimensions identifying setbacks of any new structures to the property boundary
 - location of existing vegetation, particularly significant trees or native vegetation

All plans should be numbered accordingly