

## Application Checklist No 8

# NEW COMMERCIAL OR RETAIL BUILDING OR MIXED USE DEVELOPMENT

This checklist is to be completed by the applicant prior to the lodgement of the application with Council. If any of the required information, documentation or detail has not been provided, Customer Service may not accept the application at this point in time.

| <u>Information Required</u>  | <u>Provided</u> |         |
|--|-----------------|---------|
|  | Yes             | Why Not |
| <b><i>Application Form</i></b>   |                 |         |
| Please provide applicant email address   |                 |         |
| Has the type of application been correctly identified DA & CC or DA or CC  |                 |         |
| Has the application form identified the BCA classification (CC)  |                 |         |
| Has the land to be developed been accurately identified  |                 |         |
| Has the application form been signed by <u>all</u> property owners, corporate seal or director and secretary signatures where required ( <b>sections 2, 5 &amp; 6</b> )  |                 |         |
| Is it clearly indicated on the application form what components of development approval are being sought   |                 |         |
| Is the proposal integrated development ( <b>please refer to Part 4 Division 5 Section 91 EP&amp;A Act 1979</b> )   |                 |         |
| If integrated, are additional sets of documentation provided and cheque for referral authority along with additional development application fee   |                 |         |
| Has the area of the land and the new area of the proposed development been indicated   |                 |         |
| Have all sections of the application form been completed   |                 |         |
| <b><i>Political Donations and Gifts Disclosure Statement (Effective 1/10/2008)</i></b>   |                 |         |
| Has the political donations & gifts disclosure statement been signed by the applicant and all owners   |                 |         |
| If answered yes on application form, is disclosure statement attached  |                 |         |
| <b><i>Statement of Environmental Effects</i></b>   |                 |         |
| Is there a full, detailed and site specific Statement of Environmental Effects which includes all required details of how the business operates, and where it exceeds ten (10) pages has an electronic copy been provided: <ul style="list-style-type: none"> <li>• Type of business, nature of goods or services</li> <li>• Hours of operation</li> <li>• Any special equipment used</li> <li>• Number of employees</li> <li>• Likely number of visitors to the premises including customers, sales representatives, etc</li> <li>• Proposed loading and unloading arrangements</li> <li>• Proposed parking arrangement and access</li> <li>• Waste disposal requirements</li> <li>• Effect on any residential development in the vicinity</li> </ul> |                 |         |
| <b><i>Plans</i></b>  |                 |         |
| Has one (1) full sets of plans and/or reports been provided  |                 |         |
| Where plans exceed A3 paper size and/or any attached documentation exceeds ten (10) pages has an electronic copy been provided.  |                 |         |
| Are the plans drawn in ink and to scale 1:100 General plans, 1:200 Site plans  |                 |         |

| <b><u>Information Required</u></b>  | <b><u>Provided</u></b> |                |
|---|------------------------|----------------|
|   | <b>Yes</b>             | <b>Why Not</b> |
| Does the site plan show all details of all proposed structures, dimensions, setbacks, north compass point, easements, any relevant site features, the relationship of proposed structures to neighbouring buildings, any structures intended to be demolished and all vegetation covered by the Tree Preservation Order |                        |                |
| Do the floor plans indicate the proposed uses of the floor areas, dimensions, etc   |                        |                |
| Have all elevations and a section been provided   |                        |                |
| Do the elevations or section indicate floor levels, ceiling levels and ceiling heights and the overall height of all proposed structures including signage  |                        |                |
| Is the location of any proposed advertising structures or signage indicated on the site plan and all relevant elevations  |                        |                |
| <b><i>Landscaping – Development Application Only</i></b>  |                        |                |
| Has one (1) set of landscape concept plans and details as per the requirements of Development Control Plan 2012 been provided.  |                        |                |
| <b><i>Landscaping – Development &amp; Construction Certificate Application</i></b>  |                        |                |
| Has one (1) set of landscape plans and details as per the requirements of Development Control Plan 2012 been provided.  |                        |                |
| <b><i>Stormwater and Drainage – Development Application Only</i></b>  |                        |                |
| Has one (1) set of stormwater drainage concept design including stormwater drainage analysis calculation been provided– please note DCP 2012  |                        |                |
| Are the landscape and drainage plans consistent with each other and the architectural plans   |                        |                |
| <b><i>Section 94A Contribution Plan Requirements (as from 26 February 2010)</i></b>   |                        |                |
| Where the value of work exceeds \$100,000 a cost report is to be submitted with the development application. Where the value of work exceeds \$1,000,000 a full quantity survey of the proposal prepared by a quantity surveyor must be submitted. Has a cost summary report provided                                   |                        |                |
| <b><i>Demolition</i></b>  |                        |                |
| Does the proposal include any demolition component and if so have the demolition works been addressed in the Statement of Environmental Effects   |                        |                |
| <b><i>Variations</i></b>  |                        |                |
| Are any variations to DCP's being sought and if so are the variations addressed in accordance with the provisions of the relevant DCP or Policy   |                        |                |
| Is there any variation to the LEP being sought, if so has a formal variation request (addressing Cl 4.6 KLEP 2011) been included with the application   |                        |                |
| <b><i>Site Analysis</i></b>   |                        |                |
| Has one (1) copy of site analysis information been provided in accordance with the requirements of the Site and Neighbourhood Analysis Policy   |                        |                |
| <b><i>Notification Plans</i></b>  |                        |                |
| Has one (1) set of A4 or A3 notification plans been provided  |                        |                |
| Do the notification plans include a site plan and elevations of all proposed structures   |                        |                |
| Does the site plan show all dimensions and setbacks and any proposed new boundaries if inclusive of subdivision component   |                        |                |
| Does one elevation show the overall height of proposed structures / signage   |                        |                |

| <b><u>Information Required</u></b>   | <b><u>Provided</u></b> |                |
|--|------------------------|----------------|
|  | <b>Yes</b>             | <b>Why Not</b> |
| <b><i>Construction Certificate</i></b>   |                        |                |
| Is a Construction Certificate being applied for  |                        |                |
| If applying for a Construction Certificate, have you provided a minimum of one (1) set of detailed specifications for the proposed work, and where it exceeds ten (10) pages has an electronic copy been provided.   |                        |                |
| Has the Basix schedule of commitments been indicated on the plans for any residential component  |                        |                |
| <b><i>Basix (only for any residential component of the proposal)</i></b>   |                        |                |
| Has a Basix Certificate been provided  |                        |                |
| Have all aspects of the Basix schedule of commitments been indicated on plans as per requirements of the Basix Certificate   |                        |                |
| Is a NatHERS report also indicated on the Basix Certificate as being required and if so has it been provided   |                        |                |
| Has the correct postcode been indicated on the Basix Certificate   |                        |                |
| <b><i>BCA Section J Report (For Commercial/Industrial component)</i></b>   |                        |                |
| Has a report from a suitably qualified person addressing the Energy Efficiency requirements of Section J of the BCA been provided.   |                        |                |
| <b><i>Waste Minimisation &amp; Management Plan (Commercial development requires Appendix 1B at construction certificate application stage)</i></b>   |                        |                |
| For all commercial applications where the value of work exceeds \$5000 – a 1B Waste Plan is required to be submitted at Construction Certificate application stage – if applying for a Construction Certificate please include Appendix 1B waste plan  |                        |                |
| <b><i>External Finishing Colours and Materials</i></b>   |                        |                |
| Have details of the external finishing colours and materials been provided and indicated on plans and do the intended colours comply with all relevant development control plans   |                        |                |
| <b><i>Advertising Structures and / or signage</i></b>  |                        |                |
| Are details of any proposed advertising structures or signage provided including: <ul style="list-style-type: none"> <li>• Location and dimensions of any proposed structures or signage</li> <li>• Details of what is proposed on the signage</li> <li>• Proposed colour scheme of signage</li> </ul> |                        |                |
| <b><i>Heritage</i></b>   |                        |                |
| Does the site contain a heritage listed item or is the site located within the proximity of a heritage listed item? ( <i>You may need to confirm with Council planning staff</i> )<br>If yes, please provide two (2) copies of a heritage impact statement prepared by a suitably qualified person     |                        |                |

| <u>Information Required</u>   | <u>Provided</u> |         |
|---|-----------------|---------|
|   | Yes             | Why Not |
| <b><i>SEPP 65 – Residential Flat Development</i></b>  |                 |         |
| <p>Is the building three (3) or more storeys (not including levels below ground level provided for car parking or storage, or both, that protrude less than 1.2 metres above ground level), and<br/>Does the building contain four (4) or more self-contained dwellings (whether or not the building includes uses for other purposes, such as shops)</p> <p>If yes, one (1) set of the following is required to accompany the application:</p> <ul style="list-style-type: none"> <li>• A design verification completed by a qualified designer</li> <li>• Drawings of the proposed development in the context of surrounding development</li> <li>• Photomontages of the proposed development in the context of surrounding development</li> <li>• A sample board of the proposed materials and colours</li> <li>• Detailed sections of proposed facades</li> <li>• A model, where appropriate or where requested by planning staff</li> <li>•</li> </ul> |                 |         |
| Have <b><u>ALL</u></b> components of the application form been completed and <b><u>ALL</u></b> signatures provided for sections 2, 5 and 6 of the development application form  |                 |         |

**Statement of understanding by the applicant \*Please read carefully\***

By completing this checklist and indicating that the required information has been provided, I understand Council may reject or refuse this application if it is found during the initial assessment by Council’s technical staff, to be missing any of the required information, documentation or details that have been indicated on this checklist as provided.

.....  
Signature and name of applicant

.....  
Date