



# Application Checklist No 1

## NEW DWELLING – RESIDENTIAL

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.

### Information Required

### Provided

Yes      Why Not

<b><i>Application Form</i></b>	Yes	Why Not
Please provide applicant email address where possible		
Has the type of application been correctly identified (DA & CC, DA, 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 dwelling been indicated		
Have all sections of the application form been completed		
<b><i>Political Donations and Gifts Disclosure Statement (Effective 1 October 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>		
Has a full, detailed and site specific Statement of Environmental Effects been provided – ( <b>pre-formatted copy included with application form <u>not</u> accepted</b> )		
<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 preferred – scale must be legible)		
Does the site plan show all details of all proposed structures, dimensions, setbacks, north compass point, easements and all vegetation covered by the Tree Preservation Order <b>NOTE:</b> If there is a new pool proposed, please indicate the pool capacity on site plan		
Do the floor plans indicate the proposed uses of the floor areas, dimensions.		
Have all elevations and a section been provided		
Do the elevations or section indicate floor levels and overall height		
<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 been provided		

<b><u>Information Required</u></b>	<b><u>Provided</u></b>	
	<b>Yes</b>	<b>Why Not</b>
<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 2012 being sought and if so are the variations addressed in accordance with the provisions of DCP 2012 (eg: fence, front setback, rear setback, etc)		
Is there any variation to the LEP being sought, therefore has a formal variation request 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 DCP 2012.		
<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		
Does one elevation show the overall height		
<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 plans		
<b><i>Basix</i></b>		
Has a current Basix Certificate been provided ( <b>not more than 3 months old</b> )		
Have all aspects of the Basix schedule of commitments been indicated on the 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>Waste Minimisation &amp; Management Plan</i></b>		
Does the value of work exceed \$5,000 – if Yes – Waste Plan required – Appendix 1A		
<b><i>Bushfire Prone Land</i></b>		
If the application relates to a parcel of land that is located in a Bushfire Prone Area, has a copy of a Bushfire Risk Assessment been provided, and where it exceeds ten (10) pages has an electronic copy been provided.		
<b><i>External Finishing Colours and Materials</i></b>		
Have details of the external finishing colours and materials been provided or indicated on plans, especially the proposed roof colour		
<b><i>Have ALL components of the application form have been completed and ALL signatures provided for sections 2, 5 and 6 of the development application form</i></b>		

**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.

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Signature and name of applicant

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Date