

CHECKLIST FOR LODGEMENT OF A DEVELOPMENT APPLICATION FOR RESIDENTIAL DWELLING/ALTERATIONS AND/OR ADDITIONS

This checklist will assist you with the lodgement of your Development Application (DA) by ensuring that you have provided all the necessary details. This will help prevent delays in the processing of your application.

Please do not lodge your application unless you have placed a (or n/a) in each box in the 'Applicant' column to indicate that you have supplied the information required.

PLANS – ESSENTIAL DETAILS

Note: All plans are to be double line and drawn to scale at either 1:100 or 1:200.

Applicant Office

SITE PLAN	*Including, but not limited to: all lot boundaries, north point, setbacks, landscaped area and calculations, Private Open Space (POS), Asset Protection Zone (APZ), effluent disposal area, watercourses, location of driveway, retaining walls, extent of earthworks. (*Refer to factsheet, ' Preparing plans for DAs ').	<input type="checkbox"/>	<input type="checkbox"/>
SITE ANALYSIS	Inclusive of boundaries, north point, contours, location of existing vegetation, stormwater, Council's sewer main/septic, view corridors and adjoining living spaces, watercourses, location of driveway, registered easements, retaining walls, extent of earthworks.	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR PLAN	Includes: layout, partitioning, room sizes (dimensions), intended uses for each part of the dwelling, window/door locations, floor levels, plumbing fixtures, wall structure type and thickness. Where a bar area is proposed in addition to a kitchen, you must include an elevation of the bar area.	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATIONS	Includes: FFL, NGL, overall height, sections (*Plans must indicate all levels relative to a nominated datum point).	<input type="checkbox"/>	<input type="checkbox"/>
SHADOW DIAGRAM	If two storey development : application must include a shadow diagram at 9.00am, 12.00pm and 3.00pm.	<input type="checkbox"/>	<input type="checkbox"/>
NOTIFICATION PLAN	To scale on A3/A4 size paper , including: site plan, four elevations, FFL, NGL and overall height (excluding floor plan)	<input type="checkbox"/>	<input type="checkbox"/>

PLANS – DCP REQUIREMENTS/SUPPORTING DOCUMENTATION REQUIRED

PRIVATE OPEN SPACE (POS)	Plans show 24m² of POS which must be less than 1 in 50 grade, with minimum dimension of 4m.	<input type="checkbox"/>	<input type="checkbox"/>
CAR PARKING	Plans show at least two complying car spaces per dwelling.	<input type="checkbox"/>	<input type="checkbox"/>
ACCESS	If your application includes a garage/carport or driveway access : plans must indicate R/L levels at kerb and gutter and garage floor.	<input type="checkbox"/>	<input type="checkbox"/>
VEGETATION REMOVAL/ BIODIVERSITY ASSESSMENT REPORT	A vegetation removal plan must be included in your application and must include m ² of clearing, including the entire APZ and associated clearing, ie, access roads, fencing etc, required for your development. Are you exceeding the Biodiversity Offsets Scheme thresholds or is your property mapped on the Biodiversity Values Map ? If yes to either , a Biodiversity Assessment Report must be supplied with this application . For more information, refer to the ' Biodiversity Offsets Scheme fact sheet '.	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT OF SIGNIFICANCE EG, FLORA AND FAUNA REPORT	Are there any Endangered Ecological Communities (EECs) onsite? If yes , an assessment of significance must be submitted. Please refer to Council's factsheet, 'Assessment of significance', for details required to be included in this statement (not required if Biodiversity Assessment Report included).	<input type="checkbox"/>	<input type="checkbox"/>

RAINWATER TANK AND STORMWATER REUSE/DISPOSAL	Plans need to indicate rainwater tank and stormwater reuse , if applicable.* (*Rainwater tank – new dwellings; stormwater disposal – all development (refer to ' Design guidelines for rainwater tanks ' document – clause 9.1 for requirements).	<input type="checkbox"/> <input type="checkbox"/>
SAFER BY DESIGN	Does the proposal comply with the Eurobodalla Safer by Design Code ? Is the main entrance clearly visible? Are there windows facing the street frontage?	<input type="checkbox"/> <input type="checkbox"/>
FLOODING OR TIDAL INUNDATION	Is the property subject to flooding or tidal inundation ? If yes , building, elevation and ground levels must be in AHD.	<input type="checkbox"/> <input type="checkbox"/>
BASIX	All new dwellings; alterations and additions over \$50,000 value; and swimming pools/spas over 40,000L volume, require a BASIX Certificate. DA plans must show BASIX commitments. Plans may need to show: landscaped area water tank - size and location hot water system - type and location Where a window schedule is part of the BASIX Certificate: elevation plans must show the schedule, referring to nominated windows.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
STATEMENT OF ENVIRONMENTAL EFFECTS	The Statement of Environmental Effects section has been completed for minor works or a separate statement provided for larger developments.	<input type="checkbox"/> <input type="checkbox"/>
CLAIM AGAINST PERFORMANCE CRITERIA (DCP)	Is a claim against the performance criteria attached for each clause which does not meet the acceptable solution? A statement giving justification for the design solution with regard to the performance criteria and objectives of the DCP is required.	<input type="checkbox"/> <input type="checkbox"/>
BUSHFIRE	Is the property mapped as bushfire prone land ? If yes , planning for bushfire protection applies* and you must: -include a Bushfire Assessment Report with a site plan -site plan must indicate: Asset Protection Zone (APZ), Inner Protection Zone (IPZ) and Outer Protection Zone (OPZ) -include a tree plan showing trees to be retained/removed (all properties) – (*see www.rfs.nsw.gov.au). What is the Bushfire Attack Level (BAL) ?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SEA LEVEL RISE ADAPTATION (SLR)	Is the property affected by SLR adaptation ? If yes , a coastal hazard/flooding inundation report may be required.	<input type="checkbox"/> <input type="checkbox"/>
ONSITE WASTE MANAGEMENT SYSTEM (OSMS)	Does the work involve the installation of an Onsite Waste Management System ? If yes , an application for Onsite Waste Management System must be lodged at the time of the Development Application (DA).	<input type="checkbox"/> <input type="checkbox"/>
HERITAGE	Is the development site or any adjoining development of heritage value ? A Heritage Impact Statement may be required.	<input type="checkbox"/> <input type="checkbox"/>
ABORIGINAL HERITAGE	Will the development impact any known or unknown Aboriginal heritage ? If yes , include a Due Diligence Report (see Office of Environment & Heritage Due Diligence Code of Practice for protection of Aboriginal objects in NSW).	<input type="checkbox"/> <input type="checkbox"/>

GENERAL REQUIREMENTS FOR SUBMISSION OF DA

1. Are you lodging your DA electronically? If **yes**, refer to '[e-lodgement of Development Applications](#)' fact sheet.
2. Are you lodging your DA in hard copy format? If **yes**, refer to below.
3. Have you read the '[Preparing plans for Development Applications](#)' fact sheet?
4. **One complete sets of all plans and documentation to support the application must be supplied.**
5. If the plans relate to **alterations and/or additions to an existing building(s)**, are the proposed changes **coloured** to distinguish proposed changes from existing building(s)?
6. **If building in a rural area:** a location map is provided.
7. **For rural properties:** indicated access shows distance from side boundary where access intersects front boundary.
8. **If paying for water meter connection** with this application, water meter card is completed.
9. Have all applicants signed the '**Applicant's declaration**' section of the application?
10. Have all registered owners signed the '**Owners consent**' section?
11. Have you provided a **cost breakdown** which shows the **calculation of genuine estimated cost** for the development as a whole (eg, building, earthworks, tree removal, retaining wall, driveway, labour, water tanks etc)?
12. Has the application been **fully completed**?



Applicant's signature

Duty Development Officer

Date