



Development Application Checklist

Documentation to include with your Development Application

Property Address

APPLICATION FORM:

Application Form (completed in full and including the signatures of all the registered owners of the land)

Note: Description of work to include all ancillary structures. i.e. *New Dwelling, retaining walls, covered deck and detached garage*. Relocatable dwellings are to be described as “dwelling houses”.

ELECTRONIC DOCUMENTATION

To formally lodge a development application, Council requires an electronic copy of all your application documentation on a USB. A separate USB is required for each application. The USB will become the property of Council.

PLANS –1 physical copy and include on the digital copy

- Site Plan
- Site Analysis
- Elevation Drawings
- Floor Plans
- Cross Sectional Drawings
- Notification Plans
- Shadow Diagrams (required if two storeys or more)
- Driveway Long Sectional Elevation Plan (required if new driveway or driveway extension to be constructed)

DOCUMENTS – 1 physical copy and include on the digital copy

- Statement of Environmental Effects
- BASIX Certificate (required for any residential component of \$50k or more, any dwelling or secondary dwelling, and pools with capacity of 40,000 L or more)
- Details of any variations sought to the DCP, detailed in accordance with the provisions of Clause 1.10 of the DCP. (This can be included in the Statement of Environmental Effects).
- Site Waste Minimisation and Management Plan
- This completed document checklist (single copy only)

REPORTS (if required by DCP) – 1 physical copy and include on the digital copy

Bushfire Report

A Bushfire Report must accompany an application for development upon bushfire prone land.

Geotech Report

A Geotechnical Report prepared by a Geotechnical engineer must accompany an application for development within T1, T2, T3 geotechnical zones.

Acid Sulfate Preliminary Assessment/Management Plan

An Acid Sulfate Preliminary Assessment is required to be submitted where the disturbance of Acid Sulfate Soils is unavoidable and an Acid Sulfate Management Plan is required if the Assessment identifies potential adverse impacts

Statement of Heritage Impact/Heritage Assessment

A Heritage Assessment and/or Statement of Heritage Impact must be submitted where a proposed development incorporates, or is adjacent to an item of heritage significance or is located within a heritage conservation area.

Aboriginal Heritage Impact Statement

An Aboriginal Heritage Impact Statement must be submitted where an Aboriginal site or Place is known or anticipated within 100 metres of the proposed development or the land is wholly or partly within a sensitive Aboriginal Cultural Landscape identified on the High Aboriginal Cultural Significance Map.

Landscape and Visual Impact Assessment

A landscape and visual impact assessment is required for development identified in DCP 2014 as requiring the assessment.

Contaminated Land Preliminary Site Investigation Report

A Contaminated Land Preliminary Site Investigation Report is required for development on land identified as being potentially contaminated.



Development Application Checklist

Description of Detail to Include on each Plan

ALL PLANS:

- Must be clear and legible
- Must include name of plan (i.e. Site Plan, etc.), date, issue or amendment number and reference number
- Are to be drawn to scale. The scale/s is to be nominated on the plan.
- Title block on each page, including:
 - property identification (Lot, Section, DP, street and number, suburb)
 - name of the architect/draftsperson,
 - plan number and date, amendment number and date (if applicable).
- Stamped by Hunter Water or other Water/Sewer Authority
- Stamped by Mines Subsidence Board (if in a Mines Subsidence Area or if applicable)
- BASIX commitments to be shown on the plans (if BASIX certificate is required)

SITE PLAN

- Property (boundary) dimensions shown
- Area of the subject property
- North point shown
- Existing levels of the land in relation to buildings and roads, the proposed finished levels of the land in relation to existing and proposed buildings, the extent of cut and fill including relative levels (RL's) and datum point.
- The location and uses of existing buildings on the subject property, all proposed building or works, and show setback distances from boundaries (for each level) and adjoining buildings within the same allotment
- Show any proposed demolitions
- Open space dimensions and areas (SEPP Affordable Housing) including floor plans of existing dwelling to determine Section 94 Contributions.
- Retaining walls and fences (existing and proposed)
- Driveways (existing and proposed) including width at kerb and gutter, and front property boundary. Include materials.
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
- Existing vegetation and trees on the land, indicate street trees in front of the property, and show all trees that are proposed to be removed from the property.
- Proposed landscaping to be shown on plans, including surface treatments and site coverage calculations
- Show easements or areas of restriction (eg. Asset Protection Zones, APZ's, Building Envelopes, 88B Instruments)
- Proposed methods of stormwater management (stormwater disposal)
- Show Waste Water Treatment Devices including disposal area, if unsewered area
- Erosion and sedimentation controls shown
- Builder's waste storage areas
- BASIX certificate commitments required to be shown on the plans
- Pool location, pool fence/barriers, pool capacity and pool pump location shown (if applicable).

SITE ANALYSIS PLAN – to include same detail as Site Plan, with the addition of the following:

- Existing vegetation and trees on the land and within 3 metres of any common boundary
- Location of existing roads, kerbs, driveways, fences, services (power, water, stormwater, sewer), easements & restrictions
- Location of watercourses and drainage lines
- RL's and contours (Australian Height Datum (AHD) required for Low Lying Land and Sea Level Rise)
- Position of buildings on adjoining properties to the subject land
- Views and prevailing breezes



ELEVATION DRAWINGS

Elevations for all sides

Building facade, windows and roof profile and pitch

Natural and finished ground levels.

Finished floor levels.

Retaining walls and fences.

Height of the proposed building/s showing maximum ridge height measured vertically to natural ground surfaces.

Building materials and finishes proposed for walls and roof.

Include details of any proposed pool or spa.

FLOOR PLANS

Show all proposed and existing floor plan layouts

Window and door locations

Finished floor levels (Australian Height Datum (AHD) required for Low Lying Land and Sea Level Rise)

Room dimensions

Nomination of room use, including the use of existing rooms

Calculation of existing and proposed floor areas

Fire safety provisions such as smoke alarms (existing and proposed)

Note: Internal floor plan layouts should be shown separately and not included in Statements/reports.

CROSS-SECTIONAL DRAWINGS

Internal cross sectional structure of the proposal

Floor and ceilings heights

Footing details

SHADOW DIAGRAMS

Shadow diagram supplied

Note: If the development is of a minor nature, and will not result in any significant overshadowing of adjacent premises – a shadow diagram is not required i.e. single storey development, garage.

DRIVEWAY LONG SECTIONAL ELEVATION DRAWING

Driveway Long Sectional Elevation Drawing supplied where new/additional driveways are proposed.

Driveway gradient to be included.