



Development Application Documentation Checklist

The following information provides a guide to the documentation that is required to be submitted as part of an application to Council.

KEY											
✓ Document required											
✗ Document not required											
○ Document may be required											
	New Residential Dwelling	Alterations & Additions to Dwellings	Rural Outbuildings & Sheds	Swimming Pools & Spas	Dual Occupancies & Multiple Dwellings	Commercial & Industrial Buildings	Change of Use	Subdivision	Advertising & Signage	Applicant's Checklist	
Scaled Site Plan	✓	✓	✓	✓	✓	✓	○	✓	✓		
Scaled Floor Plan	✓	✓	✓	✓	✓	✓	✓	✗	✗		
Elevation Plan	✓	✓	✓	○	✓	✓	○	✗	✓		
Section Plan	✓	✓	✓	○	✓	✓	○	✗	✗		
Shadow Diagram (two storey buildings only)	○	○	✗	✗	○	○	✗	✗	✗		
Building Specifications	✓	✓	✓	✓	✓	✓	○	✗	✓		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓		
BASIX Certificate	✓	○	✗	○	✓	✗	✗	✗	✗		
Notification Plans	○	○	○	○	✓	○	○	○	○		
Landscaping Plan	○	✗	✗	✗	✓	✓	○	○	✗		
Erosion and Sediment Control Plan	○	○	○	○	○	○	○	○	○		
External Finishes & Materials	✓	✓	✓	○	✓	✓	○	✗	○		
Preliminary Contamination	✓	○	○	○	✓	○	○	✓	✗		
Servicing Strategy	✓	○	✗	○	✓	✓	○	✓	✗		
Political Donation & Gift Disclosure Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓		

It is important to note that additional information to that listed above may be requested by Council upon or after lodgement of a development application to assist with the determination process.

An explanation of the information identified on the previous page is provided below. Submission of the correct information will ensure that your application is processed without delay.

Site Plan	Should identify the site boundaries in relation to the proposed development, existing buildings or structures, parking areas and manoeuvring areas, landscaping etc.
Floor Plan:	Should identify the internal configuration of the proposed or existing building, nominating the use of each room.
Section Plan:	A detailed drawing of a horizontal section through a building. Required for all development seeking a Construction Certificate.
Shadow Diagram:	Required for buildings that are two storeys or greater. Should identify shadows at 9am and 3pm on the winter solstice (21st June).
Building Specifications:	Detailed specifications of the structure in accordance with the Building Code of Australia. Required for development seeking a Construction Certificate.
Statement of Environmental Effects:	Refer to Fact Sheet: Statement of Environmental Effects for further information.
BASIX Certification:	May be sourced from www.basix.nsw.gov.au .
Notification Plans:	A4 site and elevation plans are required to allow Council to notify adjoining and adjacent properties.
Landscaping Plan:	Should identify the quantities, botanical names and mature height of proposed species.
Erosion and Sediment Control Plan:	Required for construction works in order to minimise harm to the environment.
External Finishes and Materials:	Samples of all external colours and materials are required.
Preliminary Contamination:	If the site has a history of potentially contaminating land uses or is identified by Council as being potentially contaminated.
Servicing Strategy:	For all resident development proposals and subdivision. The level of detail will be dependent upon the type of development and location.
Political Donation & Gift Disclosure Statement:	To be completed for all development applications, where any donation is made to a Councillor and/or gift given to a Councillor or Council employee in the previous two years.

Further Information: Please visit the NSW Housing Code website www.housingcode.planning.nsw.gov.au for further info on exempt and complying development.