



Development Application Document Checklist

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

| KEY | | New Residential Dwelling | Alterations and Additions to Dwellings | Rural Outbuildings and Sheds | Swimming Pools and Spas | Dual Occupancies and Multiple Dwellings | Commercial and Industrial Buildings | Change of Use | Subdivision | Advertising and Signage | Applicant's Checklist |
|-----|---|--------------------------|--|------------------------------|-------------------------|---|-------------------------------------|---------------|-------------|-------------------------|-----------------------|
| ✓ | Document required | | | | | | | | | | |
| ✘ | Document not required | | | | | | | | | | |
| ○ | Document may be required | | | | | | | | | | |
| • | Document Required for a Construction Certificate or Complying Development | | | | | | | | | | |
| | Scaled Site Plan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • | ✓ | ✓ | |
| | Scaled Floor Plan | ✓ | ✓ | ✓ | • | ✓ | ✓ | ✓ | ✘ | ✘ | |
| | Elevation Plan | ✓ | ✓ | ✓ | • | ✓ | ✓ | • | ✘ | ✓ | |
| | Section Plan | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ✘ | ✘ | |
| | Shadow Diagram (two storey) | • | • | ✘ | • | ✓ | • | ✘ | ✘ | ✘ | |
| | Building Specifications | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ✘ | ○ | |
| | Statement of Environmental Effects | ✓ | ✓ | ✓ | ✘ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| | BASIX Certificate | ✓ | ○ | ✘ | ✘ | ✓ | ✘ | ✘ | ✘ | ✘ | |
| | Notification Plans | ○ | ○ | ○ | ○ | ✓ | ✓ | ○ | ✓ | ○ | |
| | Landscaping Plan | ✘ | ✘ | ✘ | ✘ | • | ✓ | ○ | ○ | ✘ | |
| | Erosion and Sediment Control Plan | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | • | |
| | External Finishes and Materials | • | • | • | • | ✓ | ✓ | ✘ | ✘ | ✓ | |
| | Preliminary Contamination | • | • | ✘ | ✘ | • | • | ○ | ✓ | ✘ | |
| | Servicing Strategy | ✓ | • | ✘ | ✘ | ✓ | • | ✘ | ✓ | ✘ | |
| | Political Donations Statement | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |

Important Note—Submission of Plans for BASIX affected development: All BASIX Commitments that are marked in the BASIX Certificate as ‘Show on DA Plans’, must be listed on the submitted plans.



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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 more quickly.

| | |
|---|---|
| Site Plan | Required for all development applications. Should identify the site boundaries in relation to the proposed development, existing buildings or structures, parking areas and manoeuvring areas, landscaping etc. |
| Floor Plan | Required for all development applications (with the exception of subdivision). 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 | For all commercial, industrial and multiple dwelling development. 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 | For all commercial, industrial and multiple dwelling development. 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. |
| Political Donations Statement | To be completed for all development applications. |



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