



Development Application

Minor Structures Checklist

Sheds, Carports, Garages, Awnings, Retaining Walls, Decks and Fences

How to use this checklist: Please use this checklist and associated Development Application (DA) Glossary to assist in the preparation of your application. Council's Officers will review your application prior to lodging to ensure that the required information is provided.

Please confirm that your application contains the required information listed below, complete the column titled "Applicant" and include this checklist with your application to Council.

Plan requirements: Plans should be drawn to A3 size at a scale of 1:100 (preferred) or 1:200, in ink, on unlined paper and highlighted where appropriate to assist in distinguishing proposed works from existing structures. Illegible drawings **will not** be accepted. Previously approved plans bearing Council's stamp should not be submitted for further approval.

All plans are to be sorted into complete sets. Each set of plans is to contain one copy of every sheet. Notification plans (A4 copies) are to be kept separate.

Digital copy of application: It is requested that you provide one digital copy of all plans and documents associated with your application. Details on file format and naming may be found in Council's File Format and File Naming Requirements Factsheet. Alternatively, a file scanning or conversion fee will apply.

Note: Upon a more detailed assessment of the submitted documents Council may request additional information of a technical nature or require clarification of the submitted information.

Address of Proposed Development

No. Street
 Suburb Lot DP/SP

Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
					Yes	No	N/A
Always Required	1	Application Form and Completed Checklist	1	A1			
	2	Owner's Consent (from all registered owners of the land)		A2			
	3	Cost Estimate (to include both the cost of materials and the market value of labour)		A3			
	4	Political Gifts and Disclosure Statement		A4			
	5	ABS Information (construction materials, floor area, development details)		A5			
	6	Payment of Fees (obtain quote from Council's Customer Service Centre prior to lodgement)	A6				
	7	Detail Survey Plan (to scale)	2	B1			
	8	Site Plan (to scale)	2	C1			
	9	Floor Plans (to scale)	2	C2			
	10	Elevations (to scale)	2	C3			
	11	Sections (to scale)	2	C4			



	Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
						Yes	No	N/A
Always Required	12	Statement of Environmental Effects (describing the environmental impact of proposal and compliance with relevant planning controls or any variations being sought to DCP or LEP)	2	D				
	13	Landscape Plan (to scale)	2	E				
	14	Colours and Materials Schedule (external materials to be detailed)	2	F				
	15	Stormwater Drainage Concept Plan (to scale)	2	G				
	16	Flora and Fauna Assessment (if the development is likely to affect threatened species, populations or ecological communities)	2	S				
	17	Integrated Development (where separate approval is required from external agencies) – Cheque made payable to the relevant agency		Z				
	18	Notification Plan A4 size showing site plan and elevations (decks at first floor level or higher - within residential zones or within 10m of boundary in rural or environmental protection zones)	6	V				
May Be Required (Subject to Land Attributes & DCP Requirements)	19	Architectural Plans (to detail compliance with building height, height plane and setback controls)	2	C5				
	20	On-Site Stormwater Detention Design (>50m ² increase in hard surface area – locations defined in DCP)	2	H				
	21	Erosion and Sediment Control Plan (to scale)	2	I				
	22	Waste Management Plan (to be completed on Council's form or equivalent)	2	J				
	23	Bushfire Assessment Report (shed/carport/garage/awning/deck attached or located within 10m of existing dwelling house on bushfire prone land)	2	L				
	24	Heritage Impact Statement (for heritage item, conservation area, archaeological or indigenous significance)	2	O				
	25	Wastewater Disposal Assessment (if reticulated sewer not available and land is not "low risk" under Council's Septic Safe Program)	2	P				
	26	Acid Sulfate Soils Assessment (for works identified in Hawkesbury LEP)	2	Q				
	27	Geotechnical Report (for landslip area or if deep excavation proposed adjacent to a boundary)	2	R				
	28	Digital Copy of the Application (PDF copy)	2	Y				

Applicant's Declaration

I have read the **Minor Structures Checklist** and understand that my application may be rejected or refused if:

- the application is illegible or unclear as to the development consent sought, or
- the application does not contain the information specified in Part 1 of Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*
- the application does not contain any other matter listed in clause 51 of the *Environmental Planning and Assessment Regulation 2000*

Applicant's Name

Signature

Date



Council Officer Review

Yes - Application is Suitable for Lodgement

I confirm that the checklist is complete and the application is suitable to be lodged.

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name

Signature

Date

Secondary Review

Yes - Application is Suitable for Lodgement

I confirm that the checklist is complete and the application is suitable to be lodged.

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name

Signature

Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.