



## Development Application

### Commercial and Retail Change of Use Checklist

**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	<b>Application Form and Completed Checklist</b>	1	A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	<b>Owner's Consent</b> (from all registered owners of the land)		A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	<b>Cost Estimate</b> (to include both the cost of materials and the market value of labour)		A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	<b>Political Gifts and Disclosure Statement</b>		A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	<b>ABS Information</b> (floor area and development details)		A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	<b>Payment of Fees</b> (obtain quote from Council's Customer Service Centre prior to lodgement)		A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	<b>Site Plan</b> (to scale)	2	C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	<b>Floor Plans</b> (to scale)	2	C2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	<b>Statement of Environmental Effects</b> (describing the environmental impact of proposal and compliance with relevant planning controls or any variations being sought to DCP or LEP)	2	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	<b>Elevations</b> (to scale) (for internal or external building alterations)	2	C3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	<b>Sections</b> (to scale) (for internal or external building alterations)	2	C4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12	<b>Fire Safety Measures</b> (existing and proposed)	2	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	<b>Integrated Development</b> (Where separate approval is required from external agencies) - Cheque made payable to the relevant agency.		Z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	<b>Digital Copy of the Application</b> (PDF copy)	1	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
						Yes	No	N/A
<b>May be Required</b>	15	<b>Waste Management Plan</b> (to be completed on Council's form or equivalent)	2	J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	<b>Heritage Impact Statement</b> (for heritage item, conservation area, archaeological or indigenous significance)	2	O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	<b>Notification Plan</b> A4 size showing site plan and elevations (refer to Part A of DCP for notification requirements)	6	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	<b>Acoustic Report</b> (for land adjacent to noise sensitive uses or within >25 ANEF area)	2	M/ N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19	<b>Signage Details</b> (refer separate signage checklist and SEPP 64 requirements)	2	Z2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Applicant's Declaration

I have read the **Commercial and Retail Change of Use 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.

OR

**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**

**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.