



Development Application

Secondary Dwellings 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	Application Form and Completed Checklist	1	A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Owner's Consent (from all registered owners of the land)		A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	Cost Estimate (to include both the cost of materials and the market value of labour)		A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	Political Gifts and Disclosure Statement		A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	ABS Information (floor area and development details)		A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	Payment of Fees (obtain quote from Council's Customer Service Centre prior to lodgement)	A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7	Detail Survey Plan (to scale)	2	B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	Site Plan (to scale)	2	C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	Floor Plans (to scale)	2	C2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	Elevations (to scale)	2	C3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	Sections (to scale)	2	C4	<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
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 including a statement of compliance addressing development standards contained in SEPP - Affordable Housing 2009)	2	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	Landscape Plans (to scale)	2	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	Colours and Materials Schedule (external materials to be detailed)	2	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	Stormwater Drainage Concept Plan (to scale)	2	G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	BASIX Certificate (works exceeding \$50 000 - BASIX commitments to be clearly shown on plans)	2	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	Flora and Fauna Assessment (if the development is likely to affect threatened species, populations or ecological communities)	2	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	Integrated Development (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"/>	<input type="checkbox"/>
	19	Notification Plan A4 size showing site plan and elevations	6	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May Be Required	20	Detail Survey to Australian Height Datum (AHD) (land subject to the 1:100 year flood or building over/adjacent to sewer main)	2	B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21	Architectural Plans (to confirm compliance with site coverage, maximum floor area, building height, building setback controls, privacy standards, landscaped area, principal private open space, earthworks and drainage controls contained in SEPP - Affordable Rental Housing 2009)	2	C5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22	On-Site Stormwater Detention Design (>50m ² increase in hard surface in area – locations defined in DCP)	2	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23	Erosion and Sediment Control Plan (to scale)	2	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24	Waste Management Plan (to be completed on Council's form or equivalent)	2	J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25	Bushfire Assessment Report (land identified as bushfire prone)	2	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	26	Acoustic Report – Aircraft Noise (land within >20 ANEF area)	2	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27	Heritage Impact Statement (for heritage item, conservation area, archaeological or indigenous significance)	2	O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	28	Wastewater Disposal Assessment (if reticulated sewer not available and land is not "low risk" under Council's Septic Safe Program)	2	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	29	Acid Sulfate Soils Assessment (for works identified in Hawkesbury LEP)	2	Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30	Geotechnical Report (for landslip area or if deep excavation proposed adjacent to a boundary)	2	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	31	Site Contamination Report (for land that is contaminated or potentially contaminated)	2	T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	32	Digital Copy of the Application (PDF copy)	1	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Applicant's Declaration

I have read the **Secondary Dwellings 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.