

Hawkesbury City Council



366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR
Phone: (02) 4560 4444 **Facsimile:** (02) 4560 4400 **Email:** council@hawkesbury.nsw.gov.au

Office Use Only

subdivision checklist

DA:	
CC:	

Property Address:	No:	Street:
	Town:	

The checklist has been developed to assist you in providing the minimum information Council requires to process your application.

You must provide all the information below.

Please tick ✓ boxes on the left of the page to indicate that the information is supplied with your application.

Council Staff will check this when the application is lodged. If the information is not provided, Council staff will **not** accept lodgement of the application.

If you are unsure about any requirements please contact Customer Service on (02) 4560 4565.

<i>Please Tick</i>	General	<i>Office Use Only</i>
<input type="checkbox"/>	Six (6) copies of plans that are numbered and dated, show the property address and the proposed development (site plan, elevations, sections, landscape concept, soil erosion and sediment control). Plans to be a minimum scale of 1:100 (all plans to be fully dimensioned)	<input type="checkbox"/>
<input type="checkbox"/>	Six (6) copies of supporting documentation (eg:- Environmental Impact Statement, Waste Management Plan, Bush Fire Report etc.)	<input type="checkbox"/>
<input type="checkbox"/>	One (1) electronic copy of the application including plans and supporting documentation. If you are not able to provide a CD ROM with your application, Council staff can organise for a CD ROM to be created in accordance with Councils adopted fees and charges	<input type="checkbox"/>
<input type="checkbox"/>	Six (6) full sets of A4 size plans for Neighbour Notification	<input type="checkbox"/>
<input type="checkbox"/>	One set for notification. A4 showing height and external configurations	<input type="checkbox"/>

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Detailed Plans - Six (6) copies of each		<i>Office Use Only</i>
<input type="checkbox"/>	Subdivision layout showing: Lot size, shape and dimensions for each proposed allotment and north point	<input type="checkbox"/>
<input type="checkbox"/>	Relationship with nearby buildings and structures including dams (onsite and adjoining)	<input type="checkbox"/>
<input type="checkbox"/>	Vehicular access details (existing and proposed) including widths	<input type="checkbox"/>
<input type="checkbox"/>	Location of services existing and proposed	<input type="checkbox"/>
<input type="checkbox"/>	Location of existing vegetation to be retained and removed	<input type="checkbox"/>
<input type="checkbox"/>	Location of services existing and proposed	<input type="checkbox"/>
<input type="checkbox"/>	Land contour details showing existing and finished levels to Australian Height Datum (AHD)	<input type="checkbox"/>
<input type="checkbox"/>	Any encumbrances including existing and proposed easements or right-of-ways	<input type="checkbox"/>
<input type="checkbox"/>	Location of nearby creeks, rivers and watercourses on or adjoining the site and their distance from the proposed works	<input type="checkbox"/>
<input type="checkbox"/>	Zone boundaries (where multiple zones exist)	<input type="checkbox"/>
<i>Additional Information for Rural/Scenic Protection areas / bushfire prone area</i>		
<input type="checkbox"/>	Location of existing and proposed effluent disposal areas	<input type="checkbox"/>
<input type="checkbox"/>	Location of development envelopes	<input type="checkbox"/>
<input type="checkbox"/>	Location of Asset Protection zones as required by the document "Planning for Bushfire Protection" 2006 prepared by Planning NSW - refer to www.rfs.nsw.gov.au or www.planning.nsw.gov.au	<input type="checkbox"/>
Detailed Documents - Six (6) copies of each		
<input type="checkbox"/>	Rural/Scenic Protection areas / bushfire prone area submission of the following reports: Flora / Fauna assessment required where the subdivision has potential to impact on bushland area that is within or adjoining the site	<input type="checkbox"/>
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<input type="checkbox"/>	Bush Fire Risk Assessment required where subdivision is within bushfire prone area (residential / rural subdivision)	<input type="checkbox"/>
<input type="checkbox"/>	Effluent Disposal Report / Water Balance Report (where sewer is not available)	<input type="checkbox"/>
Integrated Development		
<input type="checkbox"/>	If the development is integrated then consent is required from other approval bodies.	<input type="checkbox"/>
<input type="checkbox"/>	Heritage Impact statement/assessment where the site contains a local or state heritage item or is adjacent or adjoining a heritage item. This should be prepared by a qualified professional	<input type="checkbox"/>
Statement of Environmental Effects		
<input type="checkbox"/>	Refer to separate sheet of Statement of Environmental Effects	<input type="checkbox"/>
<input type="checkbox"/>	DA form completed correctly (Note: all owners must sign)	<input type="checkbox"/>
<input type="checkbox"/>	Political disclosure statement for any donations over \$1,000 (available from Council's website)	<input type="checkbox"/>
<p><i>Note: Hawkesbury Development Control Plan (Appendix E) Civil works specification Part I provides further specific technical detail of councils general submission procedures and requirements</i></p>		
Accepted		<input style="width: 150px; height: 20px;" type="text"/>

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.