



residential dwellings and major additions checklist

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
<input type="checkbox"/>	Four (4) copies of plans that are numbered and dated, show the property address and owners details and proposed development (site plan, floor plan, elevations, sections, landscape concept, soil erosion and sediment control). Plans to be a minimum scale of 1:100. (All plans are to be fully dimensioned and to scale)
<input type="checkbox"/>	Four (4) copies of supporting documentation (eg:- Environmental Impact Statement, Waste Management Plan, Bush Fire Report etc.)
<input type="checkbox"/>	Six (6) A3 or A4 size Site Plans and Elevations for Neighbour Notifications
<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 for you in accordance with Council's adopted fees and charges
Detailed Plans - Four (4) copies of each	
Site plan showing	
<input type="checkbox"/>	Property dimensions and north point
<input type="checkbox"/>	Relationship with nearby buildings and structures (onsite and adjoining)
<input type="checkbox"/>	Vehicular access details (existing and proposed)
<input type="checkbox"/>	Boundary setback distances (Refer also to Residential Chapter of the Hawkesbury Development Control Plan)
<input type="checkbox"/>	Location of existing vegetation to be retained and removed
<input type="checkbox"/>	Location of services existing and proposed including stormwater management
Continued over leaf	



Detailed Plans - Three (3) copies of each

<input type="checkbox"/>	Land contour details relative to proposed building (See also flood prone land)
<input type="checkbox"/>	Any encumbrances including easements or right-of-way
<input type="checkbox"/>	Proposed erosion and sediment controls to be installed
<input type="checkbox"/>	Location of bushfire Asset Protection Zones
<input type="checkbox"/>	Location of nearby creeks, rivers and watercourses that are located on or adjoining the site and their distance from the proposed works
<input type="checkbox"/>	Location of proposed and existing water tanks including dimensions, volume and overflow discharge.
	Additional Information for Bushfire prone area
<input type="checkbox"/>	A Bushfire Safety Report prepared by a suitably qualified person. Alternatively you may complete a Bushfire Self Assessment form 'Guidelines for Single Dwelling Development Applications' available at: www.rfs.nsw.gov.au/dsp_content.cfm?CAT_ID=900
<input type="checkbox"/>	List of external Building elements (i.e. Construction materials) and bush fire protection measures
	Floor plans showing
<input type="checkbox"/>	Room names and dimensions
<input type="checkbox"/>	General layout of existing dwelling (for additions only)
<input type="checkbox"/>	Window and door locations including dimensions
<input type="checkbox"/>	Finished floor levels
<input type="checkbox"/>	Location of fixtures such as fire places, sinks, WC's, showers, baths, etc
<input type="checkbox"/>	Elevation plan showing Finished external appearance of the building including all doors, windows, decks, chimneys and all other external features
<input type="checkbox"/>	Details of the external colours and finishes (wall and roof cladding)
<input type="checkbox"/>	Relationship of finished floor level to existing natural ground levels showing proposed cut and fill details. This is to include overall dimension (height) to eaves and roof ridge
<input type="checkbox"/>	Cross section through the building. (Note for complex designs and sites, several cross sections will be required) and show internal ceiling heights
<input type="checkbox"/>	The building height plane as identified in the Hawkesbury Development Control Plan Residential Chapter (Residential zones only)
<input type="checkbox"/>	All elevations of the proposed work and existing (if applicable)
	Shadow Diagrams
<input type="checkbox"/>	Prepared for Mid Winter at 9:00am, 12:00 noon and 3:00pm. (Mandatory for 2 storey development including first floor additions)
Continued over leaf	



Detailed Plans - Four (4) copies of each

<input type="checkbox"/>	Shadow Diagrams to also include the location of the adjoining properties and structures
	Flood Prone Land Provision of level to Australian Height Datum (AHD) in respect to:
<input type="checkbox"/>	Existing natural ground levels of the site
<input type="checkbox"/>	Floor levels for all storeys (including garages and basements)

Detailed Documents - Four (4) copies of each

<input type="checkbox"/>	BASIX Certificate BASIX Certificate (assessed by qualified ABSA assessor, with signed plans) for new dwellings and additions over \$50,000 www.basix.nsw.gov.au Note: Commitments made on BASIX Certificate must be shown on the plans.
<input type="checkbox"/>	Non sewered area Septic Tank Application for new dwellings
<input type="checkbox"/>	Location of existing or proposed effluent disposal system & effluent disposal area
<input type="checkbox"/>	Waste Management Plan showing Removal of hazardous waste (asbestos)
<input type="checkbox"/>	Recyclable waste
<input type="checkbox"/>	Re use on site
<input type="checkbox"/>	General waste
<input type="checkbox"/>	Statement of Environmental Effects Refer to separate sheet on Statement of Environmental Effects
<input type="checkbox"/>	Specifications (Construction Certificate only) Housing specifications including references to relevant Australian Standards. (Property details to be completed and signed).
<input type="checkbox"/>	Structural details or alternatively, a statement that the structural details will be provided to the Principle Certifying Authority prior to works commencing.
<input type="checkbox"/>	Development Application form completed correctly
<input type="checkbox"/>	Fees - Check with Council
<input type="checkbox"/>	Political disclosures statement for any donations over \$1,000 (available on Council's website)

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.