



rural sheds checklist class 10a

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, 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 (Plans 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) 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 in accordance with Council's adopted fees and charges. See Guidelines for submitting Applications for File Format Requirements
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) including existing and proposed on site effluent disposal system (i.e. tanks and disposal area /trenches).
<input type="checkbox"/>	Vehicular access details (existing and proposed)
<input type="checkbox"/>	Boundary setback distances
<input type="checkbox"/>	Location of existing vegetation to be retained and removed
<input type="checkbox"/>	Location of services existing and proposed
Continued over leaf	



Detailed Plans - Four (4) copies of each

<input type="checkbox"/>	Land contour details showing existing and finished ground levels
<input type="checkbox"/>	Any encumbrances including easements or right-of-way
<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"/>	Bushfire Assessment Report if Development is closer than 10m to a dwelling in a Bushfire Prone Area
	Floor plans showing
<input type="checkbox"/>	Room names and dimensions including toilet facilities and mezzanine floors
<input type="checkbox"/>	Window, door and staircase locations including dimensions
<input type="checkbox"/>	Where shed area greater than 170m ² , proposed floor layout to justify size of shed
	Elevation plan showing
<input type="checkbox"/>	Finished external appearance of the building including all doors and windows
<input type="checkbox"/>	Details of the external finishes and colours (wall, guttering, roller doors 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 to eaves and roof ridge
<input type="checkbox"/>	Cross section through the development (Note for complex designs and sites, several cross sections will be required)
<input type="checkbox"/>	All elevations shown
	Landscaping
<input type="checkbox"/>	Proposed landscaping for the shed (Required under Rural Sheds Chapter of DCP)
	Effluent disposal (if toilet shower facility provided)
<input type="checkbox"/>	Details showing existing or proposed system and its capacity. (If new system is proposed submit Sewer Management Facility Application, refer to separate checklist for "Septic tanks")
	Heritage
<input type="checkbox"/>	Include also on other checklists. Heritage Impact statement/assessment where the site contains a local or state heritage item or is adjacent or adjoining a heritage item. This statement must be prepared by a qualified professional.
<input type="checkbox"/>	Statement of Environmental Effects - Refer to separate sheet on statement of Environmental Effects
<input type="checkbox"/>	Details of proposed use
<input type="checkbox"/>	Development Application form completed correctly
<input type="checkbox"/>	Fees - Check with Council
<input type="checkbox"/>	Political disclosure 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.