366 George Street (PO Box 146) Windsor NSW 2756

 Phone: (02) 4560 4444
 Facsimile: (02) 4587 7740

DX 8601 WINDSOR Email: council@hawkesbury.nsw.gov.au



Development Application

General Development 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.

No.		f Proposed Development Street						
Suburb			P/SP					
	ltem	Description	Copies	DA Glossary	Applicant (please tick)	Yes Council	No Officer	N/A (select offe)
	1	Application Form and Completed Checklist		A1				
	2	Owner's Consent (from all registered owners of the land)		A2				
	3	Cost Estimate (to include both the cost of materials and the market value of labour)	1	A3				
eq	4	Political Gifts and Disclosure Statement		A4				
quir	5	ABS Information (floor area and development details)		A5				
Always Required	6	Payment of Fees (obtain quote from Council's Customer Service Centre prior to lodgement)		A6				
Mai	7	Detail Survey Plan (to scale)	2	B1				
Ā	8	Site Plan (to scale)	2	C1				
	9	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)	2	D				
	10	Notification Plan (A4 size showing site plan and elevations)	6	V				
May be Required	11	Detail Survey to Australian Height Datum (AHD) (land subject to the 1:100 year flood or building over/adjacent to sewer main)	2	B2				
	12	Floor Plans (to scale)	2	C2				
	13	Elevations (to scale)	2	C3				
	14	Sections (to scale)	2	C4				

Hawkesbury City Council



Architectural Plans (to detail compliance with building height, height plane and setback controls) 2 C5 C5 C6 C7 16 Cross Section/s (to scale) (identifying the nature, extent and depth of excavation and/or land filing and associated works, batter slopes and retaining structures) 2 C6 C6 C6 C7 17 Landscape Plan (to scale) 2 E C C6 C7	ltem	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
plane and setback controls) Image: Cross Section/s (to scale) (identifying the nature, extent and depth of excavation and/or land filling and associated works, batter slopes and training structures) Image: Cross Section/s (to scale) Image: Cross and Materials Schedule (external materials to be detailed) Image: Cross Section/s (to scale)				Ď	ੇ ਕੇ	Yes	No	N/A
 excavation and/or land filling and associated works, batter slopes and retaining structures) 17 Landscape Plan (to scale) 2 E 18 Colours and Materials Schedule (external materials to be detailed) 2 F 19 Stormwater Drainage Concept Plan (to scale) 20 On-Site Stormwater Detention Design (>500²) hard surface in areas defined in DCP) 21 Erosion and Sediment Control Plan (to scale) 22 Waste Management Plan (completed on Council's form or equivalent) 2 J 2 J 3 BASIX Certificate (works exceeding \$50 000 - BASIX commitments to be clearly shown on plan and certificate is to be lodged within three months of date of issue) 24 Bushfire Assessment Report (land identified as bushfire prone) 2 L 3 ACUSE F area) 26 Heritage Impact Statement (for heritage item, conservation area, archaeological or indigenous significance) 27 Wastewater Disposal Assessment (for theritage item, conservation area, archaeological or indigenous significance) 27 Wastewater Disposal Assessment (for works identified in Hawkesbury 22 Q 20 Contamination Report (for land adjacent or noise safe Program) 21 For and Fauna Assessment (for the development is likely to affect threatened species, populations or ecological communities) 23 State Contamination Report (for land affer acontaminated or potentially 2 21 C 22 Sadow Diagram (where shadowing affects adjoing residential 2 22 W 23 U 24 Contamination Report (for land affer a solwing and shore spanate adjoint to a boundary) 24 Shadow Diagram (where shadowing affects adjoining residential 2 22 W 23 State Contamination Report (for land slip area or if deep excavation proposed adjocent to a boundary) 24 Shadow Diagram (where shadowing affects adjoining residential 2 24 C 25 Contamination Report (for land slip area or if deep ex	15		2	C5				
18 Colours and Materials Schedule (external materials to be detailed) 2 F 1 1 19 Stormwater Drainage Concept Plan (to scale) 2 G 1 1 20 On-Site Stormwater Detention Design (>500m² hard surface in areas defined in DCP) 2 H 1<	16	excavation and/or land filling and associated works, batter slopes and	2	C6				
18 Colours and Materials Schedule (external materials to be detailed) 2 F 19 Stormwater Drainage Concept Plan (to scale) 2 G 20 On-Site Stormwater Detention Design (>500 [*]) hard surface in areas defined in DCP) 2 H 21 Erosion and Sediment Control Plan (to scale) 2 I	17	Landscape Plan (to scale)	2	E				
19 Stormwater Drainage Concept Plan (to scale) 2 G Image: Concept Plan (to scale) 2 G Image: Concept Plan (to scale) 2 H Image: Concept Plan (to scale) 2 H Image: Concept Plan (to scale) 2 H Image: Concept Plan (to scale) 2 Image: Concept Plan (to scale) Image: Concept Plan (to scale) Image: Concept Plan (to scale) 2 Image: Concept Plan (to scale) <	18	Colours and Materials Schedule (external materials to be detailed)	2	F				
20 On-Site Stormwater Detention Design (>50m² hard surface in areas defined in DCP) 2 H 1 1 1 21 Erosion and Sediment Control Plan (to scale) 2 I 1<	19	Stormwater Drainage Concept Plan (to scale)	2	G				
22 Waste Management Plan (completed on Council's form or equivalent) 2 J I	20		2	н				
22 Waste Management Plan (completed on Council's form or equivalent) 2 J I	21	Erosion and Sediment Control Plan (to scale)	2	1				
23 BASIX Certificate (works exceeding \$50 000 - BASIX commitments to be clearly shown on plan and certificate is to be lodged within three months of date of issue) 2 K 1 1 1 24 Bushfire Assessment Report (land Identified as bushfire prone) 2 L 1	22	Waste Management Plan (completed on Council's form or equivalent)	2	J				
25 Acoustic Report (for land adjacent to noise sensitive uses or within >25 ANEF area) 2 M/ N 2 M/ N 2 0 2 0 26 Heritage Impact Statement (for heritage item, conservation area, archaeological or indigenous significance) 2 0 <t< td=""><td>23</td><td>be clearly shown on plan and certificate is to be lodged within three</td><td>2</td><td>к</td><td></td><td></td><td></td><td></td></t<>	23	be clearly shown on plan and certificate is to be lodged within three	2	к				
>25 ANEF area) N I	24	Bushfire Assessment Report (land identified as bushfire prone)	2	L				
archaeological or indigenous significance) Image: Complexity of the sequence of	25	>25 ANEF area)	2	-				
and land is not "low risk" under Council's Septic Safe Program) Image: Constant Constext Constant Constant Constant Constant Con	26	archaeological or indigenous significance)	2	0				
LEP)LEP29Geotechnical Report (for landslip area or if deep excavation proposed adjacent to a boundary)2R1130Flora and Fauna Assessment (if the development is likely to affect threatened species, populations or ecological communities)2S11131Site Contamination Report (for land that is contaminated or potentially contaminated)2T111132Shadow Diagram (where shadowing affects adjoining residential properties – in plan form detailing 9am, 12noon and 3pm to scale)2U111133Disability Access Report (compliance with Disability Access to Premises – Buildings Standards)2X111	27	and land is not "low risk" under Council's Septic Safe Program)	2	Р				
adjacent to a boundary) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, populations or ecological communities) Image: Constraint of the development is likely to affect threatened species, population of the development is likely to affect the development or constraint development or constraint on the development or constraint of the development or constraint is likely to affect the development or constraint development or constraint development or constraint development or constraint is likely through the development or constraint is context) <t< td=""><td>-</td><td>LEP)</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	-	LEP)						
threatened species, populations or ecological communities)III </td <td>-</td> <td>adjacent to a boundary)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	-	adjacent to a boundary)						
contaminated)Image: Contaminated in the second		threatened species, populations or ecological communities)						
properties – in plan form detailing 9am, 12noon and 3pm to scale)Image: Constant of the properties of the proposed development in its context)Image: Constant of the proposed development in the context of theImage: Constant of the proposed development in the context of theImage: Constant of the context of theImage: Constant of the context of the con		contaminated)						
Premises – Buildings Standards) Image: Constraint of the state		properties – in plan form detailing 9am, 12noon and 3pm to scale)						
measures and compliance certificates from installers) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) 36 Integrated Development or Concurrence required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal Z Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A archival format only) Image: Copy of the Application (PDF/A) Image: Copy of t		Premises – Buildings Standards)						
36 Integrated Development or Concurrence required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal Z Image: Constraint of Concurrence required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal Z Image: Constraint of Concurrence required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal Z Image: Constraint of Concurrence required (where separate signage checklist and SEPP 64) Z Z Image: Constraint of Concurrence requirements) Image: Constraint of Concurrence required (where separate signage checklist and SEPP 64) Z Z Image: Constraint of Concurrence requirements) Image: Constraint of Concurrence required (where separate signage checklist and SEPP 64) Z Z Image: Concurrence requirement of Concurrence requirements) Image: Concurrence requirement of the proposed development in its context) Image: Concurrence requirement of the proposed development in the context of the Image: Concurrence requirement of the proposed development in the context of the Image: Concurrence requirement of Concurrence requirement of Concurence requirement of Concurrence requirement of		measures and compliance certificates from installers)						
approval is required from Government agencies) – \$320 payable through the Image: Constant in the system of the proposed development in the context of the Image: Constant in the system of the proposed development in the sy			I					
38 Signage Details (refer separate signage checklist and SEPP 64 requirements) 2 Z2 1 1 1 1 39 Traffic/Car Parking Assessment (traffic generating development or car parking variation in DCP) 2 1		approval is required from Government agencies) – \$320 payable through the NSW Planning Portal						
requirements) Image: Constraint of the proposed development or car parking variation in DCP) Image: Constraint of the proposed development in its context) Image: Constraint of the proposed development in its context of the proposed development in the context of the context o								
car parking variation in DCP) Image: Car parking variation in DCP) 40 Streetscape drawings (plans of the proposed development in its context) 2 Image: Car parking variation in DCP) 41 Photomontage (of the proposed development in the context of the proposed development in the proposed developmen		requirements)		Z2				
context) Image (of the proposed development in the context of the		car parking variation in DCP)						
		context)						
42 Sample board (proposed materials and colours of the façade) 2		surrounding development)						



Applicant's Declaration									
I have read the General Development 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 <i>Environmental Planning and Assessment Regulation 2000</i> the application does not contain any other matter listed in clause 51 of the <i>Environmental Planning and Assessment Regulation 2000</i> 									
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.									