



Modification Application

Modification of Development Consent 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 all the information listed below, complete the columns titled "Applicant" and include this checklist with your application to Council.

Plan requirements: All plans are to be drawn to an appropriate scale, in ink, on unlined paper and coloured 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 folded to A4 size and 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 a satisfactory 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.

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	1	A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2		A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3		A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4		A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5		A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6		A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	2	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May be Required	8	2	C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	2	C2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	2	C3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	2	C4	<input type="checkbox"/>	<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
May be Required	12	Notification Plan A4 showing site plan and elevations (S4.55(2) applications involving external changes required to be notified)	6	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	Landscape Plan (to scale) (updated plans clearly showing the proposed modifications to the approved development)	2	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	BASIX Certificate (BASIX affected development - new certificate if the original BASIX certificate is no longer consistent with the modified development)	2	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	On-Site Stormwater Detention Design (OSD) (>50m ² increase in hard surface area – locations defined in DCP)	2	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	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"/>
	17	Digital Copy of the Application (PDF copy)	1	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	Integrated Development or Concurrence Required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal		Z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Declaration

I have read the **Modification of Development Consent 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.