

# Development Application Checklist

To be submitted with a Development Application

## Dwellings and Small Scale Residential Development

<b>Introduction</b>	<ul style="list-style-type: none"> <li>The following table and checklist will help you prepare and lodge a completed Development Application for small scale residential construction (ie: dwellings and ancillary residential structures such as garages, carports, swimming pools etc).</li> <li>Please check that your application contains all the information listed in the table, complete the column titled "Checklist - Applicant" and include this form with your application to Council.</li> </ul>
<b>Lodgement</b>	<ul style="list-style-type: none"> <li><b>All</b> information required by the checklist must be submitted with your Development Application.</li> <li>Incomplete applications or illegible information will not be accepted by Council Officers.</li> <li>All fees are to be paid at the time of lodgement.</li> </ul>
<b>Property and Description</b>	<p>Address: .....</p> <p>Suburb: ..... Postcode: .....</p> <p>Development Proposal: .....</p>

Development Application (DA)	Checklist	
	Applicant Y/N/NA	Office Use
<b>1. DA Form</b> – Have all the relevant sections on the DA form been properly completed?		
<b>2. Owners Consent</b> – Has the written consent of <b>all owners</b> been provided? <i>Note: If the proposal involves a strata lot have the lot owners and the owners corporation signatures and company seal been provided?</i>		
<b>3. Cost of Development</b> – Has an estimated cost of development been provided?		
<b>4. Plans</b> – Have four (4) copies of all plans drawn to scale been submitted with the application (including 2 coloured, or otherwise suitably marked up, copies for alterations and additions to existing buildings)? <i>Note: Plans are to be fully dimensioned and include a site plan (1:200), floor plan (1:100), elevations (1:100) and a section through the building (1:50/1:100).</i>		
<b>5. Notification Plans</b> – Have six (6) A4 size plans showing site plan and elevations of the buildings and additions been provided for notification? <i>Note: Under the provisions of the Act, the internal layout of the building is not required to be provided for notification purposes of residential properties. Inclusion of the internal layout on notification plans will result in these details being notified. These are sent with notification letters to nearby property owners.</i>		
<b>Statement of Environmental Effects</b> (if Applicable) <i>Note: A SEE provides the opportunity for you to:-</i> <ul style="list-style-type: none"> <li>describe the property and its surroundings in detail;</li> <li>describe your proposal in detail;</li> <li>discuss whether your proposal complies with Council's policies and justify any part that does not;</li> <li>explain how your proposal will affect your neighbours; and</li> <li>describe how your proposal will affect and 'fit in' with the local area.</li> </ul>		

<b>Office Use</b>	<p>Customer Service Officer to check contents of the application and verify above items</p> <p>Name: .....</p> <p>Signature:.....Date:.....</p>
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Plans		Applicant Y/N/NA	Office Use
<b>6. Site Plan – Do the plans show to scale:-</b>			
▪ The entire site, boundary dimensions, distances to the boundary and true north point?			
▪ Details of all existing and proposed buildings, including buildings to be demolished?			
▪ The topography (slope and characteristics) of the land?			
▪ Details of any right-of-way (ROW) or easements?			
▪ The position and species of all trees on the site? (including those proposed to be removed or pruned)?			
▪ Car parking and/or garaging, dimensions and ramp gradients?			
▪ Calculations of existing and proposed floor areas?			
▪ Property address, plan number and date of preparation, or amendment number and date of amendment ( <i>if relevant</i> )?			
<b>7. Floor Plans – Do the floor plans clearly illustrate:-</b>			
▪ The layout of the proposed development, including all levels in the building?			
▪ Internal walls/partitions and room names or uses?			
▪ Stated dimensions of existing and proposed work?			
<b>8. Elevations and Sections – Have all elevations and sections been provided? Do they clearly show:-</b>			
▪ Natural ground level and any proposed changes to ground level?			
▪ Height of the proposed development from natural ground level to finished floor level(s), ceiling and roof ridge levels?			
Documentation		Applicant Y/N/NA	Office Use
<b>9. Heritage – Is the property a heritage item, in the vicinity of a heritage item or within a heritage conservation area or within a draft heritage conservation area?</b>			
If <b>yes</b> , has a Heritage Assessment Report been provided?			
<b>10. Shadow Diagrams – If a proposed dwelling is greater than two storeys, have two (2) copies of shadow diagrams been provided? (<i>shadows to be indicated on both a site plan and an elevation plan with each shadow being distinctly coloured and labelled</i>)</b>			
<b>11. BASIX – Has a BASIX Certificate been submitted for all proposed residential work having an estimated cost exceeding \$50 000, or swimming pool having a capacity greater than 40 000 litres?</b>			
<b>12. Waste Management – Have you submitted a Waste Management Plan that identifies all waste streams and minimises volumes going to landfill? Refer Part O of Blacktown City Council's Development Control Plan, 2006, for additional information</b>			
<b>13. Drainage – Has a concept drainage plan, or drainage details (including for on-site detention if required), been provided?</b>			
<b>Your Declaration</b>	<p align="center"><b>Applicants should be aware that if all the required information is not provided, the development application WILL NOT be accepted at the Customer Information Centre. Further information will be requested if not initially provided.</b></p> <p><i>I/we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied.</i></p> <p><b>Applicant's Name(s):</b> .....</p> <p><i>(Please Print)</i></p> <p>.....</p> <p><b>Applicant's Signature(s):</b> .....</p> <p>.....</p>		
<b>Your Privacy</b>	<p>The supply of personal information is legally required and will assist Council officers in assessing your application. Failure to supply the information may result in delays or rejection. The personal information provided in this application may be inspected by a person under various legislation, which provides that a person who has inspected a document may also request, and be provided with, a copy of that document.</p>		