

Development Application Checklist

To be submitted with a Development Application

Commercial and Industrial Development

Introduction	<ul style="list-style-type: none"> The following table and checklist will help you prepare and lodge a Development Application. 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.
Pre-Lodgement	<ul style="list-style-type: none"> It is recommended that a pre-lodgement application/meeting be lodged/held with Council. Carefully read this checklist and ensure that all required information and documentation is provided with your application.
Lodgement	<ul style="list-style-type: none"> All information required by the checklist must be submitted with your Development Application. Incomplete applications or illegible information will not be accepted by Council Officers. All fees are to be paid at the time of lodgement.
Property	<p>Address:</p> <p>Suburb: Postcode:</p>
Proposal (eg: type of building and its use)

Development Application (DA)	Checklist	
	Applicant Y/N/NA	OFFICE USE
1. DA Form – Have all the relevant sections on the DA form been properly completed?		
2. Owners Consent – Has the written consent of all owners 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>		
3. Cost of Development – Has an estimated cost of development been provided?		
4. Plans – Have four (4) copies of all plans drawn to scale been submitted with the application (including 2 coloured 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>		
5. Notification Plans – Have six (6) A4 size plans showing site plan and elevations of the buildings and additions been provided for notification? <i>Note: These are sent with notification letters to nearby property owners.</i>		
6. Statement of Environmental Effects – Have three (3) copies of a Statement of Environmental Effects been provided? <i>Note: A SEE provides the opportunity for you to:-</i> <ul style="list-style-type: none"> describe the property and its surroundings in detail; describe your proposal in detail; discuss whether or not your proposal complies with Council's policies and justify any part that does not comply; explain how your proposal will affect your neighbours; and describe how your proposal will affect and 'fit in' with the local area. 		

Office Use Only	<p>Customer Service Officer to check above and sign:</p> <p>Name: Signature:</p>
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Plans	Applicant Y/N/NA	OFFICE USE
7. Site Analysis Plan – Has a site analysis plan been submitted that addresses energy and water efficiency, site context and topographical features, views, shadows and prevailing winds?		
8. Survey Plan – Has a survey plan prepared by a registered surveyor been submitted?		
9. Site Plan – Do the plans show to scale:- <ul style="list-style-type: none"> ▪ The entire site, boundary dimensions and true north point? 		
<ul style="list-style-type: none"> ▪ Details of all existing and proposed buildings, including buildings to be demolished? 		
<ul style="list-style-type: none"> ▪ Street numbers, location and uses of buildings on adjoining land? 		
<ul style="list-style-type: none"> ▪ The topography of the land (using contours or height datum)? 		
<ul style="list-style-type: none"> ▪ Details of any right of way (ROW) or easements? 		
<ul style="list-style-type: none"> ▪ The position and species of all trees on the site (including those proposed to be removed or pruned) and trees on adjoining properties? 		
<ul style="list-style-type: none"> ▪ Car parking and/or garaging, including loading facilities, access and exit points, dimensions and ramp gradients? 		
<ul style="list-style-type: none"> ▪ Calculations of all existing and proposed gross floor areas? 		
<ul style="list-style-type: none"> ▪ Property address, plan number and date of preparation? 		
10. Floor Plans – Do the floor plans clearly illustrate:-		
<ul style="list-style-type: none"> ▪ The layout of the proposed development, including all levels in the building? 		
<ul style="list-style-type: none"> ▪ Internal walls/partitions and room names or uses? 		
<ul style="list-style-type: none"> ▪ Stated dimensions of existing and proposed work? 		
<ul style="list-style-type: none"> ▪ All existing fire safety measures? <i>Details of fire safety measures should also include current operational standard of each such measure on the premises.</i> 		
11. Elevations and Sections – Have all elevations and sections been provided? Do they clearly show:-		
<ul style="list-style-type: none"> ▪ Natural ground level and any proposed changes to ground level? 		
<ul style="list-style-type: none"> ▪ Height of the proposed development from natural ground level to finished floor level(s), ceiling and roof ridge levels? 		
<p>Note: <i>Elevations shall be coloured showing every side of the development.</i></p>		
12. Site Facilities – Are proposed waste storage facilities and letterboxes shown on the plans?		
Documentation	Applicant Y/N/NA	OFFICE USE
13. Hours of Operation – Have the proposed hours of operation been clearly stated?		
14. Installation Details – Have details of any plant or machinery to be installed been provided?		
15. Manufacturing/Storage – Have full details of the type, size and quality of goods to be manufactured, stored or transported been provided?		
16. Floor Space – Have details of the number of offices/units/shops and floor space been provided?		
17. Heritage – Is the property a heritage item (indigenous or non-indigenous), in the vicinity of a heritage item?		
If yes , has a Statement of Heritage Impact and/or Conservation Management Plan and/or archaeological survey been provided?		

18. Materials and Finishes Selection – Have the materials and finishes details been provided?		
19. Compliance with Blacktown Development Control Plan 2006 – Has the proposal been designed to satisfy Blacktown Development Control Plan 2006, notably: <i>Part D – Development in the Commercial zone; or Part E – Development in Industrial Zones</i>		
20. SEPP 1 – Has a SEPP No 1 objection been provided? <i>This is required where the proposal does not comply with a mandatory control such as height, Floor Space Ratio or minimum allotment area as stipulated in Blacktown Local Environmental Plan 1988.</i>		
21. Shadow Diagrams – 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>		
22. Acid Sulfate Soils – Is the property identified as being subject to acid sulfate soil (ASS) risk? If yes , has an ASS Management Plan been provided or a Preliminary Assessment to confirm whether ASS Management Plan is required?		
23. Energy Efficiency – Has an Energy Efficiency Performance Report and a site analysis been provided		
24. Demolition of Structures – Have demolition details including a site works plan and investigation report been provided if any demolition is proposed?		
25. Calculations – Have detailed calculations been provided, including:- <ul style="list-style-type: none"> ▪ Calculation of the site and floor areas and the resultant floor space ratio (existing and/or proposed)? ▪ Boundary setbacks? ▪ Amount of landscaping? ▪ Number of car parking spaces required/available? 		
Additional Requirements	Applicant Y/N/NA	OFFICE USE
26. Signage – Have details of all proposed signage for the development been provided?		
27. Site Contamination – Have you submitted an Initial Investigation Report, a Preliminary Site Investigation Report, or a Detailed Site Investigation Report?		
28. DDA – Have you submitted a Disability Discrimination Act 1992 (DDA) Statement of Consistency?		
29. Landscape Plan - Has a concept landscape plan been provided including:- <ul style="list-style-type: none"> ▪ Location and species of any trees to be removed? ▪ Location of planting and turf areas? ▪ Driveway and path details? ▪ Proposed tree and shrub planting, including the estimated height and maturity? ▪ Sections showing soil depth over slabs? ▪ The provision of communal facilities such as BBQs and play equipment for children. 		
30. Traffic - Have you submitted a traffic management statement?		
31. Waste Management – Have you submitted a Waste Management Plan that identifies all waste streams and minimises volumes going to landfill? <i>Refer Part O of Blacktown City Council's Development Control Plan 2006, for additional information</i>		

32. Drainage - Has a concept drainage plan been provided including:-		
• Layout and levels of all of pits and pipes to drain the site, with the catchment for each adequately defined?		
▪ Any provision to intercept water flowing onto the site from beyond its boundaries?		
▪ Locations and levels of the On-Site Detention elements, including emergency overflows?		
▪ Locations and levels of any Stormwater Treatment Measures?		
▪ Location and level of any proposed points of discharge to Council's system, including receiving water HGLs assumed and the reasons for these assumptions?		
▪ All calculations, details and charts, etc., required to demonstrate the adequacy of the above, including Hydraulic Grade Line calculations?		
33. Does the proposal meet the criteria for determination by a Joint Regional Planning Panel (refer to keywords and guidelines below)?		
if yes , has all information been provided in electronic form?		
34. Is the proposal for Integrated Development?		
If yes , have an additional 3 copies of the plans and the prescribed fee been provided?		
Additional Requirements – Minor Subdivision (For larger subdivision applications, refer separate checklist)	Applicant Y/N/NA	OFFICE USE
35. Have the dimensions and areas of existing and proposed lots been provided?		
36. Have full details of any proposed rights of way, drainage easements or the like been shown on the plans?		

Your Declaration	Applicants should be aware that if all the required information is not provided, the development application WILL NOT be accepted at the Blacktown City Information Centre. Further information will be requested if not initially provided.		
	<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>Applicant's Name(s):</p> <p><i>(Please Print)</i></p> <p>.....</p> <p>.....</p> <p>Applicant's Signature(s):</p> <p>.....</p> <p>.....</p>		
Your Privacy	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		
Office Use	Additional Comments: (outstanding information, action required before application can be lodged)		
	<p>.....</p> <p>.....</p>		
Checked By:			
Duty Officer Name:		Date:	Duty Officer's Signature:

Keywords	Acid Sulfate Soils: soils containing highly acidic soil layers resulting from the aeration of soil materials that are rich in iron sulphides, primarily pyrite. The soil material has a pH of less than 4 when measured in dry seasonal conditions.
and	Blacktown Local Environmental Plan (BLEP) 1988: A plan made by the Minister under Section 70 of the Environmental Planning and Assessment Act. In general BLEP1988 indicates whether proposed developments are permissible with the consent of Council (requiring a development application or whether they are prohibited) as well as development standards relating to this form of development
Guidelines	<p>Easements and Right of Way (ROW): It is the applicant's responsibility to check the property's title deeds to ascertain whether it is benefited or burdened by easements or ROW's. Where a property is affected by an easement or ROW its exact location in relation to the boundaries of the land, width, length and type; eg for water, sewer, vehicular access must be specified.</p> <p>Fire Safety Measures: Any measure (including any item of equipment, form of construction, or fire safety strategy) that is, or is proposed to be implemented in a building to ensure the safety of persons using the building in the event of fire (e.g. exit signs, fire extinguishers, hydrants, fire dampers).</p> <p>Floor Space Ratio (FSR): The ratio of gross floor area of the building(s) to the area of the site on which the building(s) is, or is to be erected.</p> <p>Height: Indicates the levels of floors, ceilings and ridges in relation to the levels of the site.</p> <p>Heritage Item: A building, work, archaeological site, tree or place, a component of a building, work, archaeological site, tree or place and its curtilage or a group of buildings, works, relics or trees which is described in Schedule 2 and shown on the map marked "Blacktown Development Control Plan 2006 - Heritage Items".</p> <p>Joint Regional Planning Panel Criteria</p> <ul style="list-style-type: none"> • Commercial, residential, retail and tourism development with between \$10 million and \$100 million capital investment value (CIV). • Public and private community infrastructure and ecotourism with a value of more than \$5 million CIV (eg: schools, community halls & libraries). • "Designated" development as defined under the Environmental Planning and Assessment Regulation. • Certain major coastal developments. • Where Council is the proponent or has a potential conflict of interest in relation to development greater than \$5 million CIV. • Subdivision of more than 250 allotments <p>Site Analysis Plan: A Site Analysis should address energy and water efficiency issues. The types of information needed to assess these matters include:</p> <ul style="list-style-type: none"> ▪ Site context, e.g. adjacent buildings, roads ▪ The arrangement of new lots and the footprint of buildings for each lot (for major residential subdivision proposals). ▪ Topographical characteristics. ▪ The direction of true north. ▪ Existing causes of overshadowing eg adjacent buildings, trees. ▪ Other features such as views and any prevailing winds. ▪ Shadow diagrams of the overshadowing created by the proposed development, at 9am, 12 noon and 3pm on June 21. <p>State Environmental Planning Policy No 1 - Development Standards (SEPP 1) and State Environmental Planning Policy (Application of Development Standards) 2004: If a proposal does not comply with a development standard under the BLEP 1988, an objection can be made to the consent authority (Council). Council must first be satisfied that the objection is well founded, in that compliance with the standard is 'unreasonable or unnecessary in the circumstances of the case' and that:-</p> <ol style="list-style-type: none"> a) that the proposed departure from the development standard will result in a better environmental planning outcome than that which could have been achieved on the site had the standard been complied with, and b) that the proposed development will be in the public interest by being consistent with any aims and objectives expressed in, or implied from: <ol style="list-style-type: none"> i) the zone in which the development is proposed to be carried out, ii) the development standard, or iii) any relevant environmental planning instrument.