

Guidelines for the Lodgement of Applications



This checklist is a **guide** for applicants for the common information required by Council to lodge a development application, construction certificate application or a complying development application through the NSW Planning Portal.

Additional information may be required during the assessment phase of the process and Council will request this information via email, telephone or in person.

INFORMATION REQUIRED

NOTE: All information is to be uploaded to the NSW Planning Portal as a .pdf

1. Plans

Drawn to a suitable scale by hand using a ruler or by appropriate software, showing the following:

For proposals involving undertaking building works

- The Block Plan (site plan) showing:
 - all boundaries and including any other buildings on the block,
 - distances of proposed building work from boundaries and other buildings,
 - the street name and north point
 - any significant vegetation identifying those proposed to retained/removed.
 - existing and proposed levels of the land.
- Floor Plan
- Redacted floor plan for all residential buildings
- Elevations and vertical section
- Basix and Nathers commitments

For proposals involving a change of building use

- The Block Plan (site plan) showing:
 - all boundaries and including any other buildings on the block,
 - distances of proposed building work from boundaries and other buildings,
 - the street name and north point
- Floor Plan
- A list of the Category 1 fire safety provisions that currently apply to the existing building.
- A list of the Category 1 fire safety provisions that are to apply to the building following its change of use

For subdivisions

- A draft plan of subdivision showing:
 - All proposed lots including the lot boundary dimensions
 - The area of all proposed lots
 - Any proposed easements and rights of carriageway
 - Any new roads
 - Any new public infrastructure such as water, sewer and drainage

2. Shadow Diagrams

All development of two storeys or greater. Show existing and proposed overshadowing at hourly intervals from 9am to 3pm on June 21. Show elevational shadow cast diagrams for any affected north facing living rooms in adjoining properties

3. **Erosion and sediment control plan**
4. **Statement of Environmental Effects**
Sample SEE for minor developments available on Council's website
5. **BASIX Certificate**
 - For new dwellings, semi detached dwellings and boarding houses or hostels (under 300sqm)
 - For new multiple dwelling developments
 - For dwelling alterations and additions valued at \$50,000 or more
 - For swimming pools (or pool & spa) with a capacity >40,000 litres (volume of pool must be shown on plans)
6. **Specifications** (complying development and construction certificate applications)
Describing the construction and materials of which the building is to be built in compliance with BCA and Australian standards
7. **Principal Certifier Appointment** (complying development and construction certificate applications)
Completed in the NSW Planning Portal
8. **Contract for the Performance of Certification Work** (complying development and construction certificate applications)
Completed and signed by ALL owners. Available at Council's website
9. **Owners Consent**
Completed and signed by ALL owners. Available at Council's website. Required if the Applicant is not the Owner
10. **Cost of development**
 - For development with a value of \$0-\$150,000, a cost summary report may be prepared by the applicant or a suitably qualified person
 - For development with a value of greater than \$150,000 - \$3 million, a cost summary report may be prepared by suitably qualified person
 - For development with a value in excess of greater than \$3 million, a detailed cost report is to be prepared by a registered quantity surveyor
11. **Local Approval to Install and/or Alter a System of Sewage Management (septic tank application)**
 - Geotechnical Report for the disposal of the effluent
 - Manufacturers Details of the system proposed to be installed
 - **For Aerated Wastewater Treatment Systems only:** A site layout plan showing the method of disposing the effluent

For further information please [click here](#)