



DEVELOPMENT APPLICATION CHECKLIST

Land Use or Change of Land Use (Not involving building or other works*)

This checklist has been prepared in order to assist both the applicant and Council's Customer Service Staff to ensure that the development application to be submitted is complete. Failure to provide the requested information will delay processing of the development application and may result in the application being returned to you for completion.

This checklist can be used for the following types of development:

1. any proposal for the use or change of use of land where there is no building works or other works proposed
2. any proposal to install a manufactured home or moveable dwelling
3. the re-use of an existing premise where there is no building works or other works proposed

***Note** - Council will accept this checklist for the above types of development where only minor works such as the following are also proposed:

- Alterations to existing landscaping or new landscaping
- Alterations to existing signage or new signage
- Fencing works
- Any development that incorporates "exempt" development

Applicant to tick	Item	No. copies	DA Guide Appendix reference	CSO (office use only)
Fees and Administration				
<input type="checkbox"/>	Completed Development Application Form	1	p11	
<input type="checkbox"/>	Payment of Application Fees	-	-	
<input type="checkbox"/>	Owners Consent (including ASIC search for company ownership)	-	p12	
<input type="checkbox"/>	Developer Contributions I understand that my consent may be subject to the requirement to pay monetary contributions under the provisions of Section 7.11 of the Environmental Planning and Assessment Act 1979.	-	p17	
Always Required				
<input type="checkbox"/>	Statement of Environmental Effects	3	3	
<input type="checkbox"/>	Site Analysis Plan to scale of 1:100 or 1:200	3	2.1	
<input type="checkbox"/>	Plans, Elevations and Sections to scale of 1:100 or 1:200 (Site plan only)	3	2.3	
<input type="checkbox"/>	Reduced Plans and Documents (A4 or A3) or Electronic Copy	1	2.9	

May Be Required				
<input type="checkbox"/>	Signage Details (see Plans, Elevations and Sections) When: signage or advertising structures are proposed	3	2.3	
<input type="checkbox"/>	Landscape Plan to scale 1:100 or 1:200 When: alterations are proposed to existing landscaped areas or new landscaped areas are proposed	3	2.5	
<input type="checkbox"/>	Land Contamination Reports When: In accordance with requirements of SEPP 55	3	2.11	
<input type="checkbox"/>	Flood Impact Assessment When: development on flood prone land except for the re-use of an existing commercial or industrial premise	3	2.12	
<input type="checkbox"/>	Statement of Heritage Impact When: development is of a certain type and involves an item of environmental heritage, is located within the conservation area or is within the vicinity of an item of environmental heritage	3	2.13	
<input type="checkbox"/>	Fire Safety Provisions When: the development involves a change of use of a building or the rebuilding, alteration, enlargement or extension of an existing building	3	2.17	
<input type="checkbox"/>	Traffic Impact Assessment (see Statement of Environmental Effects) When: for major traffic generating proposals	3	3.9	
<input type="checkbox"/>	Acoustic Report (see Statement of Environmental Effects) When: if development generates potentially offensive noise and is in close proximity to residential or other noise sensitive uses or, alternatively, if the development is in close proximity to land uses generating potentially offensive noise	3	3.11	

Applicant Declaration	
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/We acknowledge that the development application may be returned to me/us if information is found to be missing or inadequate.	
Applicant's name/s (Printed)	
Applicant's signature/s	
Date	

Important Notes:

- Please reference Appendix 2 of the DA Guide to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your development proposal due to specific circumstances, please discuss this matter with a development assessment officer prior to lodgement of the application.
- You will need to complete multiple checklists for the Development Application where more than one checklist is relevant to the development/works that are proposed.
- Where multiple DA checklists are required to be completed, additional copies of the required plans/documents will not be required for each checklist submitted.