



## DEVELOPMENT APPLICATION CHECKLIST

### Section 4.55 Modification Applications

This checklist has been prepared in order for both the applicant and customer service staff at Council to ensure that the modification to a 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.

Applicant to tick	Item	No. copies	DA Guide reference	CSO
<b>Fees and Administration</b>				
<input type="checkbox"/>	Completed Modification of a Consent Form	1	p13	
<input type="checkbox"/>	S4.55 Application Fee	-	-	
<input type="checkbox"/>	Owners Consent ( <i>including ASIC search for company ownership</i> )	-	p12	
<input type="checkbox"/>	<b>Developer Contributions and Developer Charges</b> I understand that my modification consent may be subject to amendments to previously calculated figures requiring the payment of contributions under the provisions of Section 7.11 of the Environmental Planning and Assessment Act 1979.	-	p17	
<b>Always Required</b>				
<input type="checkbox"/>	<b>Covering Letter:</b> Correspondence outlining the details of the modification and reason/need for modification request. Correspondence must clarify that the proposal is substantially the same development as originally approved	3	-	
<input type="checkbox"/>	<b>Revised Plans</b> (Site Analysis, Floor Plans, Elevations and Sections) to scale of 1:100 or 1:200 identifying the proposed modifications to the approved plans in colour. S4.55(1) – generally not required S4.55(1a) and S4.55(2) – always required	3	2.1 2.3	
<input type="checkbox"/>	<b>Revised Statement of Environmental Effects</b> – updated to reflect details of the modification S4.55(1) – generally not required S4.55(1a) and S4.55(2) – always required	3	3	
<input type="checkbox"/>	<b>Reduced Plans and Documents (A4 or A3) or Electronic Copy</b>	1	2.9	
<b>May Be Required</b>				
<input type="checkbox"/>	<b>Revised Signage Details and associated SEPP 64 Analysis</b> <b>When:</b> If changes to signage is proposed	3	2.3	
<input type="checkbox"/>	<b>Revised Landscape Plan</b> to scale 1:100 or 1:200 <b>When:</b> if changes to the approved landscape layouts are proposed	3	2.5	
<input type="checkbox"/>	<b>Revised Stormwater and drainage concept plans</b> <b>When:</b> if changes to the approved stormwater and drainage concept plans are proposed	3	2.6	

<input type="checkbox"/>	<b>Revised Shadow Diagram</b> in plan form to scale of 1:100 or 1:200 <b>When:</b> if changes in scale and bulk of building will result in amendments to previous shadow diagrams	3	2.7	
<input type="checkbox"/>	<b>Revised Demolition Plan</b> <b>When:</b> if changes to approved demolition is proposed	3	2.8	
<input type="checkbox"/>	<b>Revised Geo-Technical Report</b> <b>When:</b> bulk excavation works are proposed on or adjacent to a boundary or proposal is on a site of uncontrolled, unstable or unknown fill.	3	2.10	
<input type="checkbox"/>	<b>Revised Flood Impact Assessment</b> <b>When:</b> modifications to location and/or height of previously approved development on flood prone land	3	2.12	
<input type="checkbox"/>	<b>Revised Heritage Impact Statement</b> <b>When:</b> modifications to developments that impact on heritage items or certain types of development within the conservation area	3	2.13	
<input type="checkbox"/>	<b>BASIX – Updated Certificate</b> to reflect the proposed modifications	3	2.15	
<input type="checkbox"/>	<b>Revised Bushfire Assessment</b> <b>When:</b> the development is on land that is bushfire prone land	3	2.16	
<input type="checkbox"/>	<b>Revised Traffic Impact Assessment</b> <b>When:</b> for major traffic generating proposals as defined in Schedule 3 of State Environmental Planning Policy (Infrastructure) 2007)	3	3.9	
<input type="checkbox"/>	<b>Revised Acoustic Report</b> <b>When:</b> modifications to development that generates potentially offensive noise and is in close proximity to residential or other noise sensitive uses	3	3.11	
<b>Applicant Declaration</b>				
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 modification proposal due to specific circumstances, please discuss this matter with a development assessment officer prior to lodgement of the application.