



## DEVELOPMENT APPLICATION CHECKLIST

### Minor Residential Development

This checklist has been prepared for one and two storey single detached dwellings, residential alterations and additions, secondary dwellings, domestic buildings and structures (e.g. swimming pools, carports, and sheds), minor works in the heritage Conservation Area (e.g. painting, cladding, plastering, re-roofing, changing materials, fittings such as doors, windows and screens, etc.).

Please note that dual occupancy and other higher density residential developments will need to use the Residential Buildings Checklist.

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.

Use the Minor Residential Development Guide

Applicant to tick	Item	No. copies	Development Guide reference	CSO (office use only)
<b>Fees and Administration</b>				
<input type="checkbox"/>	<b>Completed Development Application Form</b>	1	1.1	
<input type="checkbox"/>	<b>Payment of all Relevant Application Fees</b>	-	1.1	
<input type="checkbox"/>	<b>Owners Consent (including ASIC search for company ownership)</b>	-	1.1	
<input type="checkbox"/>	<b>Developer Contributions</b> I understand that my consent may be subject to the requirement to pay monetary contributions under the provisions of Section 94 of the Environmental Planning and Assessment Act 1979.		1.2	
<b>Always Required</b>				
<input type="checkbox"/>	<b>Statement of Environmental Effects</b>	2	1.3	
<input type="checkbox"/>	<b>Plans, Elevations and Sections</b> to scale of 1:100 or 1:200	2	1.4	
<input type="checkbox"/>	<b>Reduced Plans and Documents (A4 or A3) or Electronic Copy</b>	1	-	
<b>May Be Required</b>				
<input type="checkbox"/>	<b>Shadow Diagrams</b> to scale of 1:100 or 1:200	2	1.5	
<input type="checkbox"/>	<b>Flood Impact Assessment</b>	2	1.6	
<input type="checkbox"/>	<b>Statement of Heritage Impact</b>	2	1.7	
<input type="checkbox"/>	<b>BASIX certificate (and annotated plans)</b> <b>When: Required for New Dwellings, Alterations &amp; Additions (valued at over \$50,000) and Swimming Pools (volumes greater than 40 000L)</b>	2	1.8	

<input type="checkbox"/>	<b>Bushfire Assessment</b>	<b>2</b>	<b>2.0</b>	
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### 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:**

- 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.
- Council may need more information beyond the minimum statutory requirements or the items nominated within applicable development checklists to undertake a proper assessment. If required, Council will request this by letter as soon as possible after receiving the application.