



Applicants Checklist EVENTS

Planning and Development Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

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Privacy Notification: The information will be used solely by Council staff for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access or amendment of the information at anytime.

This form may be published on Council's website in accordance with the Government Information (Public Access) Act 2009

1 Important information

The purpose of this checklist is to ensure that development applications contain required information and are complete when lodged with Council. Applicants are requested to complete the checklist (left hand column) using the explanatory information contained in the Development Application Guide, and submit the checklist to Council with your application. Submission of all required information will ensure that your application processing time is minimised and not subject to unnecessary delays.

In some cases issues may arise in the assessment of the application, that requires the submission of additional information by you. By providing all the information identified in the checklist when you lodge your application the likelihood of this occurring will be minimised.

NOTE: Applications that do not contain all information in the checklist may not be accepted.

2 Application Documents

Applicants Use	Always Required	Copies	Appendix	Office Use	
				CSO	Duty Officer
<input checked="" type="checkbox"/>					
	Completed Development Application form	1			
	Written consent of all property owners (may be included on application form)	1			
	Site Plan (refer to Event Development Application form)	3	B		
	Statement of Environmental Effects – Event Management Plan (refer to Event Development Application form) Note: if road closures (classified roads) are proposed, written evidence of prior consultation with the NSW Roads & Maritime Services and written evidence of prior consultation with NSW Police is required.	3	I		
	Waste Minimisation and Management Plan Garbage and Recycling/Waste Collection & Disposal – The applicant must ensure that sufficient waste containers are provided for the duration of the event. At the conclusion of the event all waste, and containers, must be removed from the site. A Waste Minimisation & Management Plan must be provided with the Event Development Application.	3	L		
	A3 or A4 Notification Plan showing site plan and elevations for display on DA Tracking and notification under Council's Community Consultation Policy.	1	N		
	Disability Access Report	2	V		
	Event Components (refer to Event Development Application form)	3			

OFFICE USE ONLY

I verify that the checklist is complete and all identified information has been provided		
Date:	Customer Service Officer:	Duty Officer:
Property:		Application No.
Form Number: DEV009	Version Number: 1	Issue Date: 04/2014



F O R M D E V 0 0 9

	Traffic Management Plan (refer to Event Development Application form)	3	HH		
	<p>Sustainability Council encourages the implementation of sustainability measures that can reduce the environmental impact of your event. It is a requirement for the event organiser to submit a Sustainable Event Action Plan, found on Council website. http://shoalhaven.nsw.gov.au/mycommunity/events/sustainabilityeventactionplantemplate.aspx as part of the event management plan. For further information or assistance on Shoalhaven City Council's Sustainability Events Policy see Council website http://shoalhaven.nsw.gov.au/mycommunity/events.aspx</p>	2			

APPLICANTS DECLARATION

I verify that the above information has been provided	Date:
Applicants signature:	Applicants name: