



Applicants Checklist

MINOR DEVELOPMENT CHANGE OF USE/FIRST OCCUPANCY

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 DA ONLY	Copies DA/CC	Appendix	Office Use	
					CSO	Duty Officer
<input checked="" type="checkbox"/>						
	Completed Development Application form	1	1			
	Written consent of all property owners (may be included on application form)	1	1			
	Site Plan	3	4	B		
	Floor Plans	3	4	D		
	Elevations	3	4	E		
	Car Parking Plans including swept path movements	3	4	H		
	Statement of Environmental Effects	3	3	I		
	Waste Minimisation and Management Plan	3	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	1	N		
<input checked="" type="checkbox"/>	REQUIRED IN CERTAIN CIRCUMSTANCES					
	Survey Plan prepared by a Registered Land Surveyor. This may be required to show the locations of lot boundaries, easements, building envelopes, sewer, coastal hazard lines or similar on the site including existing and finished ground and building levels	2	2	A		

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: DEV010	Version Number: 1	Issue Date: 04/2014



<input checked="" type="checkbox"/>	REQUIRED IN CERTAIN CIRCUMSTANCES – cont.					
	Bushfire Assessment Report where the land is mapped as bush fire prone land	2	2	II		
	Submission demonstrating compliance with relevant DCP or Policy	2	2	K		
	Schedule of Colours and Materials	3	3	P		
	Landscape Plans	3	4	Q		
	Stormwater Drainage Concept Plan	3	4	T		
	Disability Access Report	2	2	V		
	Soil and Water Management Plan	2	2	M		
	Specification demonstrating compliance with the Building Code of Australia where a construction certificate is being sought with the development application		2	KK		
	Plans (floor plans, elevations, sections) demonstrating compliance with the Building Code of Australia where a construction certificate is being sought with the development application.	3	4	JJ		
	Heritage Impact Statement where the development involves a heritage item, is within the vicinity of a heritage item or is within a heritage conservation area	2	2	S		
	Contamination Report will be required where the land is identified on Council's Contaminated Lands Register or where a potentially contaminating activity previously occurred on the site	2	2	W		
	On-site Sewage Management Assessment Report and Plan where the land is not serviced by a reticulated sewerage scheme	3	3	FF		

APPLICANTS DECLARATION

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