

Development Application Checklist

4 of 5

Planning & Development Services Group

Schedule 1 EPA Regulations, 2000

Application Number: DA _____ / _____

A Development Application must include, where relevant, the following information. This checklist has been prepared to assist you with the lodgement of your application to ensure that all necessary details have been provided. If essential information is omitted, then your application may be rejected, and returned to the applicant within 7 days.

Additional documentation may be required to support the application, eg bushfire report, effluent management report, threatened species report, etc. If the application needs to be advertised, notification will not commence until all relevant supporting documentation has been received.

Please place a tick in the appropriate box.

Essential information	Yes	Not relevant to this DA	Notes:	Office Use Only
Applicant – Name and Address		Required	DA Box 1	
Property/Owners Details		Required	DA Box 2	
Proposal – Description		Required	DA Box 3 DA Guidelines – 15.1	
Project value – provide details		Required	DA Box 3	
Concurrence – Do you need the concurrence of a State Agency to carry out the development?		Required	DA Box 4 DA Guidelines – 15.3	
Integrated Development – Do you need approval from a State Agency?		Required	DA Box 5 DA Guidelines – 15.4	
Critical habitat – Indication of	✓	✓	There is no critical habitat in the Shoalhaven	
Wilderness area – If consent is required under the Wilderness Act, 1987, a copy of the consent	Required	✓	Ettrema is the only Wilderness area in the Shoalhaven	
Threatened species – Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?			DA Box 6 DA Guidelines – 15.5	
Construction Statistics – Provide details of wall frame, floor and roof		Required	DA Box 12, DA Guidelines – 15.9 This information is required by the Australian Bureau of Statistics and must be completed if building works are proposed.	
Owner’s Consent – Owner’s Declaration or statement signed by the owner of the land consenting to making of the application		Required	DA Box 18 DA Guidelines – 15.14	

Accompanying Documents

Applicants Checklist – Information requirements and minimum standards	Yes	Not relevant to this DA
Additions & Alterations to Dwelling		
Advertising Sign		
Bed & Breakfast		
Commercial Industrial		
Demolition		
Dual Occupancy		

Applicants Checklist – Information requirements and minimum standards				
Events				
Minor Development - Change or Use / First Occupancy				
Minor Structures				
New Dwelling				
Outdoor Dining				
Regional Development				
Residential Flat Buildings / Multi Dwellings				
Subdivision				
Subdivision Certificate				
Swimming Pool				
Tourist Accommodation				
Wharves & Jetties				

A Statement of Environmental Effects Indicating: <ul style="list-style-type: none"> The environmental impacts of the development How the environmental impacts of the development have been identified The steps to be taken to protect the environment or lessen the expected harm to the environment Any matters required to be indicated by and guidelines issued by the Director-General. 		DA Box 6 – DA Guidelines 15.5	
			All applications must be accompanied by a Statement of Environmental Effects (SEE) that is unique to the circumstances of the particular development proposal. Council provides a pro-forma SEE which may be used as a guide. However, this pro-forma is not comprehensive and it is expected that most applications will be supported by a detailed report outlining the likely impacts of the development.
Effluent management report			If the land is affected by SEPP 58 – Protecting Sydney's Water Supply, an effluent management report prepared in accordance with Council's DCP 78 must be submitted with the DA, an effluent management report prepared in accordance with Chapter 8 of the Shoalhaven DCP 2014 must be submitted with the DA
Heritage Impact Assessment			If the building or place has heritage value a heritage impact assessment is required.
Electricity - Written confirmation from Integral Energy that they have reviewed the proposal and have made satisfactory arrangements with the developer regarding the provision of electricity to the development.			Written confirmation is required for: <ul style="list-style-type: none"> 3 or more residential units New commercial / industrial development 3 or more community or strata title allotments (not Torrens) Commercial / industrial development where the existing use of the land would be intensified.
Designated Development: An environmental impact statement			DA Form – Box 6 DA Guidelines – 15.5
Threatened Species - A species impact statement			For land that is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities, or their habitats
Environmental Planning Instrument - If an EPI requires arrangements for any matter (eg water and sewerage) to have been made before development consent may be granted, documentary evidence that such arrangements have been made			Applications for aged & disabled housing under SEPP 5 must be supported by such evidence

Information required for specific applications

Subdivisions: Preliminary engineering drawings of the proposed work				
Medium density housing - exceeding three stories above ground level			Provide information required by SEPP 65	
Change of Use - To change the use of a building (not involving any building work): • a list of fire safety measures currently used in the building			This information is not required where the proposed change is to a class 1a (dwelling-house) or class 10 building (eg garage, carport, shed, etc)	
Shops, Offices, commercial or industrial development				
• details of hours of operation				
• seating capacity				
• plant and machinery to be installed				
• type, size and quantity of goods to be made, stored or transported				
• loading and unloading facilities				
Demolition				
• details of the age and condition of buildings or works to be demolished				
• whether the building or structure has heritage value				
Advertising Signs				
• details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed			"Refer to Chapter G22 of the Shoalhaven DCP 2014"	
Existing Use				
• details of the existing use				
Construction Work				
• details of how the site will be secured				
Development in Bushfire Prone Areas				
			If the land is in a bushfire prone area, refer to RFS map to determine requirements.	

Note: COMBINED DEVELOPMENT AND CONSTRUCTION CERTIFICATE APPLICATIONS

Where application for a Construction Certificate is made at the same time as the development application, plans and information must be sufficiently detailed to allow assessment against the Building Code of Australia. Two completed sets of specifications must also accompany the application.

You must sign and date this form and lodge it with your DA.

Signature: _____ Date: _____