



Development Application Lodgement Checklist

Table of information to accompany DA

This table identifies the minimum information required for the most common types of development in accordance with the Environmental Planning and Assessment Regulation 2000.

	Alterations / additions	Attached dwellings	Change of use	Commercial / Retail / Office	Demolition	Dual Occupancy / Semi-detached dwelling	Dwelling house (1 storey)	Dwelling house (2 storey)	Earthworks	Home business / Home industry	Industrial	Multi-dwelling housing	Outbuildings (i.e. pergolas)	Residential flat building	Secondary dwelling	Signage	Subdivision	Swimming pools	Temporary Event / Land use	Applicant checklist	Council checklist
BASIX Certificate																					
Demolition Plan																					
Elevation Plan																					
Floor Plan																					
Landscape Plan																					
Notification Plan (A4)																					
Sections																					
Signage Plan																					
Site Analysis Plan																					
Site Plan																					
Statement of Environmental Effects																					
Stormwater Drainage Plan																					
Subdivision Plan																					
Survey Plan / Reference Level																					

INITIAL

Key

Mandatory. Application will not be accepted without this documentation.

BASIX certificate is also required for residential alterations / additions with a value greater than \$50 000 and pools with more than 40, 000 litres.

For two storey structure.

The DCP contains specific lodgement requirements for these documents and development types. Please refer to the relevant section of the DCP.

OFFICE USE ONLY Notes/comments



Documentation for DA lodgement

Note: certain applications may require submission of information not listed in the lodgement checklist.

Council checklist
Applicant checklist

Aboriginal Cultural Heritage Assessment	Development occurring on or within close proximity to land, items, sites, objects or places of significance.		
Acid sulfate soils management plan	Development has the potential to disturb, expose or drain acid sulfate soils, as determined by the recommendations of a geotechnical report. Refer to DCP.		
Acoustic report	Development involves noise or vibration intrusion, or has the potential to produce offensive noise. Refer to the DCP.		
Apartment design verification	For residential flat building (RFB) development.		
Arborist report	The removal of a significant tree is proposed.		
Biodiversity development assessment report	Development that is likely to significantly affect threatened species or triggers the Biodiversity Offset Scheme Threshold (see Biodiversity Offset Scheme (BOS) entry requirements on the NSW Office of Environment and Heritage website).		
Bushfire assessment report	Development is occurring on bushfire prone land (refer to RFS website).		
Cut and fill plan / Bulk earthworks plan	The proposal includes cut / fill and/or retaining walls. A bulk earth works plan is also required where cut exceeds 2m in depth or fill has a total area of 100m ²		
Contamination report	Development is occurring on land that is contaminated or potentially contaminated.		
Cost summary report	The estimated cost of the development is between \$100,000 and \$3 million.		
Detailed cost report	The estimated cost of the development is over \$3 million. Must be signed by a Quantity Surveyor.		
Driveway profile	The difference in level between the kerb and the garage floor is greater than +/- 600mm.		
Environmental impact statement	In the case of designated development or State significant development.		
Fire safety provisions (category 1)	If the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure).		
Flora and fauna report	Development located on land or is in proximity to areas of environmental significance (refer to the DCP) that does not trigger the BOS Threshold.		
Flood study	Refer to DCP.		
Geotechnical report	Where development proposes significant bulk excavation works and/or for development compxxxx for major subdivisions.		
Erosion / sediment control plan	Where development involves clearing or excavation of existing soil surface, stockpiling or landfill.		
Heritage impact statement	For development involving an impact or impacts on an item of heritage significance.		
Schedule of colours and finishes	For multi-dwelling, RFBs, large scale commercial and heritage related development.		
Shadow diagrams	Where residential development is two storeys or more in height and/or potentially overshadows neighbours.		
Social impact assessment / comment	Refer to DCP.		
Traffic impact assessment	Large scale development with anticipated impacts on the existing road network.		
Waste management plan	For development that involves the generation and disposal of waste during demolition, construction and operational periods.		
Waste water report	Where a lot does not have direct access to the reticulated sewer system and requires on-site waste water disposal.		

INITIAL

OFFICE USE ONLY

Comments

Additional information required? Yes No

Estimated cost of works acceptable? Yes No

Matrix completed? Yes No

Responsible officer

Date

PLEASE TURN OVER