



Development Application Lodgement Checklist Other Development

Required Information		Applicant Check	Customer Service Check
Completed Development Application Form		<input type="checkbox"/>	<input type="checkbox"/>
Development Application Fee Quote			<input type="checkbox"/>
Customer Service:	<u>Print Name</u>	<u>Signature</u>	<u>Date</u>

Required Information		Applicant Check	Development Officer Check
Survey Plan – 1 copy provided (A3 Size) (Scale 1:500) <i>Prepared by a Registered Surveyor Shows site contours, AHD levels and adjoining development, existing development, vegetation</i>		<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – 1 copy provided (A3 Size) (Scale 1:200) <i>Location of the proposed development, existing and proposed buildings/structures. Shows any structures to be demolished, vegetation to be removed, setbacks to all boundaries</i>		<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans – 1 copy provided (A3 Size) (Scale 1:100) <i>Outline proposed development including room names, areas and dimensions</i>		<input type="checkbox"/>	<input type="checkbox"/>
Elevations – 1 copy provided (A3 Size) (Scale 1:100) <i>All elevations boundary to boundary including location of doors, windows, signs Any earthworks proposed</i>		<input type="checkbox"/>	<input type="checkbox"/>
Sections – 1 copy provided (A3 Size) (Scale 1:100) <i>Any earthworks proposed, RLs correspond with the site survey, finished surface levels shown. Both long and cross sections provided and include the roof pitch</i>		<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects – 1 copy provided <i>Full description of proposed development Outline of potential environmental impacts and assessment against SEPPs, LEP and DCP</i>		<input type="checkbox"/>	<input type="checkbox"/>
Any Related Pre-DA Advice Letter issued by Council – 1 copy provided <i>Any information requested in a related Pre-DA advice letter</i>		<input type="checkbox"/>	<input type="checkbox"/>
Cost of Development Estimate/Quantity Surveyor's Report Prepared in Accordance with Planning Circular PS 13-002 – 1 copy provided <i>Prepared by a suitably qualified person/quantity surveyor as outlined in the circular</i>		<input type="checkbox"/>	<input type="checkbox"/>
Digital Record of All of the Above Information		<input type="checkbox"/>	<input type="checkbox"/>
<p>This type of development often requires additional information and/or copies of plans and documents in addition to those listed above. The applicant is to contact a Council town planner for these additional requirements prior to lodging the development application.</p> <p>Council town planner with whom the application was discussed:</p>			
Development Officer:	<u>Print Name</u>	<u>Signature</u>	<u>Date</u>

Development Officer Comments (if necessary)
