



Development Application Lodgement Checklist Home Business

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
Site Plan – 1 copy provided (A3 Size) (Scale 1:200) <i>Location of the proposed development</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"/>
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"/>
Development Officer:	<u>Print Name</u>	<u>Signature</u>
		<u>Date</u>

Development Officer Comments (if necessary)
