

DA Checklist

Minor Residential Development

To be attached to the relevant application form

Please refer to the checklist matrix and the 'Application Guide for Lodgement' to ensure that all relevant documentation is provided. Council's Development Enquiry Officer will review your Development Application documentation to ensure your application is complete. Incomplete applications will not be accepted.

Legend: ● Always required ○ Required in certain circumstances

Applicant (please tick)		Alterations & Additions	Demolition	Dual Occupancy	New Dwellings	Outbuildings & Pools	Secondary Dwellings	Subdivision of Buildings	OFFICE USE – Dev Enquiry Officer
	Plans & Reports								
	Are all documents/files named as per Council's naming convention	●	●	●	●	●	●	●	●
	Cost Calculation form	●	●	●	●	●	●		
	Statement of Environmental Effects	●	●	●	●	●	●	●	
	Survey Plan	●	●	●	●	●	●	●	
	Notification Plan	●	●	●	●	●	●		
	Erosion and Sediment Control Plan	●	●	●	●	●	●		
	Waste Management Plan	●	●	●	●	●	●		
	Site Plan	●	●	●	●	●	●		
	Site Analysis Plan	○		●	●	○	●		
	Demolition Plan	●	●	○	○	○	○		
	Floor Plans	●		●	●	●	●		
	Elevation Plans	●		●	●	●	●		
	Section Plans	●		●	●	●	●		
	Shadow Diagrams – Plan form	○		●	●	○	○		
	Shadow Diagrams – Elevational	○		○	○		○		
	Streetscape Elevations	○		●	●		○		
	BASIX Certificate	○		●	●	○	●		
	Landscape Plans	○		●	●	○	●		
	Concept Drainage Plans	●			●	●	●		
	Detailed Stormwater/On-site Detention (OSD) Plans			●	○				
	Stormwater & On-site Detention (OSD) Drawing Submission Checklist			●	○				
	OSD Calculation sheet			●	○				
	Schedule of External Colours and Finishes	○		●	●	○	●		
	Street Numbering Plan or Schedule			●			○		
	Photographic Record	○	●	○	○	○	○		
	Subdivision Plans			○				●	
	Contamination Report	○	○	○	○	○	○		
	Heritage Report	○	○	○	○	○	○		

Applicant (please tick)	Plans & Reports	Alterations & Additions	Demolition	Dual Occupancy	New Dwellings	Outbuildings & Pools	Secondary Dwellings	Subdivision of Buildings	OFFICE USE – Dev Enquiry Officer
	Arborist Report/Pre-DA Lodgement Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Flood Level Advice/Flood Study/Electronic Flood Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Acoustic Report	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	Acid Sulfate Soils Management Plan	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	View Corridor Analysis	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
	Bushfire Report	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	NCC (formally known as BCA) Fire Safety Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NCC (formally known as BCA) Upgrade/Fire Safety Measures							<input type="checkbox"/>	
	Building Envelope Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pool Plan and Details					<input checked="" type="checkbox"/>			
*As per Application Guide for Lodgement – Section 1.7 Electronic Submission Requirements								Initial DEO	

Pre-Lodgement Advice		
	Yes	No
Has Pre-Lodgement advice been sought from Council?	<input type="checkbox"/>	<input type="checkbox"/>
Has design excellence panel advice been sought?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', please attach the advice to this application form.		
Has a Design Excellence Certificate been issued?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', please attach a copy of the certificate to this application form.		

Declaration	
I have provided all the relevant documentation as outlined above.	
Applicant name:	<input type="text"/>
Applicant signature:	<input type="text"/> Date: <input type="text"/>