

# DA Checklist

## Change of Use Commercial/ Industrial Development & Signage

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)						OFFICE USE – Dev Enquiry Officer
	Commercial Use only	Commercial Use and Fitout	Industrial Use only	Industrial Use and Fitout	Signs	
<b>Plans &amp; Reports</b>						
Are all documents/files named as per Council's naming convention	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Cost Calculation form	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Statement of Environmental Effects	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Site Plan	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Waste Management Plan	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Fire Safety Schedule	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>		
Floor Plans	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>		
Demolition Plan		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	
Notification Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Elevation Plans		<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	
Section Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Schedule of External Colours and Finishes		<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Impact Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Heritage Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arborist Report/Pre-DA Lodgement Advice					<input type="radio"/>	
Acoustic Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Social Impact Comment/Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SEPP 64 Statement					<input checked="" type="radio"/>	
Traffic and Parking Study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Mechanical Ventilation details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Access Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Odour Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
NCC (formally known as BCA) Fire Safety Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
NCC (formally known as BCA) Upgrade/Fire Safety Measures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

\*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"/>