

# 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)	Note: Three copies of plans and documents (unless otherwise specified) and one USB must be submitted in accordance with Council's 'Application Guide for Lodgement'.	Commercial Use only	Commercial Use and Fitout	Industrial Use only	Industrial Use and Fitout	Signs	OFFICE USE – Dev Enquiry Officer	
<b>Plans &amp; Reports</b>								
Relevant application form		●	●	●	●	●		
Electronic device (USB) containing all plans and documents*		●	●	●	●	●		
Cost Calculation form		●	●	●	●	●		
Statement of Environmental Effects		●	●	●	●	●		
Site Plan		●	●	●	●	●		
Waste Management Plan		●	●	●	●	○		
Fire Safety Schedule		●	●	●	●			
Floor Plans		●	●	●	●			
Demolition Plan			○		○	○		
Notification Plan		○	○	○	○	○		
Elevation Plans			○		○	●		
Section Plans		○	○	○	○	○		
Schedule of External Colours and Finishes			○		○	●		
Environmental Impact Statement		○	○	○	○	○		
Heritage Report		○	○	○	○	○		
Arborist Report/Pre-DA Lodgement Advice						○		
Acoustic Report		○	○	○	○			
Social Impact Comment/Assessment		○	○	○	○			
SEPP 64 Statement						●		
Traffic and Parking Study		○	○	○	○			
Mechanical Ventilation details		○	○	○	○			
Access Report		○	○	○	○			
Odour Assessment		○	○	○	○			
NCC (formally known as BCA) Fire Safety Report		○	○	○	○			
NCC (formally known as BCA) Upgrade/Fire Safety Measures		○	○	○	○			
*As per Application Guide for Lodgement – Section 1.7 Electronic Submission Requirements							Initial DEO	

**Declaration**

I have provided all the relevant documentation as outlined above.

Applicant name:

Applicant signature:  Date: