

# 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) | <b>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'.</b> | Alterations & Additions | Demolition | Dual Occupancy | New Dwellings | Outbuildings & Pools | Secondary Dwellings | Subdivision of Buildings | <b>OFFICE USE – Dev Enquiry Officer</b> |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|----------------|---------------|----------------------|---------------------|--------------------------|-----------------------------------------|
|                         | <b>Plans &amp; Reports</b>                                                                                                                                                  |                         |            |                |               |                      |                     |                          |                                         |
|                         | Relevant application form                                                                                                                                                   | ●                       | ●          | ●              | ●             | ●                    | ●                   | ●                        |                                         |
|                         | Electronic device (USB) containing all plans and documents*                                                                                                                 | ●                       | ●          | ●              | ●             | ●                    | ●                   | ●                        |                                         |
|                         | 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                                                                                                                                                        | ○                       | ○          | ○              | ○             | ○                    | ○                   |                          |                                         |

| 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'. | Alterations & Additions  | Demolition               | Dual Occupancy           | New Dwellings            | Outbuildings & Pools                | Secondary Dwellings      | Subdivision of Buildings | OFFICE USE – Dev Enquiry Officer |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------------|
|                                                                                          |                                                                                                                                                                      |                          |                          |                          |                          |                                     |                          |                          |                                  |
|                                                                                          | <b>Plans &amp; Reports</b>                                                                                                                                           |                          |                          |                          |                          |                                     |                          |                          |                                  |
|                                                                                          | Heritage Report                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |                          |                                  |
|                                                                                          | 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 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                      |

| 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"/> |