



PLANNING AND ENVIRONMENT

Cnr Queen Street and Broughton street
 (PO Box 57) Campbelltown NSW 2560
 Phone (02) 4645 4608 Fax (02) 4645 4111
 DX5114

Development Application Checklist (all development except single dwellings and outbuildings in urban areas)

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Please note: if your application is incomplete, it cannot be accepted by Council

REQUIRED	APPLICANT		OFFICE USE ONLY		
	Yes	N/A	Yes	No	N/A
<i>Plans</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Plans must include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and on A4, A3, A2 or A1 size paper. Free hand, single line or illegible drawings <i>will not</i> be accepted.					
<ul style="list-style-type: none"> eight copies of all plans and associated documentation <i>Note: Only four copies are required for demolition applications where a development application has been previously lodged.</i> 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> an additional two copies of all plans and documents per Authority are required if this is Integrated Development – all information is referred to the relevant authority for comment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 15 A4 copies of the site plan, elevations, stormwater concept and shadow diagrams, if applicable, must be supplied for notification purposes (these must be legible) <i>Note: Additional plans may be requested by Council where the notification of adjoining property owners is considered necessary by the Council.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> electronic copy of all documents lodged plans shall be collated and folded to A4 size (not rolled). 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> applicant's name, block/house/shop/flat number, street/road name, town or locality lot Number, Section Number, DP/SP Number measurements in metric the position of true north building or parts of building to be demolished to be indicated in outline designer's/Architect's name and date. 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<i>Coloured Plans</i> (minimum 2 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For alterations and additions, plans are to be suitably coloured identifying all new work (site, floor plan and elevations). Brick – Red Concrete – Dark Green Fibre Cement/Cement Render – Light Green Timber – Yellow Sandstone – Light Brown Roof tiles – Orange Tile – Purple Glass and Glass Bricks – Light Blue Steel, Galvanised Iron – Dark Blue					

DATA AND DOCUMENT CONTROL

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	Yes	N/A	Yes	No	N/A
<p><i>Survey Plan</i> (8 copies)</p> <p>Information should include:</p> <ul style="list-style-type: none"> to Australian Height Datum (AHD) plan to scale preferably 1:200 benchmark on the kerb or other suitable fixed point (i.e. natural ground level) plan to show all existing structures plan to show the exact location of all trees greater than 5m in height, the RL at their base and their height and canopy spread location/position of all buildings/structures on adjoining land (showing street number and street address) floor levels and ridge heights of those buildings or structure at the boundary levels – contour and spot levels easements and rights of way. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Site Plan</i> (8 copies)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring development.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> drawings to a suitable scale (i.e. 1:100 or 1:200) location of the new and existing buildings in relation to site boundaries location/position of all buildings/structures on adjoining land (showing street number and street address) location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways relative location of adjoining buildings contour lines of site and spot levels at all the corners of the building location of any adjoining owners windows facing your development location of vehicle access and car parking (indicating extent of cut and fill and gradients) location of stormwater drainage pipes including downpipes and gutter, connection and discharge points zone boundaries if multiple zoning applies site fencing during construction location of outdoor clothes drying area (<i>not required for commercial and industrial developments</i>). <p>Measurements including:</p> <ul style="list-style-type: none"> length, width and site area of land, both existing and proposed width of road reserve distance from the external walls and the outermost parts of the proposed building to all boundaries approximate distance from the proposed building to neighbouring buildings. 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<p><i>Streetscape Analysis Plan</i> (8 copies)</p> <p>Information should include:</p> <ul style="list-style-type: none"> a series of photos showing the site and the properties on each side of the site a perspective drawing showing the development proposal and the properties on each side, with an evaluation of how the development proposal integrates with the streetscape. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p><i>Floor Plans</i> (8 copies)</p> <p>A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the building.</p> <p>Floor plans include:</p> <ul style="list-style-type: none"> • drawings to a suitable scale (i.e. 1:100 or 1:200) • outline of existing building/development on site (shown dotted) • room names, areas and dimensions • window and door locations and sizes • floor levels and steps in floor levels (RL's) • wall structure type and thickness • location of any new or replacement hot water system (minimum 3.5 star greenhouse rating). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Elevation Plans</i> (8 copies)</p> <p>Elevation plans are a side-on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.</p> <p>Elevation plans should include:</p> <ul style="list-style-type: none"> • drawings to a suitable scale (i.e. 1:100 or 1:200) • outline of existing building/development on site (shown dotted) • window sizes and location • location/position of all buildings/structures • exterior cladding type and roofing material/colour • chimneys, flue exhaust vents, duct inlet or outlet. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Section Plans</i> (8 copies)</p> <p>A section is a diagram showing a cut through the development at the most typical point.</p> <p>Sections should include:</p> <ul style="list-style-type: none"> • drawings to a suitable scale (i.e. 1:100 or 1:200) • outline of existing building/development on site (shown dotted) • section names and where they are shown on plan (i.e. A/A, B/B, etc) • room names • room and window heights • details of chimneys, fire places and stoves • roof pitch and covering • site works, finished and proposed floor and ground levels in long section (indicate cut, fill and access grades) • construction material details. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Shadow Diagrams</i> (8 copies)</p> <p>Shadow Diagrams should include:</p> <ul style="list-style-type: none"> • location of proposed development • location of adjoining buildings and land (showing street number and street) • shadows cast by the new development on 21 June at 9.00am, 12.00 noon and 3.00pm on adjoining sites and street areas • <i>Note – Elevational shadow diagrams may be required depending upon level of affectation to adjoining properties</i> • shadows cast by existing buildings on and adjoining the site • shadow Diagrams to be prepared by a suitably qualified person i.e. surveyor, architect or draft person • drawn to true north and based on a site survey of levels. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	N/A	Yes	No	N/A
<i>Landscape Plan</i> (8 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information should include: <ul style="list-style-type: none"> description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance location and type of any trees to be removed schedule of plantings cross-referenced to site plan indicating species, massing and mature height details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls erosion and sedimentation control measures to be undertaken during and after construction name of Landscape Architect or Consultant stormwater harvesting techniques to be utilised onsite. 					
<i>Statement of Environmental Effects</i> (8 copies)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
This is a written statement which explains the likely impacts of the proposed development both during and after construction and how these impacts will be minimised. The statement includes written information about the proposal and also states whether the proposal complies with Council's planning controls. The objectives of Council's Local Environmental Plan and relevant Development Control Plan must be discussed in detail within the report. NB: A <i>Statement of Environmental Effects Checklist</i> is available from Council and must be attached to this checklist.					
<i>Site Analysis Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Site Analysis Plan requires; <ul style="list-style-type: none"> site dimensions and site area topography and should include spot levels and/or contours, natural drainage and any fill areas or contaminated soils services and should include details of easement and connections to drainage and utility services existing vegetation and should illustrate vegetation profile (location, height and species composition) and spread of established trees micro climates in terms of orientation and prevailing winds location of buildings and other structures, heritage features and items of archaeological significance, fences, property boundaries, pedestrian and vehicle access, garbage and recycling storage and collection point, as well as interconnecting pathways and views to and from the site the Site Analysis Plan should show adjoining private open space, living room windows overlooking the site (particularly those within 9m of the site), location of any facing doors and/or windows, location, height and materials of walls built to the site's boundary, and difference in levels between the site and adjacent properties at their boundaries views and solar access enjoyed by neighbouring properties street frontage features such as poles, trees, kerb crossovers, bus stops and other services the built form and character of adjacent development noise generating sources including traffic, pedestrians, occupants etc. 					

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<i>Stormwater Concept Plan</i> (8 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information should include: <ul style="list-style-type: none"> existing stormwater drainage location including downpipes, connection and discharge points if stormwater run-off will increase, show proposed drainage details If OSD (On-Site Detention) is proposed show details stormwater harvesting techniques (rainwater tanks, impervious paving etc) low level property requirements must be met if the property falls away from the street. 					
<i>Waste Management Plan</i> (8 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This plan is a checklist that provides the Council with details of the following: <ul style="list-style-type: none"> volume and type of waste to be generated how waste is to be stored and treated on site how residual waste is to be disposed of how ongoing waste management will operate proposed at-source waste separation program and facilities: aluminium, steel, glass, plastics, food and organic waste, etc proposed recycling collection from hotel, entertainment, commercial and industrial premises domestic food and organic waste composting litter control program (for activities such as take-away food, sporting venues, etc) proposed waste storage areas how will building and demolition waste be used, recycled or disposed? arrangements for hazardous building wastes such as asbestos and contaminated soil. <p>The checklist, a sample waste management plan and further information can be obtained from the Council's Development Assessment Explanatory Notes.</p>					
<i>Subdivision Plan</i> (8 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are planning to subdivide land you will need to supply: <ul style="list-style-type: none"> a plan showing the proposed subdivision with land title details location, width dimensions and area of all proposed and existing land uses location of water, sewerage, electricity and telephone proposed points of entry and exit for each proposed lot proposed method of stormwater disposal proposed new roads (if any) including long section and cross section drawings indicate the plan of proposed development on any new lot(s) relative levels of both the subject land and adjacent streets/footpaths 14 Copies are required for Torrens Title Subdivision four copies are required for Strata Subdivision. 					

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Advertising Structure/Sign <i>(8 copies)</i> (Advertising sign applications only) If you are planning on erecting an advertising structure or sign you will need to supply the following: <ul style="list-style-type: none"> • details of the structure, materials to be used and how it will be fixed to the building or positioned on the site • its size, colours, lettering and overall design • the proposed location shown on a scale plan and building elevation • the extent of light spill/illumination proposed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage and Scale Model Residential Apartment Buildings, new commercial buildings and multiple dwelling housing. A photomontage and scale model are required to include the context of the development proposal in accordance with EPA Reg. 2000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National House Energy Rating System (NatHERS)/BASIX Certificate (NEW residential development applications only) NATHERS/BASIX certificate from an accredited assessor showing a minimum of 3.5 star house rating and/or compliance with energy and water targets. Any information used to carry out the rating should be including on all sets of plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Performance Report New commercial and industrial developments > 1000sqm and Residential Apartment Buildings with 13 or more units. This report must be prepared by an accredited energy consultant and should discuss how the proposal incorporates energy efficient design principles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement <i>(8 copies)</i> For all applications involving or adjacent to heritage items, within or adjoining a conservation/character area. This statement must be prepare by a suitably qualified person (i.e. Heritage architect/planner) in order to assess the impact of the proposed works on the heritage significance of the building. Applications adjoining or in the vicinity of a Heritage item should address these items within the Statement of Environmental Effects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Report <i>(8 copies)</i> This report must be prepared by a qualified access consultant and it is to demonstrate how the issues of accessibility have been addressed in the design of the development. The report generally covers Commercial premises, SEPP 5 Retirement villages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p><i>Food and Registered Premises Fitouts (8 copies)</i></p> <p>For food, hairdressers, beauty salons and skin penetration premises.</p> <p>Plans should include:</p> <ul style="list-style-type: none"> proposed floor layout and use of each room including any ancillary storage areas proposed location and details of all fixtures, fittings and appliances (including the proposed method of installation) construction and finishes of all floors, walls and ceilings location of any proposed floor wastes lighting and ventilation details including the location of any proposed hoods proposed location and details of all waste storage areas location of any proposed grease traps. <p>The details must comply with the following as applicable:</p> <ul style="list-style-type: none"> National Code for the Construction and Fitout of Food Premises by the Australian Institute of Environmental Health (The City's Food Premises Code) Local Government (Orders) Regulation 1999, Schedule 2 – Standards for Hairdressers Shops Local Government (Orders) Regulation 1999, Schedule 3 – Standards for Beauty Salons Public Health (Skin Penetration) Regulation 2000. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Flora and Fauna Report (8 copies)</i></p> <p>For all applications affecting native vegetation or sensitive environmental areas detail any direct or indirect impacts your proposal will have on native flora and fauna. Where impacts are anticipated a flora and fauna report must be provided.</p> <ul style="list-style-type: none"> This report must be prepared by a suitably qualified ecologist in order to adequately assess the impact of the proposed works on the flora and fauna that occurs in the area. The report must show how the design of the proposal minimises any impacts to biodiversity and must factor in impacts associated with bushfire management. The report must be prepared in accordance with the NSW Office of Environment and Heritage's Threatened Survey and Assessment Guidelines. An Assessment of Significance shall be undertaken for each threatened species, population and ecological community which is likely to be directly or indirectly impacted, by the proposal. Details of the size, type (including species name, health and location of any vegetation proposed to be removed must be provided and detailed on a map. Any impacts to flora and fauna that cannot be avoided, or mitigated must be offset. Details of that offsetting must also be outlined within the report. A Vegetation Management Plan or Biodiversity Management Plan may be required to guide the management of native vegetation, including any offsetting areas and/or weeds on the property. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	N/A	Yes	No	N/A
<p><i>Land Contamination Report</i> (8 copies)</p> <p>For proposals that involve a change in land use and/or where contamination is known to be a potential issue of concern a contamination report must be prepared.</p> <ul style="list-style-type: none"> This report must be prepared by a suitably qualified environmental consultant in accordance with State Environmental Planning Policy 55 - Remediation of Land (SEPP 55) and the associated guidelines. Where a preliminary investigation (Stage 1) demonstrates the potential for, or the existence of contamination a detailed investigation should be undertaken as per the protocols of SEPP 55. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Bushfire Report</i> (8 copies)</p> <p>This report must be prepared by a qualified bushfire consultant addressing the extent to which the proposed development conforms with or deviates from the specification set out in the Planning For Bushfire Protection Guidelines (2001).</p> <p>To obtain a copy of the guidelines or for further information contact the Department of Infrastructure Planning and Natural resources (DIPNR) or website: www.dipnr.nsw.gov.au</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Section 96 (1), (1A) or (2) or 96AA (1)</i></p> <p>An application for modification of a development consent must contain the following information</p> <ul style="list-style-type: none"> the name and address of the applicant a description of the development to be carried out under the consent (as previously modified) the address, and formal particulars of title, of the land on which the development is to be carried out a description of the proposed modification to the development consent a statement that indicates either: <ul style="list-style-type: none"> (i) that the modification is merely intended to correct a minor error, misdescription or miscalculation, or (ii) that the modification is intended to have some other effect, as specified in the statement a description of the expected impacts of the modification an undertaking to the effect that the development (as to be modified) will remain substantially the same as the development that was originally approved if the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	N/A	Yes	No	N/A
<i>Residential Flat Buildings Additional Requirements</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In addition, an application for the modification of a development consent under section 96 (2) or 96AA (1) of the Act, if it relates to residential flat development for which the development application was required to be accompanied by a design verification from a qualified designer under clause 50 (1A), must be accompanied by a design verification from a qualified designer, being a statement in which the qualified designer verifies that:</p> <ul style="list-style-type: none"> • he or she designed, or directed the design, of the modification of the residential flat development, and • the residential flat development, as modified, achieves the design quality principles set out in Part 2 of <i>State Environmental Planning Policy No 65—Design Quality of Residential Flat Development</i>, and • the modifications do not diminish or detract from the design quality, or compromise the design intent, of the development for which the development consent was granted. 					

Confirmation of submission of all required documentation and plans

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Site address

Signature of applicant/person submitting application **Date**

.....
Signature of council officer **Date**
