



# Development Application

Section 78A, Environmental Planning and Assessment Act 1979

DA: ..... Model: Yes  No

Expiry Date: 30 June 2012

## About this Form

Use this form to apply for development consent to:

- erect, alter or demolish a building or structure
- change the use of land or a building
- carry out earthworks or similar
- subdivide land
- strata subdivide a building
- erect or display advertising

## Documentation

The Woollahra Development Application Guide explains which plans and other documents you must provide with this application. Ask us for a copy.

## Other approvals

Your proposal may also require other approvals. Question 8 of this form will help you determine whether you need any approvals from government agencies. Question 9 enables you to apply for other Council approvals that are required for certain activities.

## Lodgment & fees

Please follow the instructions on Page 5.

## Any questions?

Phone Customer Services on (02) 9391 7000, or call in personally (see page 4).

## Application and site details

### 1. Your name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ACN): .....

Postal address: ..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... E-mail: .....

Contact person (Only if a company etc) .....

### 2. Your architect or consultant?

*In case we need to discuss design or other issues*

Name: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... E-mail: .....

### 3. Location and title description of the property

*This will help us to correctly identify the land*

Unit, shop or suite: ..... Street No: ..... Street: .....

Suburb: .....

Lot(s): ..... Section: .....

Deposited Plan(s): ..... Strata plan: .....

Other: .....

*Get these details from rate notices, property deeds, or Council property maps.*

			OFFICE USE ONLY
Fee type	Fee	Receipt Code	
DA*		12	
Planning Reform Fund Fee**		235	
<b>Advertising:</b>			
Less than \$100,000:	\$224.00	52	
\$100,000-\$499,999	\$400.00	52	
\$500,000-\$749,000	\$530.00	52	
\$750,000 or above	\$830.00	52	
Integrated Process***		405	
Environmental Enforcement Levy		T272	
Other.....			
File Retrieval Fee	\$70.00	254	
<b>Total:</b>			

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (refer receipt)

*Retain your receipt as proof of lodgment of the application.*

☒ Receiving Officer: ..... Date: .....

☒ Cashier: ..... Date: .....

\*Note: Cost of works excludes photovoltaic systems and solar hot water (including gas boosted) systems.

\*\*Note: See Clause 256A, *Environmental Planning and Assessment Regulation* (2000) - Portion of development application fee to be remitted to Director-General.

\*\*\*Note: See Section 8 in relation to Integrated Process.

# Development details

- 4. Type of Development**
- |   |   |
|---|---|
| <input type="checkbox"/> A. Building or structure<br><input type="checkbox"/> B. Demolition<br><input type="checkbox"/> C. Earthworks or similar<br><input type="checkbox"/> D. Subdivision | <input type="checkbox"/> E. Change of use<br><input type="checkbox"/> F. Sign or advertisement<br><input type="checkbox"/> G. Other (please specify)<br>..... |
|---|---|

**5. Please describe the proposed development**

.....  
 .....  
 .....

*Tell us exactly what you propose to do*

If a building, what will it be used for? .....

No. of Proposed Dwellings	No. of Storeys	No. of Dwellings to be demolished	No. of Existing Dwellings

**6. What is the property used for at present?**

.....  
 .....  
 .....

Date commenced:.....

<b>7. TOTAL Estimate of development costs</b>  <i>(as supported by attached QS Report where required)</i>  <i>The applicant must provide a GENUINE estimate of the cost of the development.</i>  <i>If Council does not agree with this estimate, it will require the applicant to provide a quantity surveyor's report or may make its own fee determination.</i>  <i>If Council issues a notice requiring the payment of revised fees, it is not required to consider the application until the outstanding fees are paid.</i>  <i>The cost of photovoltaic systems and/or solar hot water (including gas boosted) systems is not to be included in the value of development for the basis of calculating development application lodgment fees.</i>	<b>Description</b> <i>Note: If no estimate is provided such works are deemed not to form part of this application.</i>	<b>Applicant's Genuine Estimate</b>	<b>Applicant's total floor area in m<sup>2</sup> where relevant</b>
	Demolition	\$	
	Hoarding (site fences) <i>(may be imposed by condition)</i>	\$	
	Erosion and Sediment Controls <i>(may be imposed by condition)</i>	\$	
	Shoring or Underpinning	\$	
	Remediation <i>(Contaminated Land &amp; Acid Sulphate Soils)</i>	\$	
	Retaining Walls	\$	
	Foundation Walls	\$	
	Building Construction	\$	
	Swimming/Spa Pool(s)	\$	
	Stormwater Drainage <i>(including easements)</i>	\$	
	Sewer and Water Supply	\$	
	Electricity Supply	\$	
	Gas Supply	\$	
	Photovoltaic systems and solar hot water <i>(including gas boosted) systems</i>	\$Nil	
	Telecommunications	\$	
	Building Fitout <i>(costs of installing plant, fittings, fixtures and equipment)</i>	\$	
	Landscaping	\$	
	Other (please specify):	\$	
	Other (please specify):	\$	
	<b>TOTAL Genuine Estimate of development costs</b>	<b>\$</b>	<b>Total Floor Area</b>
	<b>You must attach a Quantity Surveyor's report for development greater than \$750K</b>		<b>Council Estimate</b> \$

**8. Approval from other authority (integrated development)**

*A processing fee of \$140 applies.*

*You must also attach a \$320 cheque made payable to each approval body from which you seek integrated approval.*

- A. Heritage Council of NSW (sec. 58 Heritage Act 1977)
- B. Roads & Traffic Authority (sec. 138 Roads Act 1993)
- C. Department of Environment & Climate Change & Water (*Protection of the Environment Operations Act 1997 ss 43(a), 47 & 55, ss. 43(b); 48 & 55; ss. 43(d), 55 & 122*)
- E. National Parks and Wildlife Service (sec. 90 National Parks and Wildlife Act 1974)
- F. Department of Industry and Investment (*Fisheries Management Act 1994 ss.204, 205 & integrated development*)
- G. NSW Office of Water (*Water Management Act (2000) S.89, 90 & 91*)

*Your proposal may require approval from another agency. Refer to Step 4 of the Development Application Guide. We strongly recommend that you consult with any relevant agencies before lodging this application if another approval is required.*

**9. Are you applying for approval for any of these activities?**

*Tick relevant boxes (if any). Refer to Step 4 of the Development Application Guide*

- A. Structures or places of public entertainment
- B. Water supply, sewerage and stormwater drainage work
- C. Management of waste
- D. Activities on community land (this is public land)
- E. Activities on or over public roads (including footpaths)
- F. Other activities (refer to annexure 5 of the Development Application Guide)

**Answer question 10 only if you ticked box A or D at question 4**

**10. Are you applying for a construction certificate now?**

- Yes Minor works only. You must lodge a construction certificate application, together with detailed construction drawings, specifications and certified engineering details.
- No Apply later when you have prepared detailed construction drawings, specifications and engineering details. You can apply either to the Council, or to an accredited certifier.

**Checklist**

**11. Have you prepared a site analysis plan?**

*Refer to Step 2 of the Development Application Guide. The site analysis plan illustrates and analyses existing conditions at the site in relation to surrounding land and buildings.*

Yes   
Provide 6 copies

**12. Have you prepared the development plans, elevations and sections?**

*Refer to Step 2 of the Development Application Guide. These drawings will clearly document the proposed buildings or works. If the plans are for alterations and additions, the new work **must be coloured**.*

Yes   
Provide 6 copies plus 1 x A3 coloured copies

**13. Have you prepared a reduced plans and elevations (A4)?**

*Refer to Step 2 of the Development Application Guide. The reduced plans consist of a site plan and elevations on one or more A4 sheets. They must show the height and external configuration of the development in relation to property boundaries and adjoining buildings. We need this plan to notify adjoining landowners.*

Yes   
Provide 2 copies

**14. Have you prepared a survey plan?**

*Refer to Step 2 of the Development Application Guide. The survey plan is a plan prepared by a registered surveyor showing the exact location of buildings and other features on the site.*

Yes   
Provide 6 copies

Not relevant

**15. Have you prepared other plans and material that are required for your type of development by the Development Application Guide?**

*For example, landscape plan, soil and water plan, subdivision plan, shadow diagram, sample board. Refer Step 2 of the Development Application Guide.*

Yes   
Provide 6 copies of plan  
Provide 2 copies of board

Not relevant

**16. Have you provided a model or photomontage, copies of all plans and documents in PDF on compact disc, and a Quantity Surveyors report?** Yes  Not relevant

*Refer to Step 2 of the Development Application Guide. This information is required for developments exceeding \$750,000. Photomontages required for proposals exceeding \$200,000 where façade changes are proposed and for all residential flat development under SEPP No.65.*

**17. Have you prepared any of the following reports that are required for your type of development by the Development Application Guide? Refer to Step 2 of the Development Application Guide. Provide 3 copies of each report.**

<input type="checkbox"/> Demolition	<input type="checkbox"/> Hydrogeological
<input type="checkbox"/> Statement of heritage impact	<input type="checkbox"/> Land contamination (Stages 1 to 4 reports)
<input type="checkbox"/> Conservation management plan	<input type="checkbox"/> Acid sulfate soils
<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Access
<input type="checkbox"/> Housing report – retention of affordable housing	<input type="checkbox"/> Site Waste Minimisation and Management Plan

**18. Have you prepared a statement of environmental effects and does it address all the relevant topics?**  
*A statement of environmental effects is required for all development applications, except those for designated development. Refer to Step 3 of the Development Application Guide. Make sure you provide 6 copies of the statement of environmental effects. Tick the boxes for the topics that you have covered.*

- |   |  |
|---|--|
| <input type="checkbox"/> A. Site suitability                                      | <input type="checkbox"/> H. Soil and water                         |
| <input type="checkbox"/> B. Initial site evaluation (possible land contamination) | <input type="checkbox"/> I. Energy                                 |
| <input type="checkbox"/> C. Design verification statement                         | <input type="checkbox"/> J. Waste                                  |
| <input type="checkbox"/> D. Operation and management                              | <input type="checkbox"/> K. Access                                 |
| <input type="checkbox"/> E. Vehicle and pedestrian movements                      | <input type="checkbox"/> L. Fire Safety and other building upgrade |
| <input type="checkbox"/> F. Privacy, views, overshadowing                         | <input type="checkbox"/> M. Demolition management                  |
| <input type="checkbox"/> G. Air and noise   |  |

**19. Have you discussed the application with affected neighbours?** Yes  No

*We strongly recommend that you discuss this application with your neighbours.*

**20. a) Have you discussed this application with a Council assessment officer?** Yes  No

Who did you speak to?.....

**b) Has this application been the subject of a formal Pre DA meeting?** Yes  No

If a meeting has occurred, attach a copy of the minutes sent to you by Council.

**21. If your proposal is for a new dwelling-house, dual occupancy building, guest house, boarding house, lodging house or hotel [including a backpackers' hostel], or if you propose a change of use to one of these development types have you provided the following BASIX requirements?**

BASIX Certificate - provide 2 copies

Annotated plans showing BASIX commitments - provide 2 copies

**22. Have you submitted a disclosure statement relating to political donations and gifts (if any) made to any Councillor or a gift made to any Council employee (if any)?** Yes  Not relevant

*Refer to Step 2 & Annexure 9 of Development Application Guide. Disclosure forms and explanatory information is available from our website at [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) and from our Customer Service Section.*

## Ownership

**23. Who owns the land?** Name(s): .....

Address: .....

Post Code: ..... Phone: (.....) .....

# Signatures

## 24. Owner's consent

*Must be signed by the owner of the land. If more than one owner, every owner must sign.  
If the owner is a company or owner's association, must be signed by a director under common seal.*

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.

☒ Signature:..... Date: .....

Print Name : .....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....  
*(eg, power of attorney, executor, trustee, company director)*

## 25. Your declaration

*If the applicant is a company or owner's association, must be signed by a director or secretary under common seal.*

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected.
- more information may be requested within 21 days of lodgement.

☒ Signature:..... Date: .....

Print Name: .....

# How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The assessment officer handling your application in the Planning and Development Division.

*If you wish to discuss a proposal with one of our assessment officers, it's essential that you arrange an appointment. We recommend that you consult with a Council assessment officer before lodging this application.*

**Fees**  
Fees are calculated on a scale based on the contract value of the work.

**Payment methods**  
Pay by cash or cheque. Make cheques payable to 'Woollahra Council' for the relevant Council fees. Separate cheques are required for any integrated development application. Credit card payments will incur a processing fee.

**Acknowledgement**  
You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

**Making a personal visit?**  
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

# Privacy notification

The personal information requested in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Important notice - Woollahra Section 94A Development Contributions Plan 2009

Under Woollahra Section 94A Development Contributions Plan 2009 a levy of one percent of the proposed cost of development will be imposed as a condition of consent on all development applications and applications for complying development lodged on or after 17 February 2010 and that are granted consent on or after 17 February 2010.

Funds raised from the levy will be applied towards the provision, extension or augmentation of public facilities. Funds can also be used to recoup the money expended on the provision, extension or augmentation of public facilities.

Applicants must provide an estimate of the proposed cost of the development with their applications. Where the cost is \$750,000 and above, the estimate must be provided by a registered quantity surveyor. Where Council considers the accuracy of any estimate provided by the applicant questionable, Council can require, irrespective of the value of the development, the applicant to provide a registered quantity surveyor's report.

Further details about determining the proposed cost of development are provided in the Development Contributions Plan.

The Development Contributions Plan may be viewed on the Council's website in the "Building and development" section. Alternatively, a copy may be obtained free of charge from the Council's Customer Services Counter.

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	To be completed by the applicant			Office Use Only		
	Yes	No	N/A	Yes	No	N/A
4. Have six copies of the survey plan ( <i>not applicable for change of use and minor work</i> ) been provided showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ contours or spot levels and location of all existing trees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have three copies of the concept stormwater drainage plan been provided (not applicable to change of use) and does it show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Proposed point(s) of discharge to our drainage system;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ A gravity drainage solution;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ General stormwater pipework layout;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ On-site detention (if applicable);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Water quality device (if applicable); and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ That it was prepared by a qualified civil or hydraulic engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOCUMENTATION</b>						
6. Have you provided copies of all plans and supporting documentation in Adobe PDF on compact disc? ( <i>This information is required for developments exceeding \$750,000</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have six copies of the statement of environmental effects been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the property a heritage item, in the vicinity of a heritage item, within or in the vicinity of a heritage conservation area, a draft heritage item, or within a draft heritage conservation area?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9. If the answer to 8 is yes, has a statement of heritage impact been provided (3 copies) which includes the information required by the Guide for Preparing a Statement of Heritage Impact (refer to the DA Guide).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If a building is to be totally or substantially demolished, has a demolition report been provided that satisfies our report information requirements for the demolition of buildings? (refer to the DA Guide).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has a SEPP No. 1 objection been provided? (this is required where the proposal would not comply with a development standard such as height, floor space ratio or foreshore building line).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has a photomontage or model of the proposal been provided? (a model is required if the cost of the proposed work will be \$750,000 or greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Where the development is readily visible from the harbour, have photographs of the site from the harbour been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have plan and elevational* shadow diagrams been provided? These are required for all new buildings and alterations and additions that are two or more storeys high? The diagrams must show existing and future shadow lines at 9.00am, 12 noon and 3.00pm on 22 June (Midwinter) and 22 March and September (the Equinoxes).  *Elevational shadow diagrams required when proposal significantly over shadows the adjacent properties and public domain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Have geotechnical and hydrogeological reports been provided? (These are required where excavation to a depth of 2 metres or greater is proposed and where development in the Double Bay Commercial Centre includes underground structures).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has information to assess potential land contamination been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
17. Has information to assess potential acid sulfate soils been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
18. Have you discussed this application with affected neighbours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Has all the necessary information been supplied as required in the DA Guide?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

	To be completed by the applicant			Office Use Only		
	Yes	No	N/A	Yes	No	N/A
20. If any habitable or non-habitable floor level in the development is less than 500mm above the existing gutter invert level at any point along its frontage or a basement garage is proposed, has a flooding and overland flow study been provided? (Generally not applicable to change of use or minor alterations and additions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Has State Environmental Planning Policy 55 - Remediation of Land, been addressed? (refer to the DA Guide)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Has a housing report been submitted – this is required if State Environmental Planning Policy (Affordable Rental Housing) 2009 is relevant to the assessment of the DA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Have you submitted a BASIX certificate with your DA if the cost of works for alterations and additions is greater than \$50,000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Have you submitted a BASIX certificate with your DA if you are installing a swimming pool or spa with a capacity greater than 40,000 litres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Have you submitted a disclosure statement relating to a political donation or gift (if any) made to any Councillor or a gift (if any) made to any Council employee?	<input type="checkbox"/>	<input type="checkbox"/>				
26. Have you submitted a Site Waste Minimisation and Management Plan? (refer to our DA Guide, annexure 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FEES</b>						
27. Is the estimate cost of the development indicated in the development application genuine and accurate? (As a guide, residential building work will have a minimum cost of approximately \$2,000/sqm excluding demolition etc).	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
28. Are the fees correctly calculated?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
29. Has the additional fee of \$320 per referral body been paid where the proposal is for integrated development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Does the Department of Infrastructure, Planning and Natural Resources Planning Reform Fund Fee apply? (works > \$50,000) and has it been paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Has the environmental enforcement levy been paid? (0.1% of estimated cost of work, minimum \$50.00 which also applies if no building work is proposed, and maximum \$2,000.00)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
32. Has the cost of photovoltaic systems and/or solar hot water (including gas boosted) systems been excluded from the cost of development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Have all the required fees been paid?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>NEW RESIDENTIAL FLAT BUILDINGS (additional requirements)</b>						
1. Are proposed garbage, clothes drying areas and letter boxes shown?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Have landscaping details been provided; including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ location and species of any trees to be removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ location of planting; and turf areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ driveway & path details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ proposed tree and shrub planting, including the estimated height and maturity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ sections showing soil depth over slabs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Have detailed calculations been provided; including	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ site and floor area and boundary setbacks?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
▪ number of parking spaces required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ floor space of the development and of each dwelling?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Has a model been provided? <i>(a model is required if the cost of the proposed work will be \$750,000 or greater)</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>ALL NEW RESIDENTIAL DWELLINGS INCLUDING SINGLE DWELLINGS, VILLAS, TOWNHOUSES AND LOW RISE, MID RISE &amp; HIGH RISE DEVELOPMENTS AND DUAL OCCUPANCY BUILDING, GUEST HOUSE, BOARDING HOUSE, LODGING HOUSE OR HOSTEL [INCLUDING BACKPACKERS' HOSTEL] (Additional requirements – BASIX. Refer to DA Guide)</b>						
1. Is a current BASIX Certificate for the development proposal provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Has a set of plans identifying the BASIX commitments listed in the BASIX Certificate been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

	To be completed by the applicant			Office Use Only		
	Yes	No	N/A	Yes	No	N/A
<b>COMMERCIAL, RETAIL AND OTHER NON-RESIDENTIAL DEVELOPMENT</b> (Additional requirements)						
1. Have the hours of operation been stated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have details of any plant or machinery to be installed been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have full details of the type, size and quality of goods to be manufactured, stored or transported been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have details of loading and unloading facilities been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have details of the number of offices/units/shops and floor space been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6. Has landscaping information been provided? (same requirements as for residential flat buildings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBDIVISION</b> (Additional requirements)						
1. Have the dimensions and areas of existing and proposed lots been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Has a conceptual building footprint been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have any environmental constraints been identified (eg significant trees & topographic features)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have details of consultation about services with <i>Sydney Water</i> , <i>Sydney Electricity</i> and <i>Telstra</i> been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the special information requirements for strata subdivision been provided? (i.e., comparable rental rates for the locality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ▼ Declaration by applicant

*I / we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied.*

Applicant's Name (Printed).....

Applicant's Signature.....

Warning: Applicants should be aware that if all the required information is not provided, the development application will not be accepted at the Customer Service Centre. Further information will be requested if not initially provided.

## ▼ Privacy notification

The personal information requested in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

# Development Assessment

**COUNTER CHECK**  
Duty Officer to complete

## PRELIMINARY DEVELOPMENT APPLICATION CHECKLIST

This part of the checklist is to be completed by the Duty Officer and given to the applicant if the application is **not** OK for lodgement

### Please provide additional information on:

- Application Form – Applicant and Site Details  
Sections: 1, 2, 3 (From DA Form)
- Application Form – Development Details  
Sections: 4, 5, 6, 7, 8, 9, 10
- Application Form – Checklist  
Sections: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21

### Please provide additional information on:

- DA Guide – Plans, drawings and other material (circle required section)  
Sections: 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2O, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X  
.....  
.....
- DA Guide – Statement of Environmental Effects (circle required section)  
Sections: 3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3I, 3J, 3K, 3L, 3M, 3N  
.....
- Other information  
.....  
.....  
.....

Full name of Duty Officer: .....

Duty Officer's Signature: ..... Date:.....

**OFFICE USE ONLY**

Additional Comments: (Outstanding information, action required)

.....  
.....

Is the DA OK for lodgement? ..... YES  NO

Full name of Duty Officer: .....

Duty Officer's Signature: ..... Date:.....

