

DEVELOPMENT APPLICATION

CHECKLIST 1 - MINOR RESIDENTIAL STRUCTURES

This application must be completed for development including pergolas, carports/garages, decks, paving, retaining walls, sheds, front fences and swimming pools.

Please use the relevant Development Application (DA) checklists to ensure all required documents are provided.

Office Hours: 8.30am – 5pm
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General Enquiries
Phone: 08 8080 3300

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICANT (PLEASE TICK)	ITEM	STAFF
ALWAYS REQUIRED		
	Site Plan to scale of 1:50/1:100 (preferred) or 1:200	
	Floor plans coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	Elevations coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	Statement of Environmental Effects	
	Cost Summary Report	
REQUIRED IN CERTAIN CIRCUMSTANCES		
	Sections coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	Survey When: permanent structures that are proposed within 500mm of any boundary.	
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies) When: proposal is visible from street, in a Conservation Area, or associated with a Heritage Item.	
	Landscape Plans to scale of 1:100 (preferred) or 1:200 When: trees are to be lopped/removed as a direct result of the proposed works, or when new landscaping proposed.	
	Shadow Diagram to scale of 1:100 (preferred) or 1:200 When: proposal may result in overshadowing to adjacent properties; two storey structures.	
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item.	

REQUIRED IN CERTAIN CIRCUMSTANCES			
	Basix Certificate When: for swimming pools (or pools and spas) with a capacity of 40,000 litres and above.		
	Waste Management Plan When: for projects involving demolition.		
	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200 When: proposal increases site coverage by more than 50m ² , or the natural fall of the land is not to the street frontage, or overland flow may be obstructed Must include Engineer's Certificate for structures over 150m².		
	Geo-Technical Report When: bulk excavation works are proposed on or adjacent to a boundary		
	Contamination Reports When: land is contaminated or potentially contaminated.		
APPLICANT DECLARATION			
I verify that above information has been provided.			
Applicant Signature:		Date:	
CUSTOMER SERVICE/ADMINISTRATION OFFICER DECLARATION			
I verify that the checklist is complete.			
Customer Service Officer (CSO) Signature:		Date:	
Administration Officer Signature:		Date:	
IMPORTANT NOTICE: Electronic Lodgement Requirements All electronic documents submitted with your application must satisfy the following criteria: <ol style="list-style-type: none"> PDF Format - All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form e.g. site plans must be on one PDF document, elevations must be on another separate PDF document. PDF documents can consist of numerous pages, in accordance with Council's file naming protocol. Security settings must not be applied to electronic documents, this includes passwords. Documents - must be A4 or A3 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files. Plans - must be to scale and rotated to landscape. Accuracy - electronic documents must be exact reproductions of the original hard copy documents or plans. 			

NOTE: Electronic Documents lodged with Council will be published on Council's DA Tracking Tool on our web page.

NOTE: Council will only issue Determination Notices and Stamped Plans in Electronic Format.