

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
240 Blende Street
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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

	<p>Basix Certificate</p> <p>When: for swimming pools (or pools and spas) with a capacity of 40,000 litres and above.</p>	
	<p>Waste Management Plan</p> <p>When: for projects involving demolition.</p>	
	<p>Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200</p> <p>When: proposal increases site coverage by more than 50m², or the natural fall of the land is not to the street frontage, or overland flow may be obstructed.</p>	
	<p>Geo-Technical Report</p> <p>When: bulk excavation works are proposed on or adjacent to a boundary</p>	
	<p>Contamination Reports</p> <p>When: land is contaminated or potentially contaminated.</p>	

APPLICANT DECLARATION

I verify that above information has been provided.

Applicant Signature:		Date:	
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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:

1. **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.
2. **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.
3. **Plans** - must be to scale and rotated to landscape.
4. **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.