

DEVELOPMENT APPLICATION

CHECKLIST 10 – DEMOLITION

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 showing existing structures only and to scale.	
	Statement of Proposed Works describing full extent of demolition (including vegetation to be cleared).	
	Waste Management Plan.	
	Cost Summary Report.	
REQUIRED IN CERTAIN CIRCUMSTANCES		
	Heritage Impact Statement When: proposal is within a Conservation Area or is associated with a Heritage Item.	
	Integrated Development Special Requirements When: development requires permits from non-Council bodies. A cheque for \$320, an additional two sets of all documents and \$140 is required for each approval body referral.	

APPLICANT DECLARATION

I verify the above information has been provided.

Applicant signature:

Date:

CUSTOMER SERVICE/ADMINISTRATION OFFICER DECLARATION

I verify that the checklist is complete.

Customer Service Office 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 and application forms must be submitted as separate PDF files for each document, plan or application form (eg site plans must be on one PDF document, elevations must be on another separate PDF document). PDF documents can consist of numerous pages. Security settings must not be applied to electronic documents, this includes passwords.
2. **Documents** – All documents must be A4 or A3 formatted and optimised for minimum size (online publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** – All 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