

DEVELOPMENT APPLICATION

CHECKLIST 14 – COMMERCIAL/INDUSTRIAL CHANGE OF USE OR INTERNAL SHOP FITOUT, WITH NO EXTERNAL WORK

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

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Office Hours: 8.30am – 5pm

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General Enquiries

Phone: 08 8080 3300

APPLICANT (PLEASE TICK)	ITEM	STAFF
ALWAYS REQUIRED		
	Site Plan including any landscaping, the location of off street car parking and loading and unloading facilities to scale of 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.	
	Statement of Environmental Effects.	
	Existing and Proposed Fire Safety Measures.	
	Cost Summary Report.	
	Owners Consent	

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:	

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