

DEVELOPMENT APPLICATION

CHECKLIST 15 – COMMERCIAL/INDUSTRIAL NEW BUILDINGS, ALTERATIONS AND EXTENSIONS

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		
	Survey Plan not more than 5 years old to scale of 1:100 (preferred) or 1:200.	
	Site Plan to scale of 1:50/1:100 (preferred) or 1:200.	
	Floor plans to scale of 1:50/1:100 (preferred) or 1:200.	
	Elevations to scale of 1:50/1:100 (preferred) or 1:200.	
	Sections to scale of 1:50/1:100 (preferred) or 1:200.	
	Statement of Environmental Effects.	
	Waste Management Plan (where demolition work involved).	
	Landscape Plans to scale of 1:100 (preferred) or 1:200 (can be shown on site plans).	
	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200 (can be shown on site plans).	
	Existing and Proposed Fire Safety Measures.	
	Cost Summary Report.	
REQUIRED IN CERTAIN CIRCUMSTANCES		
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies). When: extensions of two or more storeys, or for ground floor alterations and extensions where the proposal is visible from street, in a Conversation Area, or associated with a heritage item.	

	Shadow Diagram to scale of 1:100 (preferred) or 1:200. When: two storey proposal.			
	Heritage Impact Statement. When: proposal is within a Conservation Area or is associated with a Heritage Item.			
	Geo-Technical Report. When: bulk excavation works are proposed on or adjacent to a boundary.			
	Contamination Records or Investigation Report. When: land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy).			
	Integrated Development Special Requirements When: development required permits from non-Council bodies. A cheque for \$320, and additional 2 sets of all documents and \$140 is required for each approval body referral			
	Quantity Surveyors Report When: development cost is greater than \$3 million.			
	Section J report or 'Part J report' (energy efficiency)			
	Disability Access Report			
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