

# DEVELOPMENT APPLICATION

## CHECKLIST 15 – COMMERCIAL NEW, ALTERATIONS AND EXTENSIONS

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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www.brokenhill.nsw.gov.au

**General Enquiries**  
Phone: 08 8080 3300

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

APPLICANT (PLEASE TICK)	ITEM	STAFF
<b>ALWAYS REQUIRED</b>		
	<b>Survey Plan</b> not more than 5 years old to scale of 1:100 (preferred) or 1:200.	
	<b>Site Plan</b> to scale of 1:50/1:100 (preferred) or 1:200.	
	<b>Floor plans</b> to scale of 1:50/1:100 (preferred) or 1:200.	
	<b>Elevations</b> to scale of 1:50/1:100 (preferred) or 1:200.	
	<b>Sections</b> to scale of 1:50/1:100 (preferred) or 1:200.	
	<b>Statement of Environmental Effects.</b>	
	<b>Waste Management Plan</b> (where demolition work involved).	
	<b>Landscape Plans</b> to scale of 1:100 (preferred) or 1:200 (can be shown on site plans).	
	<b>Stormwater Drainage Concept Plan</b> to scale of 1:100 (preferred) or 1:200 (can be shown on site plans).	
	<b>Existing and Proposed Fire Safety Measures.</b>	
	<b>Owners Consent</b>	
	<b>Written Confirmation or a Stamped Site Plan from Essential Water</b>	
	<b>Cost Summary Report.</b>	
<b>REQUIRED IN CERTAIN CIRCUMSTANCES</b>		
	<b>Schedule of Colours and Materials</b> including original of colour swatches/brochures (no colour copies).	

	<b>When:</b> 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.	
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	<b>Shadow Diagram</b> to scale of 1:100 (preferred) or 1:200. <b>When:</b> two storey proposal.	
	<b>Heritage Impact Statement.</b> <b>When:</b> proposal is within a Conservation Area or is associated with a Heritage Item.	
	<b>Geo-Technical Report.</b> <b>When:</b> bulk excavation works are proposed on or adjacent to a boundary.	
	<b>Contamination Records or Investigation Report.</b> <b>When:</b> land is contaminated or potentially contaminated (2 copies are required including 1 electronic and 1 hardcopy).	
	<b>Integrated Development Special Requirements</b> <b>When:</b> 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	
	<b>Quantity Surveyors Report</b> <b>When:</b> development cost is greater than \$3 million.	
	<b>Section J report or 'Part J report'</b> (energy efficiency)	
	<b>Disability Access Report</b>	

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#### 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**



