

DEVELOPMENT APPLICATION

CHECKLIST 3 – NEW DWELLINGS

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

Office Hours: 8.30am – 5pm
240 Blende Street
PO Box 448
Broken Hill NSW 2880
council@brokenhill.nsw.gov.au
www.brokenhill.nsw.gov.au

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 including building height plane, coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	Sections coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	Statement of Environmental Effects	
	BASIX Certificate for works of \$50,000 or more the BASIX commitments must be clearly marked on the DA plans as required by the Certificate	
	Schedule of Colours and Materials including original of colour swatches/brochures (no colour copies) or ensure these details are provided on elevation plans	
	Landscape Plan to scale of 1:100 (preferred) or 1:200	
	Stormwater Drainage Concept Plan to scale of 1:100 (preferred) or 1:200	
	Cost Summary Report	
	Waste Management Plan - Demolition only	
	Owners Consent	
	Written Confirmation or a Stamped Site Plan from Essential Water	

REQUIRED IN CERTAIN CIRCUMSTANCES

	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	
	Overshadowing Diagram When: for two or more storey alterations and additions	
	Contamination Reports When: land is contaminated or potentially contaminated	
	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	
	A Plan showing trees/vegetation which are to be pruned or removed When: proposal involves pruning and/or removal of a tree or trees protected under Broken Hill Development Control Plan – including the pruning of any trees on adjoining land	
	Survey Plan required when structures within 900mm of boundary or where boundary location is uncertain. Not more than 5 years old to scale of 1:100 (preferred) or 1:200.	

I verify the above information has been provided.

Applicant signature:		Date:	
----------------------	--	-------	--

CUSTOMER SERVICE/ADMINISTRATION OFFICER DECLARATION

I verify that the checklist is complete. – signature

Date

IMPORTANT NOTICE: Electronic Lodgement Requirements

All electronic documents submitted with your application must satisfy the following criteria:

- 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, in accordance with Council's file naming protocol, security settings must not be applied to electronic documents, this includes passwords.
- Documents** – All 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.
- Plans** – All plans must be to scale.
- 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