

# 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

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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> coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	<b>Elevations</b> including building height plane, coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	<b>Sections</b> coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200	
	<b>Statement of Environmental Effects</b> including Compliance table	
	<b>Soil and Water Management Plan</b> to scale of 1:100 (preferred) or 1:200	
	<b>BASIX Certificate</b> for works of \$50,000 or more the BASIX commitments must be clearly marked on the DA plans as required by the Certificate	
	<b>Schedule of Colours and Materials</b> including original of colour swatches/brochures (no colour copies)	
	<b>Landscape Plan</b> to scale of 1:100 (preferred) or 1:200	
	<b>Stormwater Drainage Concept Plan</b> to scale of 1:100 (preferred) or 1:200 <b>Must include Engineer's Certificate for proposals over 150m<sup>2</sup></b>	
	<b>Cost Summary Report</b>	
	<b>Waste Management Plan</b> - Demolition only	

## REQUIRED IN CERTAIN CIRCUMSTANCES

	<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>Overshadowing Diagram</b> <b>When:</b> for two or more storey alterations and additions	
	<b>Contamination Reports</b> <b>When:</b> land is contaminated or potentially contaminated	
	<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>Arborist Report or Arboricultural Impact Assessment Report</b> <b>When:</b> 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	

I verify the above information has been provided.

Applicant signature:		Date:	
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## 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, in accordance with Council's file naming protocol, 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 (on-line 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.
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**