

# PLANNING AND BUILDING APPLICATION CHECKLIST

## Plans and documents required to accompany

- 4 hard copies Class 1 and 10
- 8 hard copies Class 2-9 buildings

	Dwelling house and secondary dwellings	Swimming pools	Alterations and additions (dwelling)	Garage, outbuilding, carport, awning	Demolition	Subdivision	Dual occupancy/semi-detached	Multi dwelling housing/attached dwelling	Residential flat building	Change of use	Mixed use (commercial & residential)	Commercial/industrial/manufacture	Alterations and additions (other)	Signage	Applicant Checklist	Council checklist - supplied
Development Application Form	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Electronic Copy CD or USB*	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Survey Plan	●	○	●	○	●	●	●	●	●	○	●	●	●	○		
Site Analysis Plan	●	●	●	●	●		●	●	●	●	●	●	●	●		
Floor Plan	●		●	●	○		●	●	●	●	●	●	●			
Elevations/Sections	●		●	●	○		●	●	●	○	●	●	●	●		
Shadow Diagram	●		○				●	●	●		●	●		●		
Neighbour Notification Plan (DA Only)	●	○	●	●	○	○	●	●	●		●	●	○	●		
Statement of Environmental Effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Waste Management Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Basix Certificate/Commitments	●	○	○				●	●	●		●					
Subdivision/Strata Plan						●	○	○	○		○	○	○			
Erosion/Sediment Control Plan	●	●	●	●	●	○	●	●	●		●	●	●	●		
Cost Summary Report	●	●	●	●												
Quantity Surveyor Report							●	●	●		●	●	○			
BCA Upgrade/Fire Safety Report			○			○				○			○			
Demolition Plan and Statement					●	○										
Schedule of Colour and Finishes	●		●	●			●	●	●	●	●	●	●	●		
Landscape Plan	●	●	●	●			●	●	●		●	●	●	●		
Streetscape Elevation							○	●	●		●	○	○			
Drainage Plans/OSD Details	●	●	●	●			●	●	●	○	●	●	●	●		
Acoustic or Traffic Report	○			○			○	○	○	○	○	○	○			
Heritage Impact Statement	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Arborist Report	○	○	○	○		○	○	○	○	○	○	○	○			
Geotechnical/Contamination Report	○	○	○	○	○	○	○	○	○	○	○	○	○			
Stormwater System/Flood Report	○	○	○	○	○	○	○	○	○	○	○	○	○			
Bushfire Report	○		○	○		○	○	○	○	○	○	○	○			
Acid Sulphate Soils Management Plan	○	○	○	○		○	○	○	○	○	○	○	○			
Disability Access Report								○	○	○	●	●	●			
Air Quality Report										○		○	○			
CC/CDC Application Form	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
Contract Agreement for Certification	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
Sydney Water Approved Plan	▲	▲	▲	▲			▲	▲	▲	▲	▲	▲	▲	▲		
Building Specifications	▲	▲	▲	▲			▲	▲	▲	▲	▲	▲	▲	▲		
Engineering Details	▲	▲	▲	▲		○	▲	▲	▲	▲	▲	▲	▲	▲		
Fire Safety Measures								▲	▲	▲	▲	▲	▲			
Design Verification Statement									▲		▲					

\*Additional USB or CD required for each external authority

**Legend:** ● Mandatory for all applications ○ May be Required ▲ Mandatory for CC and CDC