

**Application Number: DA \_\_\_\_\_ / \_\_\_\_\_**

A Development Application must include, where relevant, the following information. This checklist has been prepared to assist you with the lodgement of your application to ensure that all necessary details have been provided. If essential information is omitted, then your application may be rejected, and returned to the applicant within 7 days.

Additional documentation may be required to support the application, eg bushfire report, effluent management report, threatened species report, etc. **If the application needs to be advertised, notification will not commence until all relevant supporting documentation has been received.**

Please place a  in the appropriate box.

Essential information	Yes	Not relevant To this DA	Notes:	Office Use Only
<b>Applicant</b> – Name, Address and Signature		Required	DA Box 1 and 17 DA Guidelines – S7.1 and S7.17	
<b>Land</b> – Address, and formal particulars of title, of the land on which the development is to be carried out		Required	DA Box 2 DA Guidelines – S7.2	
<b>Proposal</b> – Description		Required	DA Box 3 DA Guidelines – S7.3	
<b>Critical habitat</b> – Indication of	Required	✓	There is no critical habitat in the Shoalhaven	
<b>Wilderness area</b> – If consent is required under the Wilderness Act, 1987, a copy of the consent	Required	✓	Ettrema is the only Wilderness area in the Shoalhaven	
<b>Threatened species</b> – Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats?			DA Box 5 DA Guidelines – S7.5	
<b>Concurrence</b> – Do you need the concurrence of a State Agency to carry out the development?			DA Box 8 DA Guidelines – S7.8	
<b>State Agency Approvals</b> – Do you need approval from a State Agency to carry out the development?			DA Box 9 DA Guidelines – S7.9 and Attachment C	
<b>Project value</b> – provide details		Required	DA Box 3 DA Guidelines – S7.3	
<b>Construction Statistics</b> – Provide details of wall frame, floor and roof		Required	DA Box 13, DA Guidelines – S.7.13 This information is required by the Australian Bureau of Statistics and must be completed if building works are proposed.	
<b>Owner's Consent</b> – Owner's Declaration or statement signed by the owner of the land consenting to making of the application		Required	DA Box 16 DA Guidelines – S7.16	
<b>Accompanying documents</b> – List of documents accompanying the application		Required	DA Box 6 DA Guidelines – S7.6	

## Accompanying Documents

Plans – Essential detail				
<ul style="list-style-type: none"> <li>• Plans of the development must be:</li> <li>• Clear and legible</li> <li>• Fully dimensioned</li> <li>• Drawn to scale, and show:               <ul style="list-style-type: none"> <li>• Location, boundary dimensions, site area and north point of the land</li> </ul> </li> </ul>		Required	DA Box 4 – DA Guidelines S7.4	
• existing vegetation, trees on the land and trees to be removed				
• location and uses of buildings on the land				
• existing levels of the land in relation to buildings and roads				
• location and uses of buildings on adjoining properties				

<b>Plans – Relevant detail</b>				
• the location and floor plans of any existing buildings or structures on the land				
• any proposed extensions or additions				
• the location of proposed new buildings or works				
• any development on adjoining land				
• the location of any easements, sewerage lines, water mains, etc				
• the floor plans of the proposed buildings including layout, partitioning, room sizes and intended uses of each part of the building				
• the height and footprint of the proposed development in relation to the land				
• each elevation of the proposed building(s) and cross sections				
• proposed floor levels				
• any changes that will be made to the level of the land by excavation, filling or otherwise				
• proposed finished levels of the land in relation to buildings and roads				
• proposed parking arrangements, entry and exit points and provision for movement of vehicles about the site				
• how the land will be landscaped or otherwise treated and what types of vegetation will be used (including their height and maturity)				
• how the land will be drained				
• A4 Plans - If the development involves the erection of a building, an A4 plan of the building that indicates its height and external configuration, as erected, in relation to the site				
• You must provide a set of plans suitable for advertising purposes that do not include the residential components of the development			DA Guidelines – Attachment A Section 1.	
<b>A Statement of Environmental Effects</b> Indicating:		DA Box 5 – DA Guidelines S7.5		
<ul style="list-style-type: none"> <li>• The environmental impacts of the development</li> <li>• How the environmental impacts of the development have been identified</li> <li>• The steps to be taken to protect the environment or lessen the expected harm to the environment</li> <li>• Any matters required to be indicated by and guidelines issued by the Director-General.</li> </ul>		All applications must be accompanied by a Statement of Environmental Effects (SEE) that is unique to the circumstances of the particular development proposal. Council provides a pro-forma SEE which may be used as a guide. However, this pro-forma is not comprehensive and it is expected that most applications will be supported by a detailed report outlining the likely impacts of the development.		
<b>Jervis Bay Regional Environmental Plan - checklist</b>			If the land is in the Bay and Basin area the checklist must be completed	
<b>Effluent management report</b>			If the land is affected by SEPP 58 – Protecting Sydney’s Water Supply, an effluent management report prepared in accordance with Council’s DCP 78 must be submitted with the DA	
<b>Heritage Impact Assessment</b>			If the building or place has heritage value a heritage impact assessment is required.	
<b>Electricity</b> – Written confirmation from Integral Energy that they have reviewed the proposal and have made satisfactory arrangements with the developer regarding the provision of electricity to the development.			Written confirmation is required for: <ul style="list-style-type: none"> <li>• 3 or more residential units</li> <li>• New commercial / industrial development</li> <li>• 3 or more community or strata title allotments (not Torrens)</li> <li>• Commercial / industrial development where the existing use of the land would be intensified.</li> </ul>	
<b>Designated development:</b> An environmental impact statement			DA Form – Box 5 DA Guidelines – S7.5	

<b>Threatened Species</b> - A species impact statement			For land that is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities, or their habitats
<b>Environmental Planning Instrument</b> - If an EPI requires arrangements for any matter (eg water and sewerage) to have been made before development consent may be granted, documentary evidence that such arrangements have been made			Applications for aged & disabled housing under SEPP 5 must be supported by such evidence

**Information required for specific applications**

<b>Subdivisions:</b> Preliminary engineering drawings of the proposed work			
<b>Medium density housing</b> - exceeding three stories above ground level			Provide information required by SEPP 65
<b>Change of Use</b> - To change the use of a building (not involving any building work): • a list of fire safety measures currently used in the building			This information is not required where the proposed change is to a class 1a (dwelling-house) or class 10 building (eg garage, carport, shed, etc)
<b>Shops, Offices, commercial or industrial development</b>			
• details of hours of operation			
• seating capacity			
• plant and machinery to be installed			
• type, size and quantity of goods to be made, stored or transported			
• loading and unloading facilities			
<b>Demolition</b> • details of the age and condition of buildings or works to be demolished			
• whether the building or structure has heritage value			
<b>Advertising Signs</b> • details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed			Refer to Development Control Plan No. 82 – Signage Strategy Use special DA Form
<b>Existing Use</b> • details of the existing use			
<b>Construction Work</b> • details of how the site will be secured			

**Note: COMBINED DEVELOPMENT AND CONSTRUCTION CERTIFICATE APPLICATIONS**

Where application for a Construction Certificate is made at the same time as the development application, plans and information must be sufficiently detailed to allow assessment against the Building Code of Australia. Two completed sets of specifications must also accompany the application.

You must sign and date this form and lodge it with your DA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_