

# PART D. Development Application Checklist

DA documentation, plans and supporting material required		Alts and adds to dwelling house	Dwelling house	Multi-dwelling housing	Residential flats	Seniors housing	Shop Top Housing	Subdivision of land	Change of use (commercial)	Retail / commercial	Educational Establishment/ Child care centres	Hospital/ Place of Worship	Industrial development	Intensive rural landuses	Applicant Check	Council Officer Check
1	Owner's Consent Form (all owners)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2	Digital Copies of DA Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3	Advise if Integrated Development or other concurrences required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
4	Section 7.12 Cost Report	✓	●			✓	✓			✓	✓	✓	✓	✓		
5	Modification Application	●	●	●	●	●	●	●	●	●	●	●	●	●		
6	Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
7	Request to contravene development standard	●	●	●	●	●	●	●		●	●	●	●	●		
8	Survey Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
9	Proposed Site Plan	✓	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	✓		
10	Floor Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11	Elevations and Sections	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
12	Subdivision Plan						✓									
13	Tree Protection Plan	✓	✓	✓	✓	✓	●	✓		✓	✓	✓	✓	✓		
14	Arboricultural Impact Assessment	●	●	●	●	●	●	●		●	●	●	●	●		
15	Landscape Plan	●	✓	✓	✓	✓	✓			●	✓	✓	✓	●		
16	Landscape Maintenance Plan			✓	✓	✓	●									
17	Shadow Diagrams	●	●	✓	✓	✓	✓			●	●	●				
18	Soil and Water Management Plan/ Erosion and Sediment Control Plan (construction phase)	●	✓	✓	✓	✓	✓	✓		●	●	●	●	●		
19	Stormwater Concept Plan	●	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
20	Water Sensitive Urban Design Strategy			●	●	●	●	●		●	●	●	●	●		
21	Flood Study	●	●	●	●	●	●	●		●	●	●	●	●		

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22	Basix Report	●	✓	✓	✓	✓	✓									
23	Bushfire Report	●	●	●	●	●	●	●	●	●	●	●	●	●		
24	Waste Management Plan	✓	✓	✓	✓	✓	✓	●	●	✓	✓	✓	✓	✓		
25	Sewage Management Plan (unsewered areas)	●	✓	✓	✓	✓	✓	✓	●	✓	✓	✓	✓	✓		
26	Traffic and Parking Report			●	●	●	●	●	●	●	●	●	●	●		
27	Flora and Fauna Report	●	●	●	●	●	●	●		●	●	●	●	●		
28	Geotechnical Report	●	●	●	●	●	●	●		●	●	●	●	●		
29	Acid Sulfate Soil Management Plan	●	●	●	●	●	●	●		●	●	●	●	●		
30	Land Contamination Assessment	●	●	●	●	●	●	●	●	●	✓	✓	●	●		
31	Acoustic Report	●	●	●	●	●	●	●	●	●	✓	✓	●	●		
32	Air Quality Report			●	●	●	●		●	●	●	●	●	●		
33	Heritage Report	●	●	●	●	●	●	●		●	●	●	●	●		
34	Aboriginal Heritage Assessment	●	●	●	●	●	●	●		●	●	●	●	●		
35	Access Report			●	●	✓	✓		●	✓	✓	✓				
36	Crime Risk Assessment	●		●	●	●	●		●	●						
37	Fire Safety Schedule								✓							
38	Environmental Management Plan							●	●	●	●	●	✓	●		
39	Schedule of External Finishes	●	●	✓	✓	✓	✓			✓	●	●	●			
40	Photomontage			✓	✓	✓	✓			✓	●	●	●			
41	Preliminary Construction Management Plan	●	●	✓	✓	✓	✓	●		✓	✓	✓	✓	●		
42	Green Walls and Roofs (if proposed)			●	●	●	●			●	●	●	●			
43	Water Cycle Management Plan (WCMP)													●		
44	Food Premises					●	●		●	●	●	●				
45	Skin Penetration Floor Plan and Schedule of Internal Finishes								●	●						

The matrix below identifies the plans and supporting information needed with a DA for common types of development proposals.

- ✓ A tick in the matrix indicates that the information **must** be submitted with the DA
- A dot in the matrix indicates that the information **may** be required, depending on your proposal

Certain applications may need additional technical or supporting information, so you should always check with Council or your Town Planning consultant prior to lodging your application.

**All DA plans and supporting documents must be submitted via the ePlanning Portal in a digital format (PDF).**

I understand that if the information is inaccurate or incomplete, the application may be delayed or rejected or more information may be requested.

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Applicant signature

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Applicant name (PLEASE PRINT)