LODGEMENT CHECKLIST
Development Applications

THE HILLS Sydney's Garden Shire

OCCUPATIONS AND FITOUTS

DEVELOPMENT APPLICATION NUMBER: *(The Hills Shire Council Office Use Only)*	
PROPERTY ADDRESS **(Lot, DP or SP and Street Address):**	

DOCUMENTATION REQUIREMENTS	**APPLICANTS USE**		**OFFICE USE - SATISFACTORY**	
	YES	**N / A**	**YES**	**NO**
Have you completed the Development Application Form including the declaration of any political donations or the like?	☐	☐	☐	☐
Is the indicated owners consent on the Development Application form correct and sufficient? *Note: Strata Management and / or Norwest Association consent may also be required if the proposal is located within a strata Plan or Norwest Business Park.*	☐	☐	☐	☐
Have you provided all documentation on a Disc?	☐	☐	☐	☐
If the site is affected by The Hills Shire Council Section 94 A Contribution Plan has the "Cost Summary Report" or "Detailed Cost Report" been completed and submitted?	☐	☐	☐	☐
Have 8 copies of the Architectural Plans and Statement of Environmental Effects (SEE) been provided? *(Note 10 copies are required for JRPP Development Applications)*	☐	☐	☐	☐
Have 4 copies of all specialist plans (not architectural plans) and specialist reports (not SEE) been provided?	☐	☐	☐	☐
Are the plans drawn to scale and do they indicate all required detail?	☐	☐	☐	☐

DOCUMENTATION REQUIREMENTS	APPLICANTS USE		OFFICE USE - SATISFACTORY	
	YES	N / A	YES	NO
Has the SEE addressed all relevant legislative considerations including:- • Permissibility under the Local Environmental Plan • Description of the proposed use and relevant operational details • Proposed hours (and days) of operation • Proposed number of employees • Detail on deliveries to the site (vehicle size and frequency) • Detail on car parking provision and compliance with DCP 2011, Part C, Section 1 – Parking • Signage detail and compliance with DCP 2011, Part C, Section 2 - Signage	☐	☐	☐	☐
Has the proposal considered and addressed all relevant restrictions, easements and positive covenant requirements on the applicable 88B Instrument?	☐	☐	☐	☐
Has a Site Plan been provided?	☐	☐	☐	☐
Have Floor Plans been provided?	☐	☐	☐	☐
Have Elevation Drawings been provided?	☐	☐	☐	☐
Have Section Drawings been provided?	☐	☐	☐	☐
Have Site Photographs been taken and provided?	☐	☐	☐	☐
Has any proposed signage been reflected on a plan with dimensions, colours and wording?	☐	☐	☐	☐
Has a Waste Management Plan been provided which addressed demolition (where required), construction and ongoing use?	☐	☐	☐	☐
Has a Fire Safety Compliance Report been provided?	☐	☐	☐	☐

DECLARATION BY APPLICANT

I/We declare that

1. To the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information provided, as set out in this checklist, has been supplied.

2. No Objection is raised to the copy of plans and statements for neighbouring properties owners/occupiers when requested to assist in assessing likely impacts on their property.

Signature of applicant:……

WARNING: Applicants should be aware that if required information is not provided, the development application may not be accepted at the Customer Service Centre (CSC). Further information will be requested if not initially provided.

Office Use Only

Additional Comments/ Information required:

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Checked by:

CSC Officer:**…….**
(PRINT NAME) **(SIGNATURE)**

Duty Officer:……
(PRINT NAME) **(SIGNATURE)**

Date:……..