

LODGEMENT CHECKLIST

Development Applications

SECONDARY DWELLINGS UNDER THE PROVISIONS OF SEPP (ARH) 2009 REQUIREMENTS FOR LODGEMENT OF A DEVELOPMENT APPLICATION

MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION

- A fully completed and signed application form signed by the applicant
- 2 copies of architectural drawings and documentation (see notation*)
 - CD, USB, electronic copy as per Electronic Lodgement of DA files Fact Sheet
- A Statement of Environmental Effects
 - CD, USB, electronic copy as per Electronic Lodgement of DA files Fact Sheet
- Consent, in writing, from all the registered property owners
- Value of the project – to be verified by Council
- Appropriate fees, based on the project value
- A BASIX Certificate, correct address & Lot/DP, BASIX commitments to be shown on plans as per requirements on certificate

Note: If the applicant is not the owner, the written consent of all owners (as shown on the rates notice) is required. If the property is being purchased, a notice of transfer or a letter from the vendors solicitor is required stating that no objection is raised to the lodgement of a Development Application on the subject property.

SITE CONDITIONS

- Is the land Bushfire Prone? If yes, an electronic copy of a Bush Fire Assessment Report is required.
- Is the land a Flood Control Lot? If yes, an electronic copy of a Flood Assessment Report is required
- Is the land affected by Geotechnical Affection, If yes, a Geotechnical Assessment Report is required
- Is the site affected by an 88B instrument (restrictions for Development on land)?

*Minimum of 2 sets of scaled drawings – 1:100/1:200. These plans are to include a site plan, floor plan, roof plan, elevations and sections.

– Note: If proposal is for additions to original dwelling, proposed works are to be highlighted in colour.

SITE PLAN

- dimensions of the site, including features such as easements & contours
- existing & proposed structures showing setbacks to boundaries & streets
- a north point
- 24m² Private open space (minimum 4m wide) POS for principal dwelling is to be 20% of the lot area of 80m²
- whichever is the greater with a minimum 6m by 4m.
- finished floor levels
- all trees on the site & those proposed to be removed

FLOOR PLAN

- Floor Area not to exceed 60m². Verandahs, Balconies or the like, not to exceed 12m²
- Kitchen with sink
- Bathroom with toilet, washbasin and shower
- Laundry with washing machine and washtub
- Window location, height from floor and dimensions

THE HILLS SHIRE COUNCIL

3 Columbia Court, Baulkham Hills NSW 2153
PO Box 7064, Baulkham Hills BC 2153

Phone 02 9843 0555 Email council@thehills.nsw.gov.au
Facsimile 02 9843 0409 www.thehills.nsw.gov.au

ELEVATIONS

- Height of walls
- Height to ridge of roof, from natural ground level
- Pitch of roof
- Footings/Slab to engineers details
- Window screening details (if required)

CONCEPT STORMWATER DRAINAGE PLAN

- Rainwater tank shown (if required, see Basix)
- Roof water drainage details
- Downpipe every 12m of gutter length

STATEMENT OF ENVIRONMENTAL EFFECTS

- Statement of Environmental Effects addressing SEPP (ARH) 2009
- 2 copies of details plans
- An electronic copy of the Waste Management Plan
- Building Specifications

ON-SITE SEWERAGE MANAGEMENT SYSTEM (OSMS)

- Rural areas require a Waste Water Report for OSMS

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