



Lodgement checklist Development Applications

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	
Have you completed the Development Application Form including the declaration of any political donations or the like?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the indicated owners consent on the Development Application form correct and sufficient? <i>(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.)</i>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you provided all documentation on a Disc? <i>Electronic copies are to be in PDF format saved on (CD, DVD or USB) as per Electronic Lodgement of DA Files Fact Sheet.</i>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If the site is affected by The Hills Shire Council S7.12 Contributions Plan has the "Cost Summary Report" or "Detailed Cost Report" been completed and submitted?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have 2 copies of the Architectural Plans and Statement of Environmental Effects (SEE) been provided? <i>(Note additional copies may be required for major Development Applications)</i>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have electronic copies of all specialist plans (not architectural plans) and specialist reports (not SEE) been provided? <i>(Electronic copies to be in PDF format (saved in CD, DVD or USB) as per Electronic Lodgement of DA Files Fact Sheet)</i>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the plans drawn to scale and do they indicate all required detail?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the SEE addressed all relevant legislative considerations including: <ul style="list-style-type: none"> • Permissibility under the Local Environment 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 2012, Part C, Section 1 - Parking • Signage detail and compliance with DCP 2012 Part C, Section 2 - Signage 	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

DOCUMENTATION REQUIREMENTS	APPLICANTS USE		OFFICE USE - SATISFACTORY	
Has the proposal considered and addressed all relevant restrictions, easements and positive covenant requirements on the applicable 88B Instrument?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a Site Plan been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have Floor Plans been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has Elevation Drawings been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has Section Drawings been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have Site Photographs been taken and provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has any proposed signage been reflected on a plan with dimensions, colours and wording?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a Waste Management Plan been provided which addressed demolition (where required), construction and ongoing use?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a Fire Safety Compliance Report been provided?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

DOCUMENTATION BY APPLICANT

I/We declare that

- 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.
- 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

Date

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

Checked by

Date

CSC Officer (Print name)

Signature

Duty Officer (Print name)

Signature