Online Lodgement checklist Development Applications

RESIDENTIAL DWELLING/ALTERATIONS AND ADDITIONS

This checklist has been developed to assist with the documentation required to lodge a Development Application online.

DOCUMENTATION REQUIREMENTS	APPLICANTS USE		OFFICE USE - SATISFACTORY	
Have you completed the Development Application Lodgement Process on the portal including the declaration of any political donations or the like?	YES ☐	N/A ☐	YES ☐	NO ☐
Is the indicated owners consent on the Development Application form correct and sufficient?	YES ☐	N/A ☐	YES ☐	NO ☐
If the site is affected by The Hills Shire Council Section 7.12 Contributions Plan has an electronic copy of the "Cost Summary Report" been completed and provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Statement of Environmental Effects SEE been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has the SEE addressed all relevant Environmental Planning Instruments and Council's Planning Policies and are any variations to these instruments/ policies identified and justified within the SEE?	YES ☐	N/A ☐	YES ☐	NO ☐
Has the proposal considered and addressed all relevant restrictions, easements and positive covenant requirements on the applicable 88B Instrument?	YES ☐	N/A ☐	YES ☐	NO ☐
Are the plans drawn to scale and do they indicate all required details? *(Note: Required detail generally should include natural and finished ground levels, setback, height, site coverage notations, letter boxes, wall, partition, window, door, planting details, identification of internal uses, boundary dimensions and other relevant survey data including location and ridge heights of immediately adjacent developments.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Survey Drawing been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Site Plan been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Site Analysis Plan been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Floor Plans been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Roof Plans been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Elevation Drawings been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Sectional Drawings been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Shadow Diagrams been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy Concept Stormwater Drainage Plan and associated hydraulic calculations been provided?	YES ☐	N/A ☐	YES ☐	NO ☐

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Has an electronic copy of Landscape Plan and Landscape Sections been provided? *(Note: Landscape sections are required for retaining walls over 600mm above or below natural ground level.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of an Erosion and Sediment Control Plan been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Driveway Longitudinal Section been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a separate notification plan been provided? *(Note: Notification plans should exclude the internal floor plans but includes a site plan and elevation drawings.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Waste Management Plan been provided which addressed demolition (where required), construction and ongoing use?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a BASIX Certificate (within 3 months of finishing) been provided and are all the required certificate notations depicted in the architectural plans?	YES ☐	N/A ☐	YES ☐	NO ☐
Has a thermal assessment of the development been undertaken and stamp depicted on? Has a copy of Thermal Certificate been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Schedule Of External Colours and Finishes been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Has the applicant submitted the integrated development referral fee (if required)?	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Bushfire Assessment Report been provided? *(A Bushfire Assessment Report is required when a property is identified by the NSW Rural Fire Service as being bushfire affected.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Flood Study been provided? *(A Flood Study is required when a property is identified as being flood affected.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of an Arborist Report been provided? *(An Arborist Report is required when tree removal is proposed.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Flora and Fauna assessment been provided? *(A Flora and Fauna Assessment is required if Council's mapping indicates the property may contain threatened species or a critically endangered ecological community.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Geotechnical Assessment Report been provided? *(A Geotechnical Assessment Report is required when a site is identified by Council (on the Section 10.7 Certificate) as having geotechnical affectation.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Heritage Impact Statement been provided? *(A Heritage Impact Statement is required when a property contains a heritage item, is adjacent to a heritage item, or is located within a heritage conservation area.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Waste Water Report been provided? *(A Waste Water Report is required for rural zoned properties and areas not serviced by Sydney Water.)*	YES ☐	N/A ☐	YES ☐	NO ☐

THE HILLS
Sydney's Garden Shire

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Has an electronic copy of an Acoustic Assessment been provided? *(An Acoustic Assessment is required if the property is on a road which has been classified as having a high traffic volume by the RMS or if it adjoins commercial or industrial zoned land.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Building Code of Australia (BCA) Compliance Report been provided? *(A BCA Compliance Report is required if the work proposed will change the classification of the building under the BCA or alter any BCA or fire safety measures currently in place.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Salinity Report been provided? *(A Salinity Report is required if the property is located in the Balmoral Road Release Area (unless this was addressed when the property was subdivided) or an area susceptible to high salt levels in the soil eg. near water.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Conservation Management Plan been provided? *(A Conservation Management Plan is required if the Development Application proposes works to a heritage item.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Cultural Archaeological Assessment been provided? *(A Cultural Archaeological Assessment is required when a property is found to potentially contain any items of archaeological significance.)*	YES ☐	N/A ☐	YES ☐	NO ☐
Has an electronic copy of a Contamination Assessment Report been provided? *(A Contamination Assessment Report is required when a property contains potentially hazardous materials that needs to be remedied (unless this has been addressed when the property was subdivided).*	YES ☐	N/A ☐	YES ☐	NO ☐
Has a Light Spill Diagram been provided or addressed within the statement of environmental effects. *(A Light Spill Diagram is required if any flood lighting is proposed.)*	YES ☐	N/A ☐	YES ☐	NO ☐

This checklist is to be used for a combined Development Application and Construction Certificate

CONSTRUCTION CERTIFICATE DOCUMENTATION REQUIREMENTS	APPLICANTS USE		OFFICE USE - SATISFACTORY	
Have you ticked the Construction Certificate option on the Separate Application Form?	YES ☐	N/A ☐	YES ☐	NO ☐
Have the Building Specifications been provided? Specifications are a written statement which should address:- • Construction of the development to BCA requirements • Whether the materials will be new or second hand with specific details on any second hand materials • Method of drainage, effluent disposal and water supply	YES ☐	N/A ☐	YES ☐	NO ☐
Do the plans reflect the BASIX Construction Certificate Requirements?	YES ☐	N/A ☐	YES ☐	NO ☐
Has a site and soil investigation report been submitted?	YES ☐	N/A ☐	YES ☐	NO ☐
Have termite protection details been provided?	YES ☐	N/A ☐	YES ☐	NO ☐
Have all footing, wall bracing, roof truss, floor joists and bracing layout details been indicated on the submitted plans?	YES ☐	N/A ☐	YES ☐	NO ☐

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