

# Plans and Documentation required for Residential Development Applications

| Development Type   | New Dwelling-house | Alterations and Additions to existing dwelling | New Ancillary Structures | Alterations and Additions to existing ancillary | Swimming Pools | Internal fitout where no external change | Dwelling-house Manufactured Home | Demolition | Secondary Dwelling | Applicant to complete | PSC check included at lodgement |
|--|--------------------|--|--------------------------|---|----------------|--|----------------------------------|------------|--------------------|-----------------------|---------------------------------|
| ✓ Plans/Documents Required; # Plans/Documents may be required depending on development; ✗ Not required for this application type   |                    |  |                          |   |                |  |                                  |            |                    |                       |                                 |
| <b>Plans – Electronic and two (2) hard copies (all plans to identify the new work in colour)</b>   |                    |  |                          |   |                |  |                                  |            |                    |                       |                                 |
| Site Plan  | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✓                                | ✗          | ✓                  |                       |                                 |
| Floor Plan   | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✓                                | ✗          | ✓                  |                       |                                 |
| Elevation Plans  | ✓                  | ✓  | ✓                        | ✓   | ✓              | #  | ✓                                | ✗          | ✓                  |                       |                                 |
| Section Plan   | ✓                  | ✓  | #                        | ✓   | #              | ✓  | ✓                                | #          | ✓                  |                       |                                 |
| Stormwater Plan  | ✓                  | ✓  | ✓                        | ✓   | ✗              | ✗  | ✓                                | ✗          | ✓                  |                       |                                 |
| Stormwater Engineering Design  | #                  | #  | #                        | #   | #              | #  | #                                | #          | #                  |                       |                                 |
| Soil Erosion and Sedimentation Plan  | ✓                  | ✓  | #                        | ✓   | ✓              | ✗  | ✓                                | ✓          | ✓                  |                       |                                 |
| Demolition Plan  | ✗                  | #  | ✗                        | #   | ✗              | #  | ✗                                | ✓          | ✗                  |                       |                                 |
| Landscape Plan   | ✓                  | #  | #                        | ✓   | #              | #  | #                                | ✗          | ✓                  |                       |                                 |
| Shadow Diagrams  | #                  | #  | #                        | #   | ✗              | ✗  | #                                | ✗          | #                  |                       |                                 |
| <b>Supporting Documentation – Electronic and two (2) hard copies</b>   |                    |  |                          |   |                |  |                                  |            |                    |                       |                                 |
| BASIX Certificate  | ✓                  | #  | ✗                        | ✓   | #              | #  | ✗                                | ✗          | ✓                  |                       |                                 |
| Statement of Environmental Effects   | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✓                                | ✓          | ✓                  |                       |                                 |
| Works Cost Estimate  | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✓                                | ✓          | ✓                  |                       |                                 |
| Preliminary Contamination study/report   | #                  | #  | #                        | #   | #              | #  | #                                | #          | #                  |                       |                                 |
| Bushfire Hazard Assessment/Certificate   | #                  | #  | #                        | #   | #              | ✗  | #                                | #          | #                  |                       |                                 |
| Carparking and Manoeuvring Area Plan   | #                  | #  | #                        | #   | #              | ✗  | #                                | #          | #                  |                       |                                 |
| Statement of BCA Compliance and whether performance solution will be relied upon   | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✗                                | ✗          | ✓                  |                       |                                 |
| Structural Engineer Certification of building capacity for new use   | ✗                  | #  | #                        | #   | ✗              | #  | ✗                                | ✗          | ✗                  |                       |                                 |
| Waste Disposals Systems proposed where not serviced by sewer (incl. type of OSSM and demonstrate compliance with NSW Environment & Health Protection Guidelines - On site sewage management for single households) | ✓                  | #  | ✓                        | #   | ✓              | ✗  | ✓                                | ✓          | ✓                  |                       |                                 |
| Copy Deposited Plan/88B Instrument   | ✓                  | ✓  | ✓                        | ✓   | ✓              | ✓  | ✓                                | ✓          | ✓                  |                       |                                 |
| Survey Plan  | #                  | #  | #                        | #   | #              | #  | #                                | #          | #                  |                       |                                 |
| Demolition Method Statement  | ✗                  | #  | ✗                        | #   | ✗              | #  | ✗                                | ✓          | ✗                  |                       |                                 |
| Species Impact Statement   | #                  | #  | #                        | #   | #              | #  | #                                | #          | #                  |                       |                                 |
| Document Record of existing building (plans of existing building required)   | ✗                  | #  | ✗                        | #   | ✗              | #  | ✗                                | ✓          | #                  |                       |                                 |
| Record of existing building (heritage record)  | #                  | #  | ✗                        | ✗   | ✗              | #  | ✗                                | #          | #                  |                       |                                 |
| Engineering certification the structure complies with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005                                      | ✗                  | ✗  | ✗                        | ✗   | ✗              | ✗  | ✓                                | ✗          | ✗                  |                       |                                 |

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.
- I acknowledge that if the required information is not provided the application may not be accepted.
- I acknowledge that if the submitted information is found to be incorrect or not to the required standard to enable proper assessment the application may not be accepted or may be rejected after lodgement or the assessment delayed until I provide the required information.
- I acknowledge that during the assessment of the application matters may be identified that give rise to the need for additional information not indicated in this document or the alteration, clarification or expansion of the documentation lodged may be required and delay in provision of information may lead to delay in the assessment of the application.

Signature of applicant/s: \_\_\_\_\_

Date: \_\_\_\_\_





## Plan Requirements | Minimum information to be shown on plans

| All Plans   |
|---|
| <ul style="list-style-type: none"><li>• All plans to have a scale and plan size adequate to show required detail</li><li>• Plan Name</li><li>• Date, plan number, revision number, space available for Council approval stamp</li></ul>   |
| Site Plan   |
| <ul style="list-style-type: none"><li>• North point</li><li>• Detail plan where overall site plan for large property does not demonstrate adequate detail below</li><li>• Dimensions of land</li><li>• Area of land</li><li>• Lot number and Deposited Plan or Strata Plan number</li><li>• Dimensioned plan of the building(s) in the site including existing and proposed dimensions of eaves and eaves from boundary</li><li>• Location of Air Conditioner units</li><li>• Distances/location of all existing buildings and structures in relation to all site boundaries and other buildings on the allotment including retaining walls</li><li>• Distances/location of existing vegetation and trees and other natural features such as water courses and rock outcrops on the land</li><li>• Existing encumbrances (easements, right of way etc) on the land such as easements, services and distances of building from them</li><li>• Proposed encumbrances (easements, right of way etc) on the land such as easements, services and distances of buildings from them</li><li>• Location of any cut and fill, proposed retaining walls and or batters</li><li>• Natural ground level (contours), proposed finished ground levels - where altered by cut or fill. Proposed buildings floor level and adjoining road level, level at any existing or proposed On-site Sewage Management System</li><li>• Location of existing and proposed on-site sewage management system (both tank and proposed disposal area) including dimensions to any environmental features such as water courses, wells, dams, drainage channels, bores and swimming pools</li><li>• Proposed access and parking arrangements, including entry/exit points for vehicles, driveways and provision for movement and parking of vehicles within the site</li><li>• Proposed method of stormwater management including proposed location of point of discharge from the property</li><li>• Details of environmental constraints (egg; flooding, slope, dams, creeks, water courses, water bores, wells, bushfire hazard, groundwater vulnerability, adjoining land-uses that are particularly sensitive to the proposal)</li><li>• Location of reticulated sewer and water connections (where property within reticulation areas)</li><li>• Location and uses of building on sites adjoining the land</li><li>• Location of proposed fencing</li><li>• Area calculation of landscaping and footprint of existing and proposed development on the site</li><li>• Basix Certificate commitments</li><li>• Rainwater tank locations</li><li>• Location of swimming pool barrier including gates</li><li>• Location of swimming pool filter and pump</li></ul> |
| Floor Plan  |
| <ul style="list-style-type: none"><li>• Dimensioned plan of each level in the building(s) including dimensions of eaves</li><li>• Coloured/marked to show new work in relation to existing parts of the building</li><li>• Layout, partitioning, room sizes, stairs, voids, and internal uses of each part of the building</li><li>• Layout of fixtures including sinks, bathroom and kitchen plumbing etc</li><li>• Levels of floor, stairs, mezzanines, etc</li><li>• Windows, doors and other openings sizes and location</li><li>• Floor plans of existing and proposed building work. Floor plans must show all areas of the building including existing areas and other stories and mezzanines</li><li>• Basix commitments</li><li>• Stormwater downpipe locations</li><li>• Floor area calculations (including new and existing areas)</li></ul>   |
| Elevation Plans   |
| <ul style="list-style-type: none"><li>• Heights of wall relative to existing and proposed ground level</li><li>• Overall height of development (apex height) - relative to natural and proposed ground level</li><li>• Location and height of any cut and fill including batters and the slope angle/ratio of the batter in relation to natural ground level</li><li>• Location and height of retaining walls and associated drainage structures</li><li>• External Finishes, Colours and Materials</li><li>• Openings (doors and windows)</li><li>• Downpipe and gutter locations</li></ul>  |
| Section Plans   |
| <ul style="list-style-type: none"><li>• Natural and proposed ground level relative to structure</li><li>• Construction detail</li></ul>   |
| Landscape Plan  |
| <ul style="list-style-type: none"><li>• All existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary</li><li>• Plant schedule including species, pot size and maturity height with appropriate symbols</li><li>• Location of planting of proposed species</li><li>• All proposed natural/soft landscaped areas</li><li>• Existing natural landscape features of a site such as cliffs or rock outcrops</li><li>• Natural site levels (contours)</li><li>• Proposed finished levels</li><li>• Proposed hard paved surfaces including materials</li><li>• Planting layout of proposed vegetation</li><li>• Location, height, construction details and materials of fencing and retaining walls.</li><li>• Sectional details of retaining walls, paving, edging turf, mulched gardens and other relevant works.</li><li>• Proposed drainage and irrigating systems</li></ul>  |
| Demolition Plan   |
| <ul style="list-style-type: none"><li>• Identifies all structures, or parts of structures, to be removed</li></ul>  |