

Plans and Documentation required for Commercial/Industrial Development Applications

Note: Integrated & Designated Development may require additional information and plans

Development Type	New Industrial Development	New Commercial Development	Alterations and Additions to existing building	Change of use of existing building (no building work)	Ancillary Structures	Subdivision	Demolition	New Dual Occupancy	Residential Flat Building	Tourist Development	Temporary Structures	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													
Plans – Electronic and two (2) hard copies (all plans to identify the new work in colour)													
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor plan - Existing floor plan required (All plans to identify the new work differentiated by colour or other identifying method)	✓	✓	✓	✓	✓	✖	✖	✓	✓	✓	✓		
Elevation Plans	✓	✓	✓	✓	✓	✖	✖	✓	✓	✓	✓		
Section Plans	✓	✓	✓	✓	✓	#	✖	✓	✓	✓	✓		
Preliminary Engineering drawings of services	✓	✓	✓	✓	✖	✓	✖	✓	✓	✓	#		
Stormwater Plan and Engineering design	✓	✓	✓	#	#	✖	✖	✓	✓	✓	✓		
Soil Erosion and Sedimentation Plan	✓	✓	✓	#	#	✓	✓	✓	✓	✓	#		
Demolition Plan	✖	✖	#	#	✖	✖	✓	✖	✖	✖	#		
Landscape Plan	✓	✓	#	✓	#	#	#	✓	✓	✓	✖		
Shadow Diagrams	#	#	#	✖	#	✖	✖	#	#	#	✖		
Fire Safety Plan	✓	✓	✓	✓	#	✖	#	✓	✓	✓	✓		
Subdivision Plan	✖	✖	✖	✖	✖	✓	✖	✖	✖	✖	✖		
Supporting Documentation – Electronic and two (2) hard copies													
BASIX Certificate	#	#	#	#	#	✖	✖	✓	✓	#	#		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Works Cost Estimate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Bushfire Hazard Assessment / Certificate (Bushfire Prone Land)	#	#	#	#	#	✓	✖	✓	✓	✓	#		
Carparking and manoeuvring area plan	✓	✓	#	#	#	#	#	#	#	✓	#		
Statement of BCA Compliance and whether performance solutions will be relied upon	✓	✓	✓	✓	✓	✖	✖	✓	✓	✓	✓		
Structural Engineer Certification of building capacity for new use	✖	✖	#	✓	✖	✖	✖	✖	✖	✖	✓		





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List of the Category 1 Fire Safety provisions currently in the existing building	✘	✘	✔	✔	✔	✘	✘	✘	✘	✔	✔		
List of the Category 1 Fire Safety provisions that are to apply to the building	✔	✔	✔	✔	#	✘	✘	✘	✘	✔	✔		
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)	✔	✔	✔	✘	#	✘	✘	✔	✔	✔	✔		
Geotechnical assessment of ability of allotments to comply with Environment & Health Protection Guidelines - On site Sewage Management for Single Households - including cumulative impacts, where not serviced by sewer	✔	✔	#	#	#	✔	✘	✔	✔	✔	#		
Demolition Method Statement	✘	✘	#	✘	✘	✘	✔	#	✘	✘	#		
Copy Deposited Plan/88B Instrument	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		
Survey Plan	#	#	#	#	#	#	#	#	#	#	#		
Species Impact Statement/SEPP 44	#	#	#	#	#	#	#	#	#	#	#		
Quantity Survey	#	#	#	#	#	✘	#	#	✘	#	✘		
Waste Disposal Plan	#	#	#	#	#	#	#	#	#	#	#		
Environmental Impact Statement	#	#	#	#	#	#	#	✘	✘	#	#		
Species Impact Statement	#	#	#	#	#	#	#	#	#	#	#		
Heritage Study/Record of existing building	✘	✘	#	#	✘	✘	#	✘	✘	#	#		
Preliminary Contamination study/report	#	#	#	#	#	#	#	#	#	#	#		

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 the need for additional information indicated in the document matrix or 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">• Scale and plan size adequate to show required detail• Plan name• Date, plan number, revision number, space available for Council approval stamp
Site Plan
<ul style="list-style-type: none">• North point• Detail plan where overall site plan for large property does not demonstrate adequate detail below• Dimensions on land• Area of land• Lot number and Deposited Plan or Strata Plan number• Dimensioned plan of the building(s) in the site including existing and proposed dimensions of eaves and eaves from boundary• Location of Air Conditioner units• Distances/location of all existing buildings and structures in relation to all site boundaries and other buildings on the allotment including retaining walls• Distances/location of existing vegetation and trees and other natural features such as water courses and rock outcrops on the land• Existing encumbrances (easements, right of way etc) on the land such as easements, services and distances of building from them• Proposed encumbrances (easements, right of way etc) on the land such as easements, services and distances of buildings from them• Location of any cut and fill, proposed retaining walls and or batters• Existing 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. Levels may be required to be AHD where necessary.• 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• Proposed access and parking arrangements, including entry/exit points for vehicles, driveways and provision for movement and parking of vehicles within the site• Proposed method of stormwater management including proposed location of point of discharge from the property• Details of environmental constraints (eg; flooding, slope, dams, creeks, water courses, water bores, wells, bushfire hazard, groundwater vulnerability, adjoining land-uses that are particularly sensitive to the proposal)• Location of reticulated sewer and water connections (where property within reticulation areas)• Location and uses of building on sites adjoining the land• Location of proposed fencing• Area calculation of landscaping and footprint of existing and proposed development on the site• Loading and unloading areas• Outdoor storage areas• Waste storage areas/facilities• Areas of landscaping
Floor Plan
<ul style="list-style-type: none">• Dimensioned plan of each level in the building(s) including dimensions of eaves• Coloured/marked to show new work in relation to existing parts of the building• Layout, partitioning, room sizes, stairs, voids, and internal uses of each part of the building• Layout of fixtures including sinks, bathroom and kitchen plumbing etc• Levels of floor, stairs, mezzanines, etc• Windows, doors and other openings sizes and location• Floor area of existing and proposed building• Electricity substations• Food premises fit out (if commercial good storage, preparation or service is proposed including in residential premises)• Layout, partitioning, room sizes, stairs, voids and internal uses of each part of the building• Layout of fixtures including sinks, bathroom and kitchen plumbing etc• Levels of floor, stairs, mezzanines, etc• Windows, doors and other openings sizes and location• Access for disabled (if required)• 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• Food premises fit out (if commercial food storage, preparation or service is proposed)• Exit doors• Location of specialised equipment such as boilers, grease traps, mechanical exhaust, chimneys flues, vents, ducts and air condition units• Proposed fire safety measures• Bunded areas• Waste storage areas/facilities• Electrical distribution boards• Floor area calculations (including new and existing areas)
Elevation Plans
<ul style="list-style-type: none">• Heights of wall relative to existing and proposed ground level• Overall height of development (apex height) - relative to natural and proposed ground level• Location and height of any cut and fill including batters and the slope angle/ratio of the batter relative to natural ground level• Location and height of retaining walls• External Finishes, Colours and Materials
Section Plans
<ul style="list-style-type: none">• Natural and proposed ground level relative to structure• Construction detail• Building Volume Calculations



Landscape Plan
<ul style="list-style-type: none">• Landscaping plan is to be consistent with site plan• All existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary• Plant schedule including species, pot size and maturity height with appropriate symbols• Location of planning of proposed species• All proposed natural/soft landscaped areas• Existing natural landscape features of a site such as cliffs or rock outcrops• Natural site levels (contours)• Proposed finished levels• Proposed hard paved surfaces including materials• Planting layout of proposed vegetation• Location, height, construction details and materials of fencing and retaining walls.• Sectional details of retaining walls, paving, edging turf, mulched gardens and other relevant works.• Proposed drainage and irrigating systems
Demolition Plan
<ul style="list-style-type: none">• Identifies all structures, or parts of structures, to be removed
Fire Safety Plan
<ul style="list-style-type: none">• Fire Hydrant locations• Fire Hose Reel locations• Portable Fire Extinguisher locations• Emergency Lighting locations• Exit Sign locations• Automatic Smoke Detection & Alarm System• Location of Fire Walls• Location of walls with Fire Rating Level• Location of Smoke wall/doors• Location of Fire doors
Subdivision Plan
<ul style="list-style-type: none">• Existing and proposed lot boundaries• Lot and Deposited Plan numbers• Relationship to existing roads and lot boundaries (show width of roads)• Proposed boundary dimensions (metres)• Proposed lot areas (square metres or hectares for larger lots)• With and location of proposed roads, paths, laneways• Location of proposed services including power, water, telecommunications, sewer• Existing and proposed easements and rights of way• Existing and proposed public reserves, drainage reserves• Natural and proposed ground levels - Contours to Australian Height Datum• Detail of any environmental constraints such as dams, creeks, water courses, water bores, wells, bushfire hazard, groundwater vulnerability.• Location of any existing buildings or structures• Location of any existing systems of On-site sewage management including disposal areas• Community or common property (if subdivision is community title or strata title)• Proposed vehicular access arrangements
Erosion and Sediment Control Plan
<ul style="list-style-type: none">• Extent of earthworks, stockpiles, construction period entrances and access roads, impervious areas, construction vehicle parking areas, drainage lines• Proposed runoff diversion measures such as earth perimeter banks, diversion banks and channels, level spreaders, drop down drains and check dams.• Proposed sediment trapping devices such as sediment fences, fabric filters, sediment traps, sediment basins and grade stabilising structures• Proposed revegetation and stabilisation areas• Construction period exclusion of access areas
Shadow Diagrams
<ul style="list-style-type: none">• Consistent with site plan - Note show location of true north (Parkes true north is -11° east of magnetic north)• Position of proposed and existing buildings on the site• Position of buildings, any clothes drying areas, outdoor entertaining areas including swimming pools, location of building windows on adjoining land• Shadows cast at equinoxes (22 September and 22nd March) and winter solstice (22nd June) fo 9am, 12 noon and 3pm (show altitude and azimuth angles)• If proposal is altering or replacing an existing building, show change in shadows from existing to proposed development