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# DEVELOPMENT APPLICATION GUIDE

# About This Guide

This Development Application Guide explains how to prepare a development application for local development. It provides a simple, step-by-step guide to all the things you need to do before submitting an application. You can use the Development Application Guide as a checklist for completing your plans and other supporting documentation. If your application includes all the details needed to assess it, we can deal with it more quickly.

This Guide is not designed to assist with more complicated development applications such as designated development or State significant development. In such cases Council would expect the proponents to liaise early with Council to determine the likely processing requirements.

If you need more information or advice, telephone Council's Department - Environmental Services on (02) 6340 2040.

## Background of DA Process

### What is a DA?

A development application (or DA) is a formal request for permission for development. As a minimum an application consists of:

- ✚ Plans and drawings of the proposed development;
- ✚ A Statement of Environmental Effects and other documentation; and
- ✚ A completed application form.

This guide explains how to prepare each of the above components of a development application.

### When do I need to lodge a DA?

Except for “Exempt Development” or “Complying Development” you generally need to lodge a Development Application if you propose to do any of the following:

- ✚ Erect a new building or structure, including outbuildings, swimming pool, retaining walls etc;
- ✚ Add to or alter an existing building;
- ✚ Demolish a building;
- ✚ Demolish, damage or alter a building or place that is a heritage item or that is within a heritage conservation area;
- ✚ Change the use of an existing building or land;
- ✚ Subdivide land or strata subdivide a building;
- ✚ Display an advertising sign;
- ✚ Carry out earthworks, excavation or filling.

If you are unsure whether you need to lodge a development application, telephone Council's Department - Environmental Services on (02) 6340 2040.

### What is Exempt and Complying Development?

Exempt Development is minor development that does not need approval from Council. Complying Development is development that qualifies for Council approval via a process that is more streamlined than the Development Application process. The circumstances where works are exempt or complying development are detailed in the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

## What information must be included in a DA?

The Environmental Planning and Assessment Regulation 2000 states that a DA must contain the following information:

- ✚ The name and address of the applicant;
- ✚ A description of the development to be carried out;
- ✚ The address, and formal particulars of title, of the land on which the development is to be carried out;
- ✚ An indication as to whether the land is, or is part of, critical habitat;
- ✚ An indication as to whether the development is likely to significantly affect threatened species, populations or ecological communities, or their habitats;
- ✚ A list of any authorities from which concurrence must be obtained before the development may lawfully be carried out;
- ✚ A list of any approvals of the kind referred to in section 91(1) of the Act that must be obtained before the development may lawfully be carried out;
- ✚ The estimated cost of the development;
- ✚ If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application; and
- ✚ A list of the documents accompanying the application;

## What documents must accompany a DA?

The Environmental Planning and Assessment Regulation 2000 states that a DA must be accompanied by the following documents:

- ✚ A site plan of the land;
- ✚ A plan of the development;
- ✚ A Statement of Environmental Effects (in the case of development other than Designated Development);
- ✚ In the case of development that involves the erection of a building, an A4 plan of the building that indicates its height and external configuration, as erected, in relation to its site (as referred to in clause 56 of this Regulation);
- ✚ A BASIX Certificate and any supporting information referred to in the certificate. More information on BASIX can be found by visiting the website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)
- ✚ An Environmental Impact Statement (in the case of Designated Development);
- ✚ A species impact statement (in the case of land that is, or is part of, critical habitat or development that is likely to significantly affect threatened species, populations or ecological communities, or their habitats);
- ✚ If the development involves any subdivision work, preliminary engineering drawings of the work to be carried out;
- ✚ If an environmental planning instrument requires arrangements for any matter to have been made before development consent may be granted (such as arrangements for the provision of utility services), documentary evidence that such arrangements have been made;
- ✚ If the development involves a change of use of a building (other than a dwelling house or a building or structure that is ancillary to a dwelling house):
  - (i) a list of the Category I fire safety provisions that currently apply to the existing building; and
  - (ii) a list of the Category I fire safety provisions that are to apply to the building following its change of use;
- ✚ If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building; and
- ✚ If the land is within a wilderness area and is the subject of a Wilderness Protection Agreement or Conservation Agreement within the meaning of the *Wilderness Act 1987*, a copy of the consent of the Minister for the Environment to the carrying out of the development.

## Follow These 5 Steps

As previously stated this DA Guide explains how to prepare a development application for local development. To lodge a DA for local development it is suggested you follow these 5 steps:

1. Ask about Council controls and policies.
2. Prepare plans and drawings.
3. Prepare a Statement of Environmental Effects.
4. Complete a Development Application.
5. Lodge the application correctly.

Each step is explained as follows.

# 5 Steps to preparing a DA

## Step 1 - Ask about Council Controls & Policies

### Ask us first!

The first step in preparing a DA is to find out about Council development controls, policies and guidelines. Before you can start designing your proposal, you need to know about:

- ✚ Cowra Local Environment Plan 2012;
- ✚ Any other state environmental planning instruments;
- ✚ Relevant development control plans;
- ✚ Design principles and guidelines;
- ✚ Previous Council decisions; and
- ✚ Likely conditions of consent, including development contributions that may be payable;
- ✚ Other fees and charges that may be applicable to your proposal.

We suggest you contact Council's Department - Environmental Services for information and advice as early as possible in the preparation of your DA. Our staff can answer most enquiries over the phone, or you can call in personally. They can also refer you to an assessment officer who can provide detailed advice regarding:

- ✚ Relevant design guidelines and objectives;
- ✚ Site constraints;
- ✚ Assessment criteria about certain proposals;
- ✚ Assessment criteria about the environment, contaminated land, heritage;
- ✚ Servicing and infrastructure requirements;
- ✚ Approvals needed under the Local Government Act;
- ✚ Building regulations and Construction Certificates; and
- ✚ Other matters that you will need to consider when designing your proposal.

For a detailed response to a more complicated development proposal, we suggest that you complete a 'Pre-Lodgement DA Form' and Council's Department - Environmental Services will provide you with written comments and be available for a meeting to discuss your proposal.

If you need more information or advice, telephone Council's Department - Environmental Services on (02) 6340 2040.

## Step 2 – Plans and Drawings

### Which plans?

You will need to prepare plans and drawings to support your DA. The actual plans required for your proposal will depend on the type of development proposed. The following is a general guide as to what plans your application will need, however, we recommend that you check with Council's Development - Environmental Services for any requirements that specifically relate to your proposal or the site.

As a general rule all plans should be drawn at an appropriate scale and include the date, author's name, north point (toward solar north) and scale (show ratio and bar scale).

### A Site Analysis Plan (all applications)

A Site Analysis Plan is an aerial view of your proposal and assists the developer and Council consider the existing landscape and development on the site, and to gauge the impacts of the proposed new development on the site and its surrounds. The Site Analysis Plan is usually presented as a site plan drawn at 1:100 or 1:200 that depicts existing constraints and opportunities on the land and any building improvements on the site and adjoining properties. It is used to help determine how the proposed new development will fit into the locality with minimal of impact on the site or on neighbouring or near-by development. The following should be included, as a minimum, on a Site Analysis Plan:

- ✚ Location, boundary dimensions, site area and north point;
- ✚ Location and type of existing vegetation;
- ✚ Flood prone areas, waterways or drainage lines;
- ✚ Location and use of buildings;
- ✚ The location and use of buildings on adjoining sites;
- ✚ Existing access arrangements;
- ✚ Services (phone, power, sewer, water etc); and
- ✚ Contaminated areas and land degradation areas;
- ✚ Contours of the site and adjacent allotments.

### Site Plan (all applications other than subdivisions)

The site plan will clearly show where the proposed use/building will be located in relation to the property boundaries. Development on small urban sized blocks is generally drawn at standard scales such as 1:100 or 1:200, with scales of 1:500 or greater being used on larger blocks. The site plan should include the following:

- ✚ Location of proposed new buildings, alterations or works (show setback distances from boundaries and adjoining buildings);
- ✚ Location of any on-site waste treatment system;
- ✚ Existing buildings (show outline only) and vegetation;
- ✚ Proposed landscaped areas;
- ✚ Walls and fences;
- ✚ Vehicle entrance and exit driveways; and
- ✚ Car parking and loading areas (if applicable).
- ✚ Existing levels of the land in relation to buildings and roads.

### Floor plan (all applications involving erection of a building)

A floor plan is a bird's-eye view of the building with the roof removed. The floor plan must be drawn to scale, preferably 1:100, and must include:

- ✚ The height of floor level in relation to existing and future ground levels;
- ✚ The layout, partitioning, room dimensions and intended uses for each part of the building;
- ✚ Window and door locations, and sizes;
- ✚ Floor levels and steps in floor levels;
- ✚ The location of plumbing fixtures;
- ✚ Wall structure type and thickness.

## **Elevations (all applications involving erection of a building)**

The elevations (or side view) of buildings will clearly show the appearance of buildings. Elevation drawings are generally drawn at standard scales such as 1:100 or 1:200 and show elevations of all four sides of the building. The elevation drawings should include the following:

- ✚ Existing buildings (show outline only);
- ✚ Building facade, windows, doors, roof profile;
- ✚ External finishes (eg wall, roof, window, door and fence materials, paint colours, etc);
- ✚ Finished ground levels, floor levels, ceiling levels, roof line levels (show driveway grade);
- ✚ Chimneys, flues, exhaust vents and ducts (show height in relation to adjoining roof levels);
- ✚ Downpipes and gutters;
- ✚ Retaining walls and fences (indicate height); and
- ✚ Extent of excavation or filling of the site.

## **Subdivision Plan (all subdivision applications)**

This plan will clearly illustrate the proposed subdivision layout. Draw the plan to a standard scale such as 1:200 or 1:500 and show the following details:

- ✚ Existing and proposed boundaries;
- ✚ Lot and deposited plan numbers;
- ✚ Relationship to existing roads and subdivision boundaries (show width of roads);
- ✚ Proposed boundary dimensions (metres);
- ✚ Proposed lot areas (square metres);
- ✚ Proposed roads, pathways (indicate width);
- ✚ Existing/proposed easements and rights of way;
- ✚ Existing/proposed public reserves, drainage reserves;
- ✚ Existing and finished levels (contours or spot heights with Australian Height Datum values); and
- ✚ Details of any environmental constraints, dams etc.

## **Landscape Plan (all commercial, industrial & residential flat building developments)**

This plan should illustrate in concept form the proposed landscaping that will be used to complement the development. The plan should demonstrate an understanding of the site and its context. Draw the plan to a standard scale such as 1:100 or 1:200m and show the following details:

- ✚ Finished surface levels, embankments and grades (indicate extent of cut and fill);
- ✚ Existing trees to be retained or removed;
- ✚ Proposed planting (indicate species, location, massing and mature height);
- ✚ Proposed surface treatments and restorations (eg turf, paving, bank stabilisation, mounds, etc); and
- ✚ Proposed fences and retaining walls (indicate height and material).

## **Erosion and Sediment Control Plan (all commercial, industrial, residential developments)**

This plan illustrates how soil erosion can be minimised on the site. Draw a site plan to a standard scale such as 1:100, 1:200 or 1:500 and show the following details:

- ✚ Existing surface contours (Australian Height Datum values);
- ✚ Proposed finished surface contours (Australian Height Datum values);
- ✚ Extent of earthworks, stockpiles, access roads, impervious areas, construction entrances, drainage lines;
- ✚ Proposed runoff diversion measures, such as earth perimeter banks and channels, straw bale perimeter banks, diversion banks and channels, level spreaders, drop down drains and check dams;
- ✚ Proposed sediment trapping devices, such as sediment fences, straw bale-geotextile fabric filters, sediment traps, sediment basins and grade stabilising structures; and
- ✚ Proposed revegetation and stabilisation areas.

### **Shadow Diagram (where overshadowing will result)**

This plan will illustrate the extent of shadows cast by existing and proposed buildings, including buildings on adjoining land. Draw the plan to a standard scale such as 1:100 or 1:200, and show the following details:

-  Position of existing and proposed buildings on the site;
-  Position of buildings on adjoining land, showing location of windows;
-  Shadows cast at equinoxes (22nd September and 22nd March) and winter solstice (22nd June); for 9am, 12 noon and 3pm (show altitude and azimuth angles); and
-  If proposal is replacing an existing building, show change in shadows from existing to proposed development.

### **Notification Plans (all applications)**

In addition to the above relevant plans you must also supply a site plan and elevations on an A4 sized paper. This will illustrate the four elevations of the proposed building(s) including its maximum height and its position on the site showing boundary setbacks. This is a separate plan used by Council to notify adjoining property owners of your proposal. It is also available to any interested members of the public who may wish to know what you propose to construct. For privacy reasons, do not show the floor plan of the building(s) on this copy.

### **How many copies?**

Provide us with:

-  4 copies of the reduced notification plan (A4).
-  Minimum 2 copies of all other plans - check with Customer Service Centre before lodgement.

# Step 3 – Statement of Environmental Effects

## What is a Statement of Environmental Effects?

A Statement of Environmental Effects (SEE) is a report outlining the likely impacts of the proposal, and the proposed measures that will mitigate these impacts. The statement includes written information about the proposal that cannot be readily shown on your plans and drawings. The Environmental Planning and Assessment Regulation 2000 requires that a SEE should address all the issues that are applicable to your proposal and must indicate the following:

- ✚ The environmental impacts of the development;
- ✚ How the environmental impacts of the development have been identified;
- ✚ The steps to be taken to protect the environment or to lessen the expected harm to the environment; and
- ✚ Any matters required to be indicated by any guidelines issued by the Director-General for the purposes of this clause;

We would recommend that you try to structure your SEE to address the following:

- ✚ Description of land and definition of land use proposal (as defined in the relevant LEP);
- ✚ Description of present and previous use of the land;
- ✚ Description of present use of adjoining land;
- ✚ Description of visual setting (eg character of area, streetscape, urban/rural setting);
- ✚ Description of the age and condition of buildings on the site;
- ✚ Statement as to whether the site is contaminated or not and details of any previous contamination investigations carried out on the site;
- ✚ Description of the proposal including,
  - Description and use of existing and proposed buildings and any associated works;

If the proposed use is of a commercial nature, the following should be provided:

- Operational details;
  - Hours and days of operation;
  - Number of staff;
  - Maximum expected number of customers;
  - Method of deliveries (loading, unloading);
  - Expected timing and frequency of deliveries;
  - Production processes including flow diagram (if applicable);
  - Type of waste products (if applicable); and
  - Any hazardous materials use, storage or processing (if applicable);
- ✚ Assessment of compliance with all the relevant provisions contained in State Environmental Planning Policies, Local Environmental Plan and Development Control Plan(s) applying to the land/development;
  - ✚ Assessment of site constraints (eg flooding, slope, adjoining land uses);
  - ✚ Assessment of site suitability for proposed development;
  - ✚ Analysis of the likely environmental impacts of the development and how these have been identified; and
  - ✚ Steps taken to prevent the environment impacts or lessen the expected harm.

## How many copies?

Provide 2 copies of your SEE.

## Step 4 – Complete the Application Form

The Environmental Planning and Assessment Regulation 2000 provides details on how a development application must be made. To ensure your application is properly lodged with Council it is important that the application form is completed correctly. The following advice is provided to assist you with filling out the more difficult sections of the DA Form:

### Estimated Cost of the Development

For development involving the erection of a building, the costs include all costs associated with the construction of the building such as materials and labour. It also includes the costs associated with preparing the building for the purpose for which it is to be used (such as the costs of plant, fittings, fixtures and equipment).

The NSW Department of Planning and Infrastructure provides the following recommendations on who should estimate the costs of development:

#### Development up to \$100,000

The cost can be estimated by the applicant or by a suitably qualified person\*. The methodology used to calculate the cost must be submitted with your application. Council uses the Building Cost Guide dated July 2006 (published by the Australian Institute of Building Surveyors – AIBS NSW Chapter) to verify your estimate.

#### Development between \$100,000 and \$3 million.

The cost must be estimated by a suitably qualified person with the methodology used to calculate the cost submitted with your application.

#### Development more than \$3 million.

A detailed cost report prepared by a registered quantity surveyor verifying the cost of the development is to be submitted with your application.

Please ensure that your development application is supported with the appropriate information in accordance with the above recommendations.

\*A suitably qualified person is a licensed builder, registered architect, qualified building designer or registered quantity surveyor. The required supporting documentation must be submitted to ensure that your application is not delayed.

### Describe the Proposed Development

You must describe the proposed development in detail. Tell us exactly what you propose and define the land use (eg. dwelling-house, shop, subdivision, factory). Council's Department – Environmental Services can assist in properly describing the proposed development.

### Integrated Development

Your proposal may require approval from other government agencies. Developments that require approvals may be classed as integrated development. Integrated development is development (not being complying development) that, in order for it to be carried out, requires development consent and one or more of the following approvals:

Legislation	Provision	Approval
Fisheries Management Act 1994	s 144	aquaculture permit (cultivating fish or marine vegetation for sale in commercial purposes)
	s 201	permit to carry out dredging or reclamation work
	s 205	permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease
	s 219	permit to obstruct the free passage of fish

Heritage Act 1977	s 58	approval in respect of the doing or carrying out of an act, matter or thing referred to in s 57 (1)
Mine Subsidence Compensation Act 1961	s 15	approval to alter or erect improvements within a mine subsidence district or to subdivide land therein
Mining Act 1992	ss 63, 64	grant of mining lease
National Parks and Wildlife Act 1974	s 90	consent to knowingly destroy, deface or damage or knowingly cause or permit the destruction or defacement of or damage to, a relic or Aboriginal place
Petroleum (Onshore) Act 1991	s 9	grant of production lease
Protection of the Environment Operations Act 1997	ss 43 (a), 47 and 55	Environment protection licence to authorise carrying out of scheduled development work at any premises.
	ss 43 (b), 48 and 55	Environment protection licence to authorise carrying out of scheduled activities at any premises (excluding any activity described as a “waste activity” but including any activity described as a “waste facility”).
	ss 43 (d), 55 and 122	Environment protection licences to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.
Roads Act 1993	s 138	consent to: (a) erect a structure or carry out a work in, on or over a public road, or (b) dig up or disturb the surface of a public road, or (c) remove or interfere with a structure, work or tree on a public road, or (d) pump water into a public road from any land adjoining the road, or (e) connect a road (whether public or private) to a classified road
Rural Fires Act 1997	s 100B	authorisation under section 100B in respect of bush fire safety of subdivision of land that could lawfully be used for residential or rural residential purposes or development of land for special fire protection purposes
Water Management Act 2000	ss 89, 90, 91	water use approval, water management work approval or activity approval under Part 3 of Chapter 3

Council’s DA form includes a section where you can list any of the integrated approvals from State authorities that you may require in order for the development to proceed.

If you are unsure whether another approval is needed, please consult with the relevant agency. Similarly, if your proposal does involve any of the above matters, we strongly recommend that you consult with the authority concerned before you lodge a DA.

Applications for integrated development will be referred to the relevant agency to obtain their 'general terms of approval'. Any general terms of approval will be incorporated in the determination of the DA.

Please note that an additional fee applies to integrated developments.

## **Other Council Approvals**

There may be other Council approvals required to permit your development proposal in addition to development consent. By ticking any boxes that are relevant in the DA form, you will avoid the need to make a separate application later. An additional fee may also apply.

## **Owner's Consent**

You must obtain the consent of the landowner/s. If there is more than one landowner, every owner must sign. If the owner is a company or owners' association, the application must be signed by an authorised person of the company, preferably under common seal. If land is owned by a company or is within a strata building, the seal of the company or body corporate should be attached to the application. If the application form is not signed by the landowner(s), we cannot determine your application.

## **Your Signature**

As the applicant for the DA you are required to sign the DA Form. Please note that all correspondence and enquiries will be made to the applicant of the DA.

**Note: A Council officer will be required to inspect your property following DA lodgement. Please identify in your application any potential barriers or risks (locked gates, dogs etc.) or if you wish to be contacted prior to the site inspection.**

# Step 5 – Properly Lodge the Application

## DA Guide

At the end of this DA Guide is a checklist that must be filled out and submitted with your DA. The checklist is designed to confirm that you have completed all necessary steps and included all necessary information to process your DA.

Please ensure the checklist is completed before you lodge your DA.

## How to lodge your application

Send your application form, plans, statement of environmental effects, fees and complete DA checklist to us by mail, or courier. Please ensure that all the necessary information as identified in the DA Guide and the associated DA checklist is submitted. You can also lodge your application in person at Council's Customer Service Centre between the hours of 8.30am and 4.30pm.

If your application is incomplete, it will not be accepted and will be returned to you with your payment. Don't forget to:

- ✚ Complete the DA checklist;
- ✚ Include all plans and supporting documents;
- ✚ Obtain the landowner's consent;
- ✚ Sign the application form;
- ✚ Pay the relevant DA fees; and
- ✚ Pay the Building Industry Long Service Levy (if applicable).

Check that your Development Application Includes:

- ✚ All relevant plans;
- ✚ Statement of Environmental Effects;
- ✚ Completed DA Form;
- ✚ Landowner's signatures;
- ✚ Applicant's signature;
- ✚ Application fees;
- ✚ Long Service Levy (if applicable); and
- ✚ BASIX certificate (if applicable).

## Fees

Fees are calculated on a scale based on the estimated cost of development (or the number of lots in the case of subdivision). Telephone Council's Department - Environmental Services on (02) 6340 2040 if you need help with calculating the DA fee.

## Long Service Levy

If your proposal involves building work with a value exceeding \$24,999, you need to pay the Building Industry Long Service Levy. You can pay this with your DA fee.

## Payment Options

Cheque - Make cheques payable to 'Cowra Shire Council'

Cash and EFTPOS - Only for applications lodged in person.

Credit - Bankcard, Mastercard, Visa can be taken over the phone (once application has been received)

# After you Lodge your Application

## Acknowledgement

Upon receipt of your DA we will write to you and acknowledge that we have received your application and provide you with the application details, including the registered DA number.

## More Information

As a result of a preliminary assessment of your application, we may need more information about your development proposal. If we do, we will request this by telephone, fax or email as soon as possible after receiving the application. We will also send you a letter to confirm our request.

## Public Notification

Most development applications are neighbour notified and some are advertised to enable interested persons to submit comments to the Council. The minimum submission period is generally 21 days, but some Development Applications are advertised for longer periods of 30 days or more.

## Assessment Process

After the completion of the notification period Council's assessment officer will assess your application. This process will take account of all advertising statutory requirements, Council's adopted codes and policies and any submissions that may have been received. Development Applications that comply with all relevant standards are generally determined by a delegated assessment officer. Applications that don't comply with development standards or that have received significant objections or that are of a contentious nature, or that involve Council interests are referred to Council for determination. Council Meetings take place once per month. If your application is to be considered by Council a letter will be sent to you detailing the operation of the Council Meeting.

## Notice of Determination

After your application has been determined you will receive a 'Notice of Determination of Development Application'. The notice will tell you whether we have approved or refused your application. If your application is approved, the notice will give details of any conditions of consent, and the reasons for those conditions. It will also tell you when the consent becomes effective, and when it will lapse. The approval notice will also explain your right of appeal to the Land and Environment Court.

If your application is refused, the notice will give the reasons for refusal. The Notice will also explain your right of appeal to the Land and Environment Court.

## Conditions of Consent

If your DA is approved, then you must ensure that the development is carried out in accordance with any relevant conditions. You cannot alter or vary the development (or the way in which it operates) unless the terms of the consent are modified. To do this, you must make an application to modify the consent. An additional fee applies.

## Section 94 Contributions

Your notice of determination may include a 'Section 94 or Section 94A Contribution'. This is a condition requiring a payment towards the capital cost of providing community facilities such as public open space, car parking etc.

Section 94 and 94A Contributions are determined in accordance with the relevant Contributions Plan. This sets out the circumstances in which a contribution can be imposed, the formulae for calculating contributions, and the programme of works on which the funds will be spent. You can view or obtain a copy of the relevant Contributions Plan at the Council's Customer Service Centre. All Section 94 and 94A Contributions are paid into a special account.

## Other Certificates

If your proposal involves building or subdivision work, you will need to obtain a Construction Certificate. You can apply for this either to the Council, or to an accredited certifier. You must also appoint a 'principal certifying authority' and notify Council in writing before you start any construction work.

# **What to do if you Disagree with your Notice of Determination**

If you are dissatisfied with the determination of your DA, contact us immediately so we can clarify issues and discuss your options. Options available to you include:

## **Review of Determination of your DA**

You must complete an application form and pay an additional fee if you seek a review of your proposal.

## **Application to Modify a Development Consent**

This may be appropriate if you disagree with particular conditions of consent or decide to amend certain aspects of the proposal. You must complete an application form and attach a written justification for the proposed modification and plans indicating proposed modifications or changes. You must also pay an application fee.

## **Appeal to the Land and Environment Court**

If you are dissatisfied with your notice of determination you can appeal to the Land and Environment Court within 12 months of the day on which you received your notice of Determination.

## Development Application Checklist

Your Development Application must contain the following information:

Requirements	Provided	Not Provided	N/A	Comments
Name and address of the applicant				
Description of the development to be carried out				
Address and formal particulars of title of the land on which the development is to be carried out.				
An indication as to whether the development is likely to significantly affect threatened species, populations or ecological communities, or their habitats				
Estimated cost of the development and supporting documentation				
Evidence that the owner of the land consents to the application, but only if the application is made by a person other than the owner				
A list of the documents accompanying the application				
Identify any barriers or risks to the Council officer conducting site inspection (e.g. locked gates, dogs)				

*Checklist continued over page*

Your Development Application must include the following documents:

Requirements	Provided	Not Provided	N/A	Comments
A site and site analysis plan of the land showing the following:				
<ul style="list-style-type: none"> <li>the location, boundary dimensions, site area and north point of the land, existing vegetation and trees on the land</li> </ul>				
<ul style="list-style-type: none"> <li>the location and uses of existing buildings on the land</li> </ul>				
<ul style="list-style-type: none"> <li>existing levels of the land in relation to buildings and roads</li> </ul>				
<ul style="list-style-type: none"> <li>the location and uses of buildings on sites adjoining the land</li> </ul>				
A plan of the development including the following:				
<ul style="list-style-type: none"> <li>the location of any proposed buildings or works in relation to the land's boundaries and adjoining development</li> </ul>				
<ul style="list-style-type: none"> <li>floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building</li> </ul>				
<ul style="list-style-type: none"> <li>elevations and sections showing proposed external finishes and heights of proposed buildings</li> </ul>				
<ul style="list-style-type: none"> <li>proposed finished levels of the land in relation to existing and proposed buildings and roads</li> </ul>				
<ul style="list-style-type: none"> <li>proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)</li> </ul>				
<ul style="list-style-type: none"> <li>proposed landscaping and treatment of the land</li> </ul>				
<ul style="list-style-type: none"> <li>proposed methods of draining the land</li> </ul>				
<ul style="list-style-type: none"> <li>All matters which may be required to be shown on the plans by the BASIX certificate for the development</li> </ul>				
A BASIX Certificate for all new dwelling-houses and dwelling-house extension and alterations valued at \$50,000 or more and Swimming Pools with a capacity of 40 000L or more. <i>(BASIX certificates must have been issued no earlier than 3 months before the date on which the application is made)</i>				
A Statement of Environmental Effects (in the case of development other than Designated Development or State Significant Development) indicating:				
<ul style="list-style-type: none"> <li>the environmental impacts of the development</li> </ul>				
<ul style="list-style-type: none"> <li>how the environmental impacts of the development have been identified</li> </ul>				
<ul style="list-style-type: none"> <li>the steps to be taken to protect the environment or to lessen the expected harm to the environment</li> </ul>				

Checklist continued over page

Requirements	Provided	Not Provided	N/A	Comments
For development that involves the erection of a building, four (4) A4 copies of the site plan and elevation plans of the building for notification				
For development that involves any subdivision work, preliminary engineering drawings of the work to be carried out.				
If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building				
Any other documents as any BASIX certificate for the development requires to accompany the application				

**Office Use Only**

<input type="checkbox"/>	Calculate Fee
Additional Comments	
Checked by	Date    ___ / ___ / ___