

SUBMISSION CHECKLIST

Single Residential and Rural Development

this guide shows you how you can prepare to lodge an application through the NSW Planning Portal

NOTES

- The checklist identifies what documents must be submitted with your application
- Applications will not be accepted unless all required documents are submitted.
- All plans and associated documentation must be to scale and identified with the address and owners name.
- Council may require additional documents in some cases, i.e. complex applications due to site constraints. In these cases, it is recommended that you talk with a Council Duty Officer, before you lodge your application on (02) 6393 8000.

Payment options

Council won't begin to process your application until all fees are paid.

When you talk with a Council staff member, you can also ask for a quote for the fees to be charged to lodge your application. You can pay Council up-front and then include confirmation that you've paid when you lodge your application with the NSW Planning Portal.

After you lodge your application with the NSW Planning Portal, Council staff will assess if all the documents are attached and the application is ready to assess.

If it's ready to be assessed, and you haven't paid, you will receive an email from the Planning Portal asking you to pay your lodgement fee.

KEY

✓ = This information is required * = This information may be required (refer to attached document list)

◆ = Can include on Site Plan ▲ = Can incorporate into one document

DOCUMENTS REQUIRED	TYPE OF PROPOSAL				
DEVELOPMENT APPLICATIONS For Single Residential Dwelling, Rural Dwellings and Outbuildings	New Dwellings Alterations or additions to existing dwellings	Rural Dwellings Alterations or additions to rural dwellings	Outbuildings/ Ancillary (eg.pergolas, sheds, etc)	Swimming Pools	Demolition
Arborist Report	*	*	*	*	
BASIX Certificate		✓		*	
Bushfire Report		*			
Cut/Fill - including natural ground levels to proposed ground levels	✓	✓	✓	✓	
Demolition Plan and Statement	*	*			✓
Elevation Plan	✓	✓	✓	✓	
◆ Erosion and Sediment Control Plan	✓	✓	✓	✓	*
Flood Impact Assessment	*	*	*	*	
Floor Plan	✓	✓	✓	✓	
Heritage Assessment	*	*	*	*	*
Retaining wall locations and heights	*	*	*	*	
Section Plan	✓	✓	✓	✓	
Site Plan	✓	✓	✓	✓	✓
Statement of Environmental Effects	✓	✓	✓	✓	✓
Shadow diagrams	*		*	*	
▲ Waste Management Plan	*	*	*	*	✓
Wastewater/Recycled Water Management Study		✓	*	*	
On-site Sewerage Management					

CONSTRUCTION CERTIFICATE For Residential and Rural Dwellings, Outbuildings (sheds carports and swimming pools) Commercial and Industrial buildings	New Dwellings Alterations or additions to existing dwellings	Rural Dwellings Alterations or additions to rural dwellings	Outbuildings/ Ancillary (eg.pergolas, sheds, etc)	Swimming Pools	Demolition
Access / Access Sanitary facilities					✓
BASIX Certificate	✓	✓		*	
Bushfire Report	*	*			
Cut/Fill - including natural ground levels to proposed ground levels	✓	✓	✓	✓	✓
Certification Work Agreement	✓	✓	✓	✓	✓
General Specification	✓	✓	✓	✓	✓
◆ Erosion and Sediment Control Plan	✓	✓	✓	✓	✓
Elevation Plan	✓	✓		✓	✓
Floor Plan	✓	✓	✓		✓
Fire Safety Measures					✓
Heritage Assessment	*	*	*		
Retaining wall locations and heights	✓	✓	✓		*
Section Plan	✓	✓	✓	✓	✓
Site Plan	✓	✓	✓	✓	✓
Section J (BCA) Report					✓
▲ Waste Management Plan	*	*	*	*	*

SECTION 68 - UTILITIES APPROVAL (New and alterations to sewer, stormwater and water)	New Dwellings Alterations or additions to existing dwellings	Rural Dwellings Alterations or additions to rural dwellings	Outbuildings/ Ancillary (eg.pergolas, sheds, etc)	Swimming Pools	Demolition
Back flow device details					✓
Floor Plan	✓	✓	*		✓
Hydraulic Design					✓
On - Site Sewerage Management Report	*	✓	*	*	
Site Plan	✓	✓	*	✓	✓
Soil Classification	✓	✓	*		

ROAD OPENING PERMIT (Section 138)	New Dwellings Alterations or additions to existing dwellings	Rural Dwellings Alterations or additions to rural dwellings	Secondary Access
Builders Licence	✓	✓	✓
Dial Before You Dig	✓	✓	✓
Public Liability Insurance	✓	✓	✓
Site Plan	✓	✓	✓
Traffic/Pedestrian Control Plan	*	*	*