

## THE CHECKLIST

# Multiple Residential, Commercial and Industrial

**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.

### KEY

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



DOCUMENTS REQUIRED	TYPE OF PROPOSAL												
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DEVELOPMENT APPLICATIONS  For Multiple Residential, Commercial and Industrial	Dual Occupancies / Multiple Dwellings	Subdivision	Signage	Temporary Events or Structures	Commercial	Tourist Accommodation	Industrial	Change of Use (no building works)	Change of Use (building works)	Home Occupation/ Industry	Mixed Commercial/ Residential Development	Child Care Centre	Residential Flat Buildings
Accessibility Detail					*	*	*	✓			*	*	
Acid Sulfate Soil Management Response	*	*			*	*	*				*	*	*
Acoustic Report	*	*		*	*	*	*	*	*	*	*	✓	*
Adaptable Housing Details	*										*		*
Arborist Report	*	*			*	*	*				*	*	*
BASIX Certificate	✓										✓		✓
Biodiversity Development Assessment Report (BDAR)	*	*			*	*	*				*	*	*
Bushfire Report	*	*			*	*	*				*	*	*
Contamination Report	*	*			*	*	*	*	*		*	*	*
Cost estimate report	✓				✓	✓	✓				✓	✓	✓
Cut/Fill - including natural ground levels to proposed ground levels	✓	*			✓	✓	✓				✓	✓	✓
Demolition Plan and Statement	*	*			*	*	*			*	*	*	*
Elevation Plan	✓				✓	✓	✓				✓	✓	✓
Erosion and Sediment Control Plan	✓	*			✓	✓	✓				✓	✓	✓
Fire Safety Measures					*	*	*	✓	✓		*	*	*
Flood Impact Assessment Report													
Floor Plan	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
Flora and Fauna Assessment	*	*			*	*	*				*	*	*
Heritage Assessment	*	*			*	*	*				*	*	*
Landscape Plan	✓				✓	✓	✓				✓	✓	✓
Notification Plan	✓	✓	*	✓	*	✓	*	*	*	✓	*	✓	✓
On-Site Detention Plans	✓	*			*	*	*				*	*	*
Quantity Surveyor's Report	*	*			*	*	*			*	*	*	*

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	Schedule of Colours and Finishes	✓				✓	✓	✓				✓	✓
Section Plan	✓				✓	✓	✓				✓	✓	✓
Shadow Diagrams	*				*	*	*				*	*	*
Signage Details			✓		*	*	*	*	*	*	*	*	
Site Analysis	✓				✓	✓	*				✓	✓	✓
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Impact Assessment and Crime Prevention Documents					*	*	*				*	*	*
SEPP65 Documentation											*		*
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stormwater Plan	✓	✓			✓	✓	✓				✓	✓	✓
Streetscape Elevation	✓				✓	*	*				✓	*	✓
Subdivision Plan		✓											
Survey	✓	✓			✓	✓	✓				✓	✓	✓
Temporary Structure Documents				*									
Traffic Management Plan				✓									
Traffic Report	*	*		✓	*	*	*			*	*	*	*
Trade Waste details					✓	*	✓	*	*	*	*		
Visual Impact Assessment	*		*		*	*	*				*	*	*
Waste Management Plan	✓	*		✓	✓	✓	✓	*	*	*	✓	✓	✓
Waste Management Statement	✓	*						*	*		✓		✓
Wastewater/ Recycled Water Management Study/ On-site Sewerage system	*	*			*	*	*				*	*	

<b>CONSTRUCTION CERTIFICATE</b> For Multiple Residential, Commercial and Industrial	To find out required documents for Multiple Residential, Commercial or Industrial development please contact Council's Building Surveyors on 02 6393 8000.				
<b>OCCUPATION CERTIFICATE</b> (In addition to the required documentation - all conditions of Development Consent or CDC conditions are to be met prior to the issue of this certificate)	Dual Occupancies / Multiple Dwellings	Change of Use (no building works)	Change of Use (building works)	Industrial	Commercial
Compliance Certificate from Plumber	✓	*	*	*	*
Compliance with Section J - certification <sup>^</sup>		*	*	✓	✓
Energy Rating of heating and Cooling System	✓				
External Drainage Diagram	✓	*	*	*	*
Final Fire Safety Certificate and associated installation compliance documentation		✓	✓	✓	✓
Glazing Certificate	✓	✓	✓	*	*
Set out survey	✓			*	*
Smoke Detector Installation Certification	✓				
Star Rating of Taps, WC, Shower heads	✓	✓	✓	*	*
Structural Engineering Certification	*	*	*		
Termite Protection details and certification	✓				
Type and R Value of insulation	✓				
Waste disposal certification	*	*	*	*	*
Wet Area Flashing Certificate	✓			*	*