

## THE 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.

### KEY

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



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		*	*		
Cost estimate 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)		✓	*	*	

<b>CONSTRUCTION CERTIFICATE</b> For Residential and Rural Dwellings, Outbuildings (sheds carports and swimming pools) Commercial and Industrial buildings	<b>New Dwellings</b> Alterations or additions to existing dwellings	<b>Rural Dwellings</b> Alterations or additions to rural dwellings	<b>Outbuildings/ Ancillary</b> (eg.pergolas, sheds, etc)	<b>Swimming Pools</b>	<b>Demolition</b>
<b>Access / Access Sanitary facilities</b>					✓
<b>BASIX Certificate</b>	✓	✓		*	
<b>Building Works Plans (Structural engineering plans)</b>	✓	✓	✓	✓	
<b>Bushfire Report</b>	*	*			
<b>Cut/Fill - including natural ground levels to proposed ground levels</b>	✓	✓	✓	✓	✓
<b>Certification Work Agreement</b>	✓	✓	✓	✓	✓
<b>General Specification</b>	✓	✓	✓	✓	✓
<b>Erosion and Sediment Control Plan</b>	✓	✓	✓	✓	✓
<b>Elevation Plan</b>	✓	✓		✓	✓
<b>Floor Plan</b>	✓	✓	✓		✓
<b>Fire Safety Measures</b>					✓
<b>Heritage Assessment</b>	*	*	*		
<b>Retaining wall locations and heights</b>	✓	✓	✓		*
<b>Section Plan</b>	✓	✓	✓	✓	✓
<b>Site Plan</b>	✓	✓	✓	✓	✓
<b>Section J (BCA) Report</b>					✓
<b>Waste Management Plan</b>	*	*	*	*	*
<b>SECTION 68 - UTILITIES APPROVAL</b> (New and alterations to sewer, stormwater and water)	<b>New Dwellings</b> Alterations or additions to existing dwellings	<b>Rural Dwellings</b> Alterations or additions to rural dwellings	<b>Outbuildings/ Ancillary</b> (eg.pergolas, sheds, etc)	<b>Swimming Pools</b>	<b>Demolition</b>
<b>Back flow device details</b>					✓
<b>Description of Works - S68</b>	✓	✓	✓	*	
<b>Floor Plan</b>	✓	✓	*		✓
<b>Hydraulic Design</b>					✓
<b>On - Site Sewerage Management Report</b>	*	✓	*	*	
<b>Site Plan</b>	✓	✓	*	✓	✓
<b>Soil Classification</b>	✓	✓	*		

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

<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)	<b>New Dwellings</b> Alterations or additions to existing dwellings	<b>Rural Dwellings</b> Alterations or additions to rural dwellings	<b>Outbuildings/ Ancillary</b> (eg.pergolas, sheds, etc)	<b>Swimming Pools</b>	<b>Demolition</b>
<b>Compliance Certificate from Plumber</b>	✓	✓	*	*	
<b>Energy Rating of heating and Cooling System</b>	✓	✓			
<b>External Drainage Diagram</b>	✓	✓	*	*	
<b>Glazing Certificate</b>	✓	✓	✓		
<b>Set out survey</b>	✓	✓	*	*	
<b>Smoke Detector Installation Certification</b>	✓	✓	*		
<b>Star Rating of Taps, WC, Shower heads</b>	✓	✓	✓		
<b>Structural Engineering Certification</b>	*	*	*	*	
<b>Termite Protection details and certification</b>	✓	✓			
<b>Type and R Value of insulation</b>	✓	✓			
<b>Waste disposal certification</b>	*	*			
<b>Wet Area Flashing Certificate</b>	✓	✓	✓		