

DEVELOPMENT APPLICATION CHECKLIST

Derived from Clause 50 and Schedule 1 of the
Environmental Planning & Assessment Regulations 2000
and Waverley Development Control Plan 2010



THIS CHECKLIST MUST BE COMPLETED WITH A DEVELOPMENT APPLICATION. DEVELOPMENT APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL INFORMATION IS RECEIVED.

REQUIRED	SUBMITTED		
	YES	NO	OFFICE
1. APPLICATION FORM (PART A AND PART B (IF REQUIRED))			
Details of applicant (address, telephone etc.)			
Property correctly identified (Lot, DP etc)			
Description of the proposal (correctly described)			
Details of owner/s (address, telephone etc)			
Signature of owner/s including Body Corporate or Company Seal			
Completed Part B Form if required – Threatened Species			
- Acid Sulphate Soils			
- Integrated Development			
- Coastal Protection			
2. SCANNING DOCUMENTS – 1 COPY			
All written documents submitted with the application at A4 size and all plans at maximum A3 size, with no staples or binding to allow scanning for use on internet tracking system.			
3. PLANS– 4 COPIES, 2 OF WHICH ARE COLOURED FOR NEW WORK			
Site plans at a scale of not less than 1:200, with dimensions showing new work, easements, right-of-ways, trees to be removed/retained, location of existing structures and adjoining site and buildings.			
Floor plans required for all applications involving building work and change of use, showing existing and proposed floors including roof plans, dimensioned at a scale not less than 1:100 showing layout, partitioning, room sizes and intended uses/works. Plans to indicate all ventilation systems, air conditioning, satellite dishes and screening.			
Elevations and sections required for all applications involving building work, signs and fences, showing outline of existing and proposed works, dimensioned at a scale of not less than 1:100.			
Landscape plan with planting schedule for all new buildings and complying with BASIX plant list if applicable.			
Survey plan showing RL's to AHD for ridge and natural ground level for all new buildings.			
Shadow diagrams for 9am, 12 noon and 3pm winter solstice except where proposal does not change external building form.			
Water Management Site Plan showing the location of the stormwater system, paved and landscaped areas, overland flow paths, easements, spot levels, location and extent of proposed drainage system per Waverley DCP 2010 – Part G4.			
A4 Notification plans (10 copies) indicating at a reduced scale the external configuration and elevations of the building. This plan is not to include interior details of the building.			
Subdivision Plan (Land or Strata) if the site or building is proposed to be subdivided, showing the subdivision boundaries, the number of lots, existing subdivision patterns and any proposed easements.			

4. DOCUMENTATION (4 COPIES unless otherwise stated)			
Statement of Environmental Effects – Required for all DA's. The statement is to demonstrate the applicant has considered the impact of the proposed development on the natural and built environment both during and after construction and the proposed method of mitigating any adverse effects. The Statement must address the Waverley LEP 1996, Waverley LEP (Bondi Junction Centre) 2010, Waverley DCP 2010 and justify any variations.			
Compliance Table – a numeric assessment of the application against the Council controls in the relevant LEP and Waverley DCP.			
Additional Information for Non-Residential Developments – additional information for shops, offices and the like			
BASIX or NatHERS Certificate as applicable, with the plans reflecting the matters indicated in the Certificate.			
Schedule of external finishes for all new buildings.			
Site Waste & Recycling Management Plan – Part G1 Checklist			
Heritage Impact Statement (2 COPIES) – is to be prepared by a heritage architect/planner and assess the impact of the works on the item and/or the conservation area in accordance with the NSW Heritage Manual and Burra Charter and include the history of the property.			
Public Art Plan (2 COPIES) – if relevant, is to be prepared in accordance with Council's Public Art Plan template in the Waverley Public Art in the Private Domain Guidelines.			
Fire Safety Upgrade Report (2 COPIES) – is to be prepared by a building surveyor/accredited certifier assessing levels of fire and life safety within the existing and proposed residential flat, commercial or retail building providing appropriate recommendations for its upgrade.			
Clause 18 of the LEP – Rental Figures & comment on subclause (4)			
Voluntary Planning Agreement – is to be prepared by a suitably qualified person (i.e. planner or solicitor) completing Council's VPA templates as per the Voluntary Planning Agreements Policy 2007.			
Site Compatibility Certificate (Seniors Housing)			
Site Compatibility Certificate (Infrastructure)			
Site Compatibility Certificate (Affordable Rental Housing)			
Photomontage or Model for all new dwelling houses and dual occupancies, and alterations and additions to a dwelling, dual occupancy, residential flat building, commercial or mixed development over \$500,000 estimated cost.			
Photomontage and Model for all new residential flat buildings of 4 or more dwellings and 3 or more storeys, new commercial and mixed developments of 3 or more storeys.			
5. SEPP (Affordable Rental Housing) 2009 (2 COPIES)			
Architectural Plans – Existing & Proposed Floor Plans			
Housing Report – addressing the SEPP provisions			
6. DESIGN REVIEW PANEL - SEPP 65 APPLICATIONS ONLY (4 COPIES)			
Architectural & Landscape plans – A3 size only			
Summary Statement – SEPP 65 assessment including Design Verification Statement by a Registered Architect.			
Floor space drawings and compliance table			
Photomontage or photos of model			
Site analysis – including showing adjoining buildings.			
Applicable fee for referral			

Applicants Signature: _____ **Date:** _____

Note: The signing of this Checklist indicates that you have provided the required plans and information. If any information is not provided, Council may not accept the application or the processing of your application may be delayed.

Council Officer (Print Name): _____ **Date:** _____