

DEVELOPMENT APPLICATION CHECKLIST

This checklist will assist you with the preparation of your Development Application (DA). In providing the information outlined below, you will be assisting Council staff to process your application in a timely manner.

Please be aware that if the required information is not provided, your application will not be accepted at the Customer Service counter.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	YES	NO	N/A
1. APPLICATION FORM	a. Is the development/subdivision permitted?			
	b. Has the consent of all owner/s been provided?			
	c. Where a company owns the property, the company seal or company letterhead should be provided along with the names of all partners/directors. Has this been provided?			
	d. Where the applicant is a company, a list of all partners/directors is required. Is a list provided?			
	e. Have you provided mobile phone numbers and email addresses within Part B of the Application for Approval form?			
	f. Has the political donations/gifts section on page 2 of the Application for Approval form been completed prior to submission of this application to Council?			
	g. Is the proposed development adequately described on the Application for Approval form?			
	h. Has the application fee been paid in accordance with Council's Fees and charges?			
	i. Is the subdivision integrated development? (If yes, one set of extra plans per each Approval Body is required?)			
	j. If this application is "Integrated Development", has the referral fee to the relevant Authority and administration fee for Council been provided for each separate referral?			
	k. Residential flat building or boarding house, involving demolition, strata, subdivision, alterations and additions, may constitute low cost accommodation & requires assessment under State Environmental Planning Policy (Affordable Rental Housing) 2009 – Part 3			
2. USB	a. Have you included a USB containing a PDF version of all documentation as submitted with this application?			
	b. Have you named all PDF documents in accordance with Council's File Naming Protocol for Applicants and Private Certifiers ? A copy of this document is available at Council's Administration Centre or alternatively, visit Council's website to access all forms and documents.			
3. PLANS/DETAILS	a. Have a minimum of two (2) copies of all plans, documents and reports been provided?			
	b. Have all larger sized plans been folded to A4 size ?			
	c. Are the plans legible, drawn to a suitable scale and of an architectural standard (ie., site plan 1:200 and architectural plan 1:100)?			
	d. Do the site plans show - north point, boundary dimensions, existing vegetation, proposed landscaping, site area and location, including natural surface contours (A.H.D. required if flood or overland flow affected)?			
	e. Do the architectural plans show - elevations and sections, levels (existing & proposed), location of existing and proposed buildings or works, floor plans, room layout and intended uses?			
	f. Is at least one (1) copy of the plans, which involve alterations and additions to an existing building, coloured?			

	g.	Do plans contain details of existing and proposed subdivision pattern, including the number of lots and location of roads?			
	h.	Do plans show the location of all existing buildings or other permanent improvements together with their relationship to any existing or proposed boundaries?			
	i.	Do plans show all topographical features, including natural watercourses or easements, which will affect the use on any portion of land?			
	j.	Do plans show the location of all trees on the land, also within 10m of subdivision boundaries on adjoining properties where the subdivision involves the construction of drainage, driveways, fill, etc., adjacent to boundaries of the subdivision?			
	k.	Do the plans show contours of the land at 0.5 metre intervals?			
	l.	Have shadow diagrams been attached, which show the location of buildings on adjoining properties including position of windows on adjoining buildings? two (2) copies - refers to two (2) -storey dwellings and first floor additions			
	l.	Has the appropriate structural engineers details/plans been provided? <i>Note:</i> Preliminary engineering drawings required for subdivisions			
	m.	Food premises: Have detailed plans showing compliance with the Food Act & Council's Food Premises Code been provided? Refer to Council's Food Premises information sheet for further details			
4. NOTIFICATION PLANS	Where notification is required, are two (2) copies of an A4 plan attached? Including site plan, elevations, levels and shadow diagrams (required on 2-storey dwellings, single Storey dwellings and additions with a floor level over 1.5 metres above natural level, first floor additions, zero allotment proposals, outbuildings larger than 50m ² and all new rural dwellings)				
5. STATEMENT OF ENVIRONMENTAL EFFECTS	A Statement of Environmental Effects must be submitted describing the potential environmental impacts of the proposal (e.g. privacy issues, solar access) and proposed measures to protect or lessen impacts on the environment. a. Is a statement of environmental effects required? (E.g. Torrens Title subdivision, Community Title) b. If yes, is the "Statement of Environmental Effects" attached? c. Does the "Statement of Environmental Effects" include the following: i. A statement of compliance with planning requirements such as zoning and Development Control Provisions, and any other statutory provisions? ii. Access provisions required for and by the subdivision, and impact on traffic? iii. Drainage requirements of the subdivision considering both overland and piped flows?				
6. WASTE PLAN	Has a Waste Management Plan been submitted meeting the requirements of 'Appendix E' of Council's Fairfield City Wide DCP 2013?				
7. STORMWATER	a. Have stormwater drainage details containing information meeting the requirements of 'Appendix A' of Council's Stormwater Drainage Policy been submitted with the application? b. Has a full calculation schedule producing hydrologic and hydraulic grade line analysis been submitted with this application? c. Has a flood study been submitted in accordance with Council's Flood Risk Management Policy for flood and overland flow affected properties? d. Has the natural surface and finished surface contours been submitted with the application to A.H.D. for properties affected by overland flooding and flood extents? e. Have detailed on site Detention plans been provided? f. If yes, have you attached the required O.S.D Checklist? g. Do you require a stormwater isolation valve to contain pollutants?				

8. FLOOD RISK MANAGEMENT	a.	Has a flood study for new developments in areas affected by overland flow been provided in accordance with Council's Flood Risk Management Policy?			
	b.	Is a copy of a Section 149 (2) and (5) planning certificate obtained from Council for flood prone land attached?			
	c.	Has a flood risk management report addressing controls within Chapter 11, Fairfield City Wide DCP for all flood prone development been submitted?			
9. BASIX	A Basix Certificate is required for all new dwellings (including secondary dwellings), dwelling additions (where the value of works exceeds \$50,000.00) and swimming pools over 40,000 litres. This certificate can be obtained from www.basix.nsw.gov.au				
	a.	Has a Basix Certificate been provided?			
	b.	Have details of the commitments to Basix been included on the plans? (Including proposed vegetation, location of water tank, location and specifications of air conditioning unit)			
10. DEVELOPMENT CONTRIBUTIONS	Are Development Contributions applicable to the proposal?				
	<p>Note 1: <i>Section 94 Contributions apply to all developments that increase the number of dwellings or occupancies on a site. To see which developments would trigger a Direct (Section 94) Development Contribution, refer to Section 2.7 'Development to which this Plan applies' of Council's Direct (Section 94) Development Contributions Plan 2011. Section 94 Contributions are determined in accordance with Appendix 'D' – Schedule of Contributions rates.</i></p> <p>Note 2: <i>Section 94A Contributions apply to developments that are generally not covered by Section 94 Contributions and where development exceeds \$100,000. To determine which developments would trigger an Indirect (Section 94) Development Contribution, refer to Section 7 'Development to which this plan applies' of Council's Indirect (Section 94A) Development Contributions Plan 2011.</i></p> <p>Development Contributions shall be paid prior to the release of the Construction Certificate.</p>				
11. FIRE SAFETY SCHEDULE	a.	Has a list of proposed fire safety measures been provided? (i.e. essential services - fire hydrants, hose reels, emergency lighting)			
	b.	For multi-unit housing, commercial/retail & industrial development. Are any of the following Category one (1) fire safety provisions provided (circle where relevant); fire hydrant, sprinkler system, fire control centre, emergency lift, Automatic smoke detection & alarm, smoke exhaust system & heat vents			
12. HERITAGE IMPACT	a.	Has a statement of heritage impact been provided? (Required for any site listed in Schedule 4 of the Fairfield Local Environmental Plan, or within 300 metres of all listed site, unless Council has advised otherwise in writing)			
	b.	Is the development a heritage item? For heritage items, a Statement of Environmental Impacts is required, consult with Council's Heritage Advisor.			
	c.	Is the development within 50m of a heritage item?			
	d.	A Statement of Heritage Impact may be required, consult with Council's Heritage Advisor (a list of heritage items is available on Council's website)			
13. NON URBAN RURAL ZONE	a.	Has an onsite stormwater detention details been provided in accordance with Council's On Site Detention Guidelines? (Required for any development over 30m ²)?			
	b.	Are you seeking approval for a Septic Tank Application? (An activity under Section 68 of the Local Government Act, 1993)			
	c.	Has a Contamination Assessment report prepared by a qualified environmental engineer in accordance with EPA's contaminated site guidelines? (Required when converting to a more sensitive land use, e.g. market gardening to residential)?			
	d.	Details outlining the proposed use for all ancillary structures greater than 60m ² ?			

<p style="text-align: center;">14.</p> <p style="text-align: center;">THIS SECTION ONLY REQUIRED TO BE COMPLETED FOR - SECTION 96 MODIFICATION APPLICATION</p>	<p>a. Refer above submission requirement No. 5 (Statement of Environmental Effects).</p> <p>Also :</p> <p>i. As part of the Statement of Environmental Effects, a statement shall be provided that addresses and demonstrates compliance with all relevant Clauses of Section 96 of The Environmental Planning and Assessment Act 1979; and</p> <p>ii. Provide a statement outlining why the modification is sought.</p>			
	<p>b. Submit a copy of the original approved documentation that is the subject of the modification (Architectural Plans, Development Consent, etc.)</p>			
	<p>c. Submit copies of the modified documents proposed:</p> <p>i. Plans that have proposed modifications highlighted;</p> <p>ii. New/amended reports (Acoustic, Traffic and Parking etc.); and</p> <p>iii. Proposed amended condition(s) or condition(s) to be deleted.</p>			
	<p>d. Ensure that all plans and details to be submitted are in accordance with above submission requirements No. 3 (Plans/Details) and No. 4 (Notification Plans) of this checklist.</p>			

Declaration by Applicant

In submitting this checklist I acknowledge that:

1. To the best of my knowledge, the details on this checklist are correct in every aspect and the information required has been supplied.
2. I understand that if I do not clearly demonstrate compliance with the relevant policies and the information requested above, this application may be rejected, returned and /or refused.

Applicants name (please print)

Signature

Date

