

CHECKLIST FOR YOUR DEVELOPMENT APPLICATIONS FOR 2 TO 9 CLASS BUILDINGS

If you have included all the information listed below for your type of development, you will have provided Council with enough information to process your application. Your application can be determined more quickly if all items are included.

Type of Project. (BCA CLASS 2 – 9.)		Development Application Requirements.			
		Please Tick			
1	All new buildings or additions.	Applicant	Council	Not Applicable	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans Required (3 copies of each.)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan with north point, boundary dimensions, site area, building footprint, distances to boundaries.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and type of existing trees and vegetation (identify trees to be removed.)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing sewer mains, kerb & gutter, electricity poles/mains and other public utilities.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and finished land levels and relationship to proposed buildings.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of any existing or proposed easements or rights of way.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully dimensioned floor plans indicating internal layout.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations showing type and colour of materials for all elevations.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sectional elevation identifying proposed heights.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage concept for roof water and surface water, including any proposed easements.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners consent.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Environmental Effects, including site analysis. Note: E.I.S. may be required for some projects in lieu of Statement of Environmental Effects.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of any demolition works.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of Section 68 application for stormwater, sewer and water supply, OSSM installations, and street trading etc..... If applicable.

Type of Project		Development Application Requirements.			
		Please Tick			
2	Commercial, Retail, Industrial, and Tourist Buildings.	Applicant	Council	Not Applicable	Plans Required (3 copies of each.)
				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans detailing vehicle access, circulation and parking including dimensions.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping design plan showing all species to be planted and a schedule of species. All hard landscaping materials are to be shown. Also required for dual occupancy and residential flat buildings.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of fencing – height and materials.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of plant and machinery to be installed.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Types, size and quantity of goods to be manufactured, stored, transported, or retailed.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of waste disposal methods including waste water.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated number of employees.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated number of clients visiting premises per day.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hours of operation.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated number of vehicle movements per day.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of proposed advertising structures/signs.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Footpath levels.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan of Management. Hours of operation, number of persons, furnished layout.

Type of Project.		Development Application Requirements.			
		Please Tick			
3	Subdivision of Land.	Applicant	Council	Not Applicable	Plans Required (3 copies of each.)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All information as per Section 1.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point, boundary dimensions, site area of proposed lots drawn to scale.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and type of existing trees/vegetation (identify trees to be removed.)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing sewer mains, kerb and gutter, electricity poles/mains and other public utilities.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contours at suitable intervals to allow slope assessment.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of earthworks proposed including existing and proposed finished levels.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed road easements or restrictions.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of proposed water supply and effluent disposal.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site analysis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary soil contamination site assessment.		

Type of Project.		Development Application Requirements.			
		Please Tick			
4	Use of Existing Buildings for Commercial, Retail, Industrial or home Activity.	Applicant	Council	Not Applicable	Plans Required (3 copies of each.)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan detailing all internal rooms, dimensions and proposed use of each.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan detailing vehicle access, circulation and parking including dimensions.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of any changes to external finishes.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of plant and machinery to be installed.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Types, size and quantity of goods to be transported or retailed.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated number of employees.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hours of operation.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of waste disposal methods including waste water.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated number of clients visiting premises per day.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of proposed advertising structures/signs.		