

# E-PLANNING: ONLINE APPLICATION LODGEMENT

## Pre-lodgement Advice

In order to ensure timely assessment of your application, we recommend that you consult with Council staff before lodging your application. Contact the Development, Building and Compliance team on 1300 459 689 to speak to staff.

## How to lodge your application

From the 1st January 2021, all development related applications and post consent certificates must be submitted through the NSW Planning Portal. All Plans and documentation must also be submitted via the Portal. Council has developed this Checklist to assist you to collate the required documentation for lodgement.

## The DA Guide

Council has developed a Development Application Guide which outlines what plans and supporting documents you will need to submit with your application. Other factsheets and Statement of Environmental Effects templates (for minor works) have also been developed. A copy of the Development Application Guide and other factsheets are available at Council offices or online.

## What you need for Lodgement

**Please use the lodgement checklist on the back this page to ensure that all the necessary information is submitted with your online application. When your application is submitted, Council staff will review the application and if it is incomplete you will be asked via the portal to supply further information.**

## Fees

Application fees are calculated on a scale based on the estimated value of the work. Information on applicable fees is available on Council's web site. You do not pay a fee when you submit your application. When Council is satisfied with the documentation submitted with your application, you will receive a notification generated from the Portal requesting payment of fees to finalise lodgement.

## Construction Certificate

If your proposal involves building work and you have prepared detailed building plans and specifications, you may apply via the Portal for a Construction Certificate at the same time.

## Please Note

1. Persons who make a development application to Council are required to disclose reportable political donations & gifts made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined. (Refer to Council's website for a Disclosure Statement Form or contact Council. \*Political donation means political donations to a party, elected member, group or candidate of \$1000 or more (or smaller donations totalling \$1000 or more), \* "Gifts" means a gift within the meaning of Part 6 of the Election Funding & Disclosure Act 1981 and includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration. \* A person with relevant financial interest may include an applicant, landowner or someone who will obtain a financial gain from the application.

# SUBMITTING AN APPLICATION ONLINE

## APPLICATION CHECKLIST

From the 1st January 2021, all development related applications and post consent certificates must be submitted through the NSW Planning Portal. All Plans and documentation must also be submitted via the Portal. Council has developed this Checklist to assist you to collate the documentation required to be submitted as per Schedule 1 of the *Environmental Planning & Assessment Regulation 2000*.

SUPPORTING DOCUMENTATION REQUIRED	
<b>SITE PLAN</b> – Location, boundary dimensions, site area and north point, easements, access and parking, all existing and proposed buildings and their uses, setbacks, structures to be demolished, existing vegetation and trees on the land, identify vegetation to be removed, contours, earthworks (cut and fill) exceeding 600mm, the location and uses of buildings on sites adjoining the land (drawn to scale 1:100)	<input type="checkbox"/>
<b>FLOOR PLANS</b> – Figured dimensions of proposed work, layout, room uses, room sizes, partitioning, fire safety measures (drawn to scale 1:100). Note: Where the development involves additions or modifications, differentiation needs to be shown between the existing and proposed works.	<input type="checkbox"/>
<b>ELEVATIONS</b> - All elevations boundary to boundary including location of doors, windows, and proposed earthworks, ground levels, finished floor levels and ridge levels, external finishes and colours (drawn to scale 1:100)	<input type="checkbox"/>
<b>BASIX REQUIREMENTS</b> - any matters that the BASIX Certificate requires to be included on the plans (BASIX Certificate required for new dwellings, for residential alterations and additions work \$50,000 or more, or swimming pool 40,000 Litres or more ).	<input type="checkbox"/>
<b>STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)</b> Consideration of the effects of the proposed development. Template SEEs are available for; 1. Residential dwellings/garages/carports/swimming pools, and 2. Minor Commercial developments/ change of use. For complex Development Applications see the <a href="#">SEE Guide</a> and address all issues. (An Environmental Impact Statement (EIS) will be required for designated or State Significant Development)	<input type="checkbox"/>
<b>Estimated Costs of Works</b> The estimate must consider the genuine costs associated with the development. If the value submitted is not a genuine estimate, you will be asked to recalculate the value in accordance with the NSW Planning Circular <a href="#">Calculating the genuine estimated cost of development</a>	<input type="checkbox"/>
<b>Other Plans / Documents that may be required;</b> (NOTE: You may be asked for additional information for Council to undertake a proper assessment of you proposal).	
<b>BUSHFIRE REPORT – BAL Certificate</b> Required where site is identified as Bushfire Prone Land.	<input type="checkbox"/>
<b>STORMWATER MANAGEMENT PLAN</b> (for larger developments)	<input type="checkbox"/>
<b>EROSION AND SEDIMENT CONTROL PLAN</b> (for sites with significant soil disturbance or sloping site)	<input type="checkbox"/>
<b>WASTE MANAGEMENT PLAN</b> (for larger developments)	<input type="checkbox"/>
<b>SHADOW DIAGRAM PLAN</b> (for multistory and high pitch buildings that create the potential for overshadowing)	<input type="checkbox"/>
CONSTRUCTION CERTIFICATE	
<b>CONSTRUCTION PLANS</b> Structural details – engineering plans, framing and bracing details, long and cross sections, footing/slab design, any earthworks proposed, storm water and drainage design, and other details addressing relevant BCA requirements	<input type="checkbox"/>
<b>SPECIFICATIONS</b> Specifications are a statement of building requirements describing the loading conditions, design practices and material finishes.	<input type="checkbox"/>
List of any existing Fire Safety measures provided in relation to the land or any existing building on the land.	<input type="checkbox"/>
<b>BUILDERS DETAILS or OWNER BUILDER PERMIT</b> (if value > \$10,000)	<input type="checkbox"/>
<b>HOME OWNERS WARRANTY INSURANCE</b> if value of residential building work > \$20,000	<input type="checkbox"/>