



Required Information Checklist for COMPLYING DEVELOPMENT CERTIFICATES

Please complete the following details for all proposals

Have you spoken to a Council Officer before lodging your application?

NO YES

If you have, who was it? _____

What was the date? _____

Is access to the site available?

YES NO

▶ If No, state why

(e.g. dog, tenant, locked gate, difficult terrain)

Please identify the environmental planning instrument under which this proposal is complying development:

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Sutherland Shire Local Environmental Plan 2015
- Other:

The estimated area (if any), in square metres, of bonded or friable asbestos material that will be disturbed, repaired or removed in carrying out the development:

Bonded _____ Friable _____

For development involving the use of a building as an entertainment venue or a function centre, pub, registered club or restaurant—what is the maximum number of persons proposed to occupy, at any one time, that part of the building:

Please complete for development under the NSW Commercial and Industrial (New Buildings and Additions) Code for a new building or alterations and additions

Whether the land is or was used for one or more of the following purposes:

acid/alkali plant and formulation	engine works	power stations
agricultural/horticultural activities	explosives industry	railway yards
airports	gas works	scrap yards
asbestos production and disposal	iron and steel works	service stations
chemical manufacture and formulation	landfill sites	sheep and cattle dips
defence works	metal treatment	smelting and refining
drum re-conditioning works	mining and extractive industries	tanning and associated
dry cleaning establishments	oil production and storage	trades waste storage and
electrical manufacturing (transformers)	paint formulation and manufacture	treatment wood preservation
electroplating and heat treatment	pesticide manufacture and formulation	

Is on the NSW Environment Protection Authority's [Contaminated Land Record](#):

YES NO

Lodgement requirements for all proposals

For use by the applicant

One PDF copy of all required documents uploaded to the NSW Planning Portal.

A cost assessment document that includes all labour and material costs for the proposal at industry recognised prices.

Calculations that specify the amount of natural landscaping to remain after the proposed works are completed. The area of landscaping must also be shown in the form of colour on a 1:100 or 1:200 scaled copy of the site-plan.

Information to be lodged with your application

Requirements for demolition

A site plan, drawn to scale, that shows:

- the location, boundary dimensions, site area and north point of the land
- existing vegetation and trees on the land
- the location and uses of existing buildings on the land
- clearly identified structures to be demolished
- the location of proposed run-off and erosion control measures

A4 site plan and elevations (maximum 4 PDF pages) in a separate file for Neighbour Notification.

A statement that confirms that the demolition will be carried out in accordance with AS2601- 2001 *The demolition of structures*.

A statement that confirms any essential service that must be disconnected from the structure being demolished or removed in accordance with the requirements of the relevant authority.

Where a swimming pool is to be removed, a statement that confirms that the site of the swimming pool will be filled to the existing ground level adjacent to the pool, taking into account any sloping of the site. The fill must be compacted and any piping or similar material must be removed from the site before the site is filled.

If the development involves the demolition or removal of a wall to a boundary that has a wall less than 0.9m from that boundary, a report by a professional engineer, within the meaning of the Building Code of Australia, outlining the proposed method of maintaining support for the adjoining wall after the demolition or removal.

Requirements for building work

A site plan, drawn to a scale of 1:200, that shows:

- the location, boundary dimensions, site area and north point of the land
- existing vegetation and trees on the land
- the location and uses of existing buildings on the land
- existing levels of the land in relation to buildings and roads
- location and uses of buildings on sites adjoining the land
- location of the proposed work

A4 site plan and elevations (maximum 4 PDF pages) in a separate file for Neighbour Notification indicating heights, external configuration (Note: do not show internal layout) and where a pool is proposed, please show pool filter on plans. This is to include all setbacks and a height dimension from ground level to the highest point of the building

A general plan, drawn to a scale of 1:100, that shows:

- the location of any proposed buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development
- floor plans of any proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
- elevations and sections showing proposed external finishes and heights
- proposed finished levels of the land in relation to existing and proposed buildings and roads
- proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
- proposed landscaping and treatment of the land (indicating plant types and their height and maturity)
- proposed methods of draining the land, including detailed stormwater designs

Where alterations and additions are proposed, all new work must be shown coloured on the site plan, floor plans and elevations.

Where modifications to previously approved plans and specifications are proposed, the plans must be coloured or otherwise marked to adequately distinguish the modification.

A Specification Document that contains all Australian Standards for building work.

Copies of any compliance certificate to be relied on.

If the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building.

Except for dwellings, outbuildings and the like:

- a list of any fire safety measures that are proposed to be implemented in the building or on the land on which the building is situated, and
- if the application relates to a proposal to carry out any alteration or rebuilding of, or addition to, an existing building, a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated

The list must describe the extent, capability and basis of design of each of the measures concerned.

An application for the following development must be accompanied by a BASIX Certificate:

- any new dwelling (such as a house or "granny flat", including a change of building use from non-residential to a dwelling)
- residential alterations and additions with a cost of \$50,000 or more
- a swimming pool or spa of greater than 40,000 litres capacity
- The BASIX Certificate is obtained from the BASIX website (www.basix.nsw.gov.au)
- The Certificate contains a list of the commitments which the applicant has made to promote the sustainability of the proposed development. All commitments that the Certificate requires to be shown on the Complying Development Certificate plans must be shown on the plans. For development subject to an Energy Assessor Certificate, the Energy Assessor stamp for the proposal must be included on the plans.

Additional requirements for changes of building use

if the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure or work that relates only to fire link conversion):

- a list of the Category 1 fire safety provisions that currently apply to the existing building
- a list of the Category 1 fire safety provisions that are to apply to the building following its change of use

Additional requirements for development using the Commercial and Industrial (New Buildings and Additions) Code

For changes of use, evidence that the current use of the site is lawful.

A certificate issued by NSW Roads and Maritime Services certifying that any impacts on the surrounding road network because of the development are acceptable or will be acceptable if specified requirements are met if:

- the total gross floor area of the new building or additions will be 5,000 square metres or more, and
- the site has direct vehicular or pedestrian access to a classified road or to a road that connects to a classified road where the access (measured along the alignment of the connecting road) is within 90 metres of the connection

If the site is identified as contaminated land on Page 1 of this checklist, a statement issued by a suitably qualified environmental auditor certifying that:

- the land is suitable for the intended purpose of the development having regard to the contamination status of the land, or
- the land would be so suitable if the remediation works specified in the statement were carried out

Additional requirements for development using the Commercial and Industrial Alterations Code, the Commercial and Industrial (New Buildings and Additions) Code or the Fire Safety Code

If a development standard applying to the development requires that development must be set back from any registered easement:

- a copy of the certificate of title for the lot on which the development is to be carried out, and
- if the land is subject to a registered easement—a title diagram (copy of the Deposited Plan) for the lot and any adjoining lot that benefits from the easement

Additional requirements for development using the Fire Safety Code

An application relating only to fire alarm communication link work must include:

- a plan that indicates the location of the new fire alarm communication link and any associated works, and
- a document that describes the design, construction and mode of operation of the new fire alarm communication link and any associated works

An application relating only to an alteration to a hydraulic fire safety system must include:

- a plan that indicates the location of the hydraulic fire safety system alteration and any associated works, and
- a document that describes:
 - ◆ the required pressure and flow characteristics of the hydraulic fire safety system that is to be altered, and
 - ◆ the pressure and flow characteristics that will be available from the town main following mains pressure reduction by or on behalf of the relevant water utility, and
 - ◆ the design, construction and performance of the hydraulic fire safety system alteration and any associated works.

Additional requirements for subdivision

Plans of the existing and proposed subdivision pattern (including the number of lots and the location of roads).

Details as to which public authorities have been consulted with as to the provision of utility services to the land concerned.

Detailed engineering plans that show:

- earthworks
- any roadworks, road pavement and furnishings
- stormwater drainage
- water supply and sewerage works
- landscaping works
- erosion control works
- location of the proposed work

Copies of any compliance certificates to be relied on.

Additional requirements for development within the boundaries of an existing school

Development listed in Clause 39(1) of the *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017* that will result in the school being able to accommodate 50 or more additional students, requires a certificate issued by NSW Roads and Maritime Services certifying that any impacts on the surrounding road network as a result of the development are acceptable or will be acceptable if specified requirements are met.

Construction Management Details

A concept plan that includes the following:

- Location of material storage on-site, any site sheds, hoardings and site fences.
- Locations and types of sediment control fencing;
- All-weather vehicle egress, including cattle-grid or similar;
- Hard-stand areas for loading and unloading materials, including the location of crane and concrete pumps;

Concept drainage plans showing how stormwater will be drained from the site to the council stormwater system. Where an on-site detention system is required, the type and location must be shown and must be integrated with the proposed landscape design.

The concept drainage plans for a dual occupancy must be prepared by a suitably qualified civil engineer.

Where stormwater is proposed to be discharged across other land (except the street), evidence must be provided of agreement from the owner(s) of that land to the granting of an easement to drain stormwater from the site. For more information on how to obtain a private drainage easement, please refer to Appendix B of Council's Environmental Specifications - 2009 Stormwater Management, which can be viewed on Council's website.

Required ONLY on bush fire prone land

Development applications on bush fire prone land must be accompanied by a Bush Fire Assessment Report demonstrating compliance with the aim and objectives of *Planning for Bush Fire Protection 2006* (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.

Additional requirements for swimming pools

- A development application for a swimming pool over 40,000 litres capacity MUST be accompanied by a BASIX Certificate. The BASIX Certificate contains a list of the commitments which the applicant has made to promote the sustainability of the proposed development. This certificate is obtained from the BASIX website (www.basix.nsw.gov.au)
- Proposed plans, dimensioned at a scale not less than 1:100 showing:
 - ◆ layout and pool section
 - ◆ coping RL
 - ◆ the location of child restraint barriers and swimming pool equipment
 - ◆ the location of the pool filter
 - ◆ the height in millimetres that each corner of the pool is above or below existing ground level.
 - ◆ a quote from the swimming pool company with a genuine estimate of the cost of the pool.