



Development Application Required Information Checklist FOR MINOR ALTERATIONS AND ADDITIONS TO EXISTING DWELLINGS, OUTBUILDINGS, GARAGES, CARPORTS, SWIMMING POOLS (INCLUDES WATERFRONT DEVELOPMENT)

Please complete the following details for all proposals

Is access to the site available?

YES

NO

▶ If No, state why

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

Proposal details:

Site Area (m ²)	Proposed Gross Floorspace (m ²)		
	Landscaped Area	(m ²)	(%)

Lodgement requirements for all proposals

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

A completed **development application checklist**.

ALL owners details to be provided on the NSW Planning Portal. An owner(s) consent document that is signed and recently dated by all land owners.

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

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

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.

Statement of Environmental Effects considering the likely impacts of the proposal and how these impacts will be minimised. For more information, refer to Section 3 of the *DA Guide*.

Plans showing the new work, including:

- Site plan (scale not less than 1:200) with dimensions showing the location of the proposed work in relation to existing buildings and property boundaries;
- Proposed floor plans dimensioned at scale not less than 1:100 showing layout, room sizes and intended uses including all floors to AHD. The floor plans are to include the floor space ratio calculation through hatching, highlighting or colour;
- Where external works are proposed, all relevant elevations and sections with outline of existing structures and existing ground line to be shown dotted on the elevations and dimensioned at scale not less than 1:100 with labels based on compass points;
- The position of buildings on the site and on adjoining properties within 10m of the proposed work (where external works are proposed);
- Location of significant trees, rock outcrops and any drainage easements within 5 m of the proposed works(to be marked on the site plan);
- North point (true north) and scale shown on all plans and diagrams;
- Calculation of built upon area
- All levels, both existing and proposed, must be to AHD;

Additional requirements for swimming pools

- A development application for a swimming pool over 40,000 litres capacity **MUST** be accompanied by a BASIX Certificate. This certificate is obtained from the BASIX website (<http://www.basix.nsw.gov.au>)
- One paper copy of 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.

Details of any existing covenants, easements, or other restrictions on the title of the subject property.

Alterations and additions with a cost of \$50,000 or more **MUST** be accompanied by an in date BASIX Certificate. The certificate is obtained from the BASIX web-site (www.basix.nsw.gov.au). All commitments that the certificate requires to be shown on the development application plans must be shown on the plans.

Concept drainage plans showing how stormwater will be drained from the site to the council stormwater system.

In the case of additions where the stormwater is to be connected to existing system, a new plan is not required as a note can be added to the site plan.

Construction Management Details

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;

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

Additional requirement for sites affected by acid sulphate soils

An Acid Sulphate Soils preliminary assessment and management plan in accordance with the NSW Acid Sulfate Soils Manual may be required where the proposed development is identified in Clause 6.1 of SSLEP 2015 as requiring the report. You should check the Council's Acid Sulphate Soils Planning Maps to determine whether the subject site is included.

Additional requirement for Waterfront Development

Site Analysis

- identifies existing natural and man-made elements of the site, such as existing vegetation and seagrass, property dimensions, slope and topography and all adjoining structures (jetties, pools, dwellings, boatsheds, reclamation). It must include photos of the site as viewed from the water at low and high tides.

Survey Plan prepared by a registered surveyor, including:

- the location of the Foreshore Building Line and Mean High Water Mark (MHWM) as defined in Sutherland Shire Local Environmental Plan 2015 (0.515M AHD)
- existing site levels at the corners of the proposed site
- site contours at 0.5 metre intervals and the proposed floor levels using a fixed benchmark related to the Australian Height Datum (AHD)
- the location of existing structures, easements and services, trees and general site features, as well as north point
- existing levels and improvements within the public road to the frontage of the site.
- If the development is below MHWM a hydrographic survey is required to determine depth of water and extent & type of seagrass and other aquatic vegetation.

Required ONLY for Heritage Items (as listed in Council's LEP)

- Heritage Impact Statement prepared by a suitably experienced practitioner;
- Conservation Plan prepared by a suitably experienced practitioner where changes to individually listed Heritage Items are extensive and complex;

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 2019* (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.

IMPORTANT NOTE:

If an application is lodged without a Clause 4.6 Variation when required, it is likely to need additional public exhibition. This will result in additional costs and delays for applicants. It is therefore important to accurately determine if a variation is required before lodging your application.