



Development Application Required Information Checklist FOR ALL SUBDIVISION DEVELOPMENT APPLICATIONS (INCLUDING STRATA)

Is access to the site available?

YES NO ▶ If No, state why
 (e.g. dog, tenant, locked gate, difficult terrain)

Site Area (m²) _____ Area of any access handle in the case of a battleaxe block (m²) _____

Following to be provided where existing buildings exist on site:

Existing Gross Floorspace (m²) _____

Proposed Floorspace Ratio $\frac{\text{(Gross Floor Area)}}{\text{(Site Area)}} : 1$ Landscaped Area (m²) _____

Subdivisions

What type of subdivision is proposed?	Torrens	Strata	Community
Number of existing lots? _____	Number of proposed lots? _____		
Does the proposal comply with the minimum lot size provisions of the relevant LEP?			Yes No
Does the proposal comply with the minimum street frontage width and minimum depth required under the relevant LEP?			Yes No
Where there are existing buildings on the site, have the requirements of the Building Code of Australia been considered and complied with in regard to the location of boundaries, easements and other restrictions?			Yes No
Does the proposal require the demolition of existing buildings/structures			Yes No

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

A completed **development application checklist**.

All owner(s) 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 site plan at a scale of not less than 1:200 (or, as agreed, 1:500) that includes:

- Dimensions showing the location of subdivision boundaries and any proposed work in relation to existing buildings and boundaries. It must also indicate landscaped area through hatching, highlight or colour.
- All levels, both existing and proposed, to Australian Height Datum (AHD)
- All measurements and areas of proposed/existing lots(s)
- Name of road fronting site
- Title showing the description of the land being subdivided with sufficient detail to enable Council to readily identify the land and a copy of the originating DP or DPs
- The location of two vehicular parking spaces within each residential lot behind the building line and the proposed means of access thereto. In this regard longitudinal and cross sections may be required to demonstrate the feasibility of the proposal
- In some instances it may be necessary to submit preliminary engineering designs for road and drainage works to assist in determination of the application

One A4 sized copy of the subdivision plans (maximum 4 PDF pages) for Neighbour Notification indicating heights and external configuration. **This is to include all lot areas and dimensions.**

A **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.

A Survey Plan prepared by a registered Surveyor, indicating all existing and proposed levels (AHD), including where excavation or filling is proposed.

The position and uses of buildings on adjoining properties within 10m of the proposed work with setbacks to site boundaries indicated and relative levels to Australian Height Datum for adjoining property roof ridges.

Northpoint (true north) and scale shown on all plans and diagrams

A Site and Context Analysis indicating:

In relation to the site:

1. **Contours** - at 1m intervals and related to Australian Height Datum.
2. **Existing vegetation** - in particular major trees on the site and street trees, identified by size and botanical names or common names.
3. **Buildings** - location and uses of existing buildings.
4. **Views** to and from the site.
5. Location of **utility services** and stormwater drainage lines and street crossings.
6. **Orientation**, microclimate and noise sources.
7. Any **contaminated soils** and filled areas.
8. Fences, **boundaries** and easements.
9. Any **other significant site features** eg rock outcrops.
10. Where relevant, the location of **foreshore building lines**.

In relation to the surrounding area:

1. Location, use and height of **adjacent buildings** - locating window openings facing the site boundary, private open space and shadows cast on development site;
2. **Views and solar access** enjoyed by adjacent residents;
3. **Major trees** on adjacent properties;
4. The **built form and character** of adjacent and nearby development;
5. The **difference in levels** between the site and adjacent properties.

A written statement indicating how the development's design has responded to the findings of the analysis must accompany the site analysis.

Location and type of significant trees, rock outcrops and any drainage easements (to be marked on the site plan).

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

Proposed parking arrangements, entry/exits, driveways, and pathways.

Required ONLY where strata subdivision is proposed

A Building Code of Australia compliance report prepared by a suitably accredited certifier. Council's DA Guide provides further information regarding this requirement. In this regard, the details of the author are to be included in the report.

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 Bushfire Protection 2006 (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed.

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 (MHW) as defined in Sutherland Shire Local Environmental Plan 2015 (0.515M AHD)
- location of all boundaries electronically georeferenced to MGA co-ordinates (MGA Zone 56 projection).
- 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 MHW a hydrographic survey is required to determine depth of water and extent & type of seagrass and other aquatic vegetation.

Required ONLY where construction or demolition works are proposed

Construction Management Details

A concept plan that includes the following:

- 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;
- Location of material storage on-site;
- Location of any site sheds;
- Location of underground services and over-head wires;
- Location of hoardings and site fences.

Required ONLY where construction works are proposed

A plan illustrating the proposed location of any footpath crossings for driveway access, footpath paving, kerb and gutter, kerb ramps and road shoulder.

Other Considerations

Yes No N/A

- i. Has the applicant consulted adjoining landowners and residents about the proposal?

(Note: This often allows an early resolution of any problems).

- ii. Does the proposal comply with each of Council's numerical controls contained in any Development Control Plan applying to the proposal?

If your answer is No then any variation must be justified in writing.

- iii. Does the proposal comply with each of the numerical controls contained in the Sutherland Shire Local Environmental Plan 2015, or relevant State Environmental Planning Policy (SEPP)?

If your proposal does not comply with a development standard in SSLEP 2015, you will need to lodge a variation under Clause 4.6 of SSLEP 2015. See below for more information.

- iv. If required, have you attached your Clause 4.6 Variation?

Where an applicant wishes to depart from any standard contained in a Local Environmental Plan or State Environmental Planning Policy (eg. site area requirements, maximum height, landscaped area), a written statement **must** be lodged. This statement **must** indicate which development standard(s) would be varied, specify why compliance with the standard(s) is unnecessary or unreasonable in the circumstances and demonstrate that there are sufficient environmental planning grounds to justify varying the standard.

You should consult Council's DA Guide before preparing a Clause 4.6 Variation. Please note that Clause 4.6 does not apply to variations of controls contained in a Development Control Plan (DCP).

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.