



Development Application Required Information Checklist FOR COMMERCIAL OR INDUSTRIAL CHANGE OF USE, INCLUDING FITOUT

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)

A. General information required for all proposals

Hours of operation:	_____	Parking spaces:	Staff	_____
Days of operation:	_____		Visitors	_____
Staff numbers	Full-time _____	Number of units:		_____
	Part-time _____			

Has the building use already commenced?	YES	NO
Have any building works already commenced?	YES	NO

Note: Any works already commenced cannot be given retrospective development consent and must be deleted from this application.

B. Applications for non-conforming uses with existing use rights (eg shops in residential zones)

What is the current or, if vacant, last known use? _____

If vacant, when did the previous use cease operation? _____

Lodgement requirements for all proposals

For use by the applicant

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.

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

One A4 sized copy of site plan and elevations (maximum 4 PDF pages) for Neighbour Notification indicating heights and external configuration (Note: do not show internal layout). This is to include all setbacks and a height dimension from ground level to the highest point of the building.

Statement of Environmental Effects. For more information, refer to Section 3 of the *DA Guide*. **For an application relating to an Entertainment Venue, a brothel or sex shop, see the separate section of this checklist for additional lodgement requirements.**

Site plan (scale not less than 1:200) with dimensions showing:

- the location of the proposed use in relation to **existing buildings** and all **property boundaries**.
- in the case of an individual unit in a shopping centre, industrial or commercial complex, the site plan should indicate the location of the premises in the complex by colour or hatching.

The position and uses of buildings on adjoining properties within 10m of the proposed use.

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

Proposed parking arrangements and loading/unloading facilities.

All relevant elevations and sections, dimensioned at a scale not less than 1:100, with the outline of existing structures and existing ground line to be shown on the elevations. The elevations are to also indicate the location of existing and proposed windows and doors.

Floor plans, at a scale not less than 1:100 showing layout, dimensions, room sizes and intended uses including any proposed fitout works. New work should be shown in colour. For industrial development, include the location and type of any machinery to be installed.

Details of external building materials and finishes.

A Building Code of Australia compliance report for a change of use or fitout of an area greater than 200m²*, and must be prepared by a suitably accredited certifier. Council's DA Guide provides further information regarding this requirement.

***Note:** For areas smaller than 200m², Council may require a BCA report after doing its initial assessment of the application.

To ensure compliance with Environmental Planning and Assessment Regulation 2021:

- a list of fire safety measures already installed in the building (not just the part of the building you are going to occupy); and
- a list of any proposed fire safety measures to be installed.

Construction Management Details

A concept plan that includes the following:

- Location of material storage on-site;
- Location of any hoardings and site fences

Waste Management Details

Plans should include the following:

- Concept waste management plan;
- if the proposed use involves food and/or drink premises - grease trap

Required ONLY where signage approval is sought concurrently

Architectural elevations of the signage, including:

- all dimensions and content (wording, logo, colours, graphics)
- the relationship of the signage with the facade of any attached building
- height and dimensions above ground level (where the sign is free standing)

Required ONLY where a Brothel or Sex Shop is proposed

Matters to be addressed additionally within the Statement of Environmental Effects for a Brothel or Sex shop

In addition to the standard issues which must be addressed in your statement of environmental effects, a development application for a Brothel or Sex shop must also include the following specific details of the proposed use:

- a) The number and role of all staff;
- b) A full description of the activities that are proposed to be undertaken at the premises;
- c) The proposed hours of operation;
- d) Details of safety and security measures for the site;
- e) The number of rooms in the premises; and
- f) Identification of the rooms to be used for the proposed activities (also to be indicated on development plans).

Where a **Brothel or Sex shop** is proposed, a detailed **Plan of Management** which identifies the way in which the premises will operate in accordance with the provisions of the DCP and this Environmental Specification is required. The Plan of Management is intended to supplement the information provided in the Statement of Environmental Effects and the plans of the proposed development. It should outline how potential impacts on surrounding development will be addressed and mitigated during the operation of the premises.

Social Impact Assessment is required for all development for the purposes of brothels and sex shops. This information is required to enable an assessment of the potential impacts of this development on the surrounding community. Further details on social impact assessment can be found in Sutherland Shire Development Control Plan 2015 Chapter 41 – Social Impact, and in the Environmental Specification for Social Impact.

Required ONLY for industrial development

The statement of environmental effects must include:

- Chemicals, flammable liquids and/or packaging to be stored or handled on the premises
- The size of trucks and number of truck movements per day
- An indication as to whether the proposal complies with the maximum percentage of ancillary office use in industrial areas

Required ONLY where the application is for an Entertainment Venue, or a hotel, function centre, pub, club, café, bar or restaurant

A Management Plan, prepared in accordance with Sutherland Shire Environmental Specification Late Night Trading Premises 2011 for all premises trading with extended trading hours (as defined in Chapter 37 of SSDCP2015), for example: all licensed premises, function centres, hotels, pubs, registered clubs, restaurants and sailing clubs.

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.