



# Development Application Required Information Checklist FOR INDUSTRIAL, RETAIL OR COMMERCIAL CONSTRUCTION INCLUDING ENTERTAINMENT VENUES

## 1. 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 <sup>2</sup> )	Area of any access handle in the case of a battleaxe block (m <sup>2</sup> )		
Existing Gross Floorspace (m <sup>2</sup> )	Proposed Gross Floorspace (m <sup>2</sup> )		
Floorspace Ratio <small>(Gross Floor Area / Site Area)</small> :1	Landscaped Area (m <sup>2</sup> )	(%)	
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.**

### 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?

### Frontage work

Have you made application for footpath and alignment levels or a detailed frontage design?      YES      NO

Where relevant, you should usually make these applications as part of the design of your proposal and BEFORE lodging your development application

## 2. Lodgement requirements for all proposals

For use by the applicant

► *Indicates that the information is not required where no external works are proposed.*

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.

One A4 sized copy of the site plan and elevations (maximum 4 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.**

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

**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*. **For an application relating to an Entertainment Venue, see the separate section of this checklist for additional lodgement requirements.**

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

- the location of the proposed work in relation to existing buildings and all property boundaries.
- landscaped area through hatching, highlight or colour.
- in the case of an individual unit in a shopping centre, industrial or commercial complex, this site plan should indicate the location of the premises in the complex.
- The location of any footpath crossings for driveway access, footpath paving, kerb and gutter, kerb ramps and road shoulder.
- all levels, both existing and proposed, must be to Australian Height Datum (AHD)
- Location and type of significant trees, rock outcrops and easements
- Location of utilities such as electricity, substations and fire hydrants

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, including all floor, ceiling and ridge / roof levels to AHD. The elevations are to also indicate the permissible overall height lines, location of windows, doors, and roof pitch and eaves overhang.

The proposed floor plans, including roof plan, at a scale of not less than 1:100 showing layout, dimensions, 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.

► 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

Proposed parking arrangements, entry/exits, driveways and loading/unloading facilities

- ▶ Details of external building materials and finishes.

- ▶ Shadow diagrams, showing the effect upon adjoining properties at 9am, 12 noon, and 3pm on June 21, the equinox (March 21 or September 21) and December 21. The minimum level of information to be provided is specified in Section 2 of the DA Guide.

- ▶ A concept drainage plan 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.

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.

A Building Code of Australia compliance report, prepared by a suitably accredited certifier, may be required. Please refer to Section 2 of the DA Guide for more information.

- ▶ Details of any site decontamination that is required, or has already been carried out.

### 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, any site sheds, hoardings and site fences.

### ▶ Site and Context Analysis

A site analysis is to be submitted with a development application and should indicate (where relevant) 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.

► **Detailed landscaping Plan showing:**

- north point;
- a scale of either 1:100 or 1:200;
- all existing trees to be retained and removed, including those on adjoining sites within 5m of the boundary;
- a suitable plant schedule with appropriate symbols;
- all proposed landscaped areas;
- existing natural landscape features of a site such as cliffs or rock outcrops;
- all existing natural site levels (contours) and proposed finished levels to AHD;
- all hard paved surfaces including materials;
- the planting layout of proposed vegetation;
- location, height, construction details and materials of fencing and retaining walls;
- sectional details of retaining walls, paving, edging, turf and mulched gardens;
- maintenance details for the establishment period;
- details of proposed drainage and irrigating systems; and
- details of any soil mixes, topsoil and mulch.

**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 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

**Required ONLY for new Commercial and Industrial buildings**

A photographic montage of the proposed development indicating context with adjoining development.

**Required ONLY for new buildings and alterations and additions to buildings to be used as a hotel or club premises**

Parking requirements will be assessed on the individual circumstances of the subject site. Development applications for new premises and alterations/additions to existing premises must be supported by a Parking Study (five (5) copies). In this regard, the details of the author are to be included in the report.

The Parking Study shall include:

- existing usage patterns;
- expected usage patterns from upgrade/extensions;
- off-site availability of parking alternatives, including impact on surrounding residents;
- locational aspects i.e. surrounding development, proximity to public transport;
- provision of alternative transport for patrons, i.e. courtesy bus etc.;
- a statement outlining how the proposed parking provision does not conflict with public transport options.

**Required ONLY for change of use applications (where there are no building works to be carried out)**

The Environmental Planning and Assessment Regulation 2021 requires:

- 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.

**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.

**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 where the application is to be considered by the Design Review Forum**

- A complete set of A3 drawings of the proposal (drawn to scale).

**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 2020 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.

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

**Required ONLY for the following types of development:**

- applications needing assessment by the Sydney South Planning Panel and/or the Design review Forum

**\*Note: The need for a proposal to be referred to SSLPP will be determined during assessment of the application**

- a. A 3D digital Trimble Sketchup model (max. 100MB) of the proposed development (external configuration) on an accurate topographical and cadastral boundary base, including the existing built form of the immediately adjoining and relevant surrounding properties.

**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.**

## 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. Has provision been made for disabled person's access (for example, car parking spaces, ramp widths and gradients, toilets, elevator sizes, access points)?
- iii. 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.
- iv. 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.
- v. 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).