

NSW HOUSING CODE

Checklist for Counter

(Includes New Single storey and two storey dwelling houses, alterations and additions or new ancillary development)

Property Details

CD Number _____

Unit/shop/suite	Street No & Street	Suburb	Postcode

In addition to the Complying Development Application form you must complete the relevant Sections of this checklist as noted below:

Section I

Development Application Lodgement Checklist		Yes	N/A	Office Use
1	Has the consent of all owners been provided? Has this section been correctly completed?	<input type="checkbox"/>		<input type="checkbox"/>
2	Estimated cost is written on the application form	<input type="checkbox"/>		<input type="checkbox"/>
3	If property requires flood advice from Council, Complying Development does not apply and a Development Application is required to be submitted.	<input type="checkbox"/>		<input type="checkbox"/>

Development Application Lodgement Checklist		Yes	N/A	Office Use
Plans				
1	Have 3 sets of plans (A3 preferred) been provided showing the new work coloured?	<input type="checkbox"/>		<input type="checkbox"/>
2	Does the Site Plan show?	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Scale & North point	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Street name & number	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Site dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Boundary setbacks	<input type="checkbox"/>		<input type="checkbox"/>
	▪ All structures on site	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Adjacent building/properties	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rockdale City Council

Office Hours - 8.30am to 4.30pm (Mon-Fri), 9am to 1pm (Sat)
Lodgement of DAs – 8.30am to 4pm (Mon-Fri), 9am to 12.30pm (Sat)
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Development Application Lodgement Checklist		Yes	N/A	Office Use
3	Do the Floor Plans clearly illustrate:			
	▪ Figured dimensions of proposed work	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Layout of proposed development	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Internal walls/partitions & room names for use	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Location of stairs & levels	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Calculations of all existing & proposed floor area	<input type="checkbox"/>		<input type="checkbox"/>
4	Have Elevation Plans and Section been provided showing?			
	▪ Levels for new dwellings/buildings & first floor additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Proposed pools showing section, pool fencing, heights & location of filters & pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ External finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Heights - including, for 2 or more storeys, the maximum ridge height & natural ground level to ceiling height using reduced levels related to Australian Height Datum (AHD) of adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Have 3 copies of Soil & Water Management Plan for all new buildings & significant earthworks, inground pools & any work over \$25,000 been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	1 copy of a Waste Management Plan for all works involving construction, excavation, demolition and swimming pool applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have 3 copies of Stormwater Drainage Plan (Stormwater Concept Plan) been provided?	<input type="checkbox"/>		<input type="checkbox"/>
8	Include Stormwater Concept Plan Certification by Accredited Designer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Include Stormwater Concept Plan Checklist by Accredited Designer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation				
1	Have 4 copies of Statement of Environmental Effect (SEE) been provided? (For Demolition application please include age, and condition of buildings or works to be demolished)	<input type="checkbox"/>		<input type="checkbox"/>

Section 2

BASIX Certificate Checklist		Yes	N/A	Office Use
<i>Required for all new dwellings, Also for all alterations & additions over \$50,000 or swimming pools (or pool & spa) with a capacity greater than 40,000 litres.</i>		<input type="checkbox"/>		<input type="checkbox"/>

Section 3

Compliance checklist		Yes	N/A	Office Use
1	For a new dwelling, alts/adds & ancillary development – Is the lot in: <ul style="list-style-type: none"> • R2 Zone (2(a) & (2a1)) • R3 Zone (2b) • R4 Zone (2(c) & 2(d)) • Or an equivalent Zone 	<input type="checkbox"/>		<input type="checkbox"/>
2	Is the Lot Type greater than? <ul style="list-style-type: none"> • 200m² in area, and • 6m in width 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance checklist		Yes	N/A	Office Use
3	Is the Land? <ul style="list-style-type: none"> • Contaminated • Potentially contaminated • Unhealthy building land • Within an investigation area • Subject to unauthorised fill • A service station or previously used as a service station • Used for the purpose referered to in Appendix I of Council's Contaminated Land Policy. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the Land environmentally sensitive? <ul style="list-style-type: none"> • Coastal Waters • Coastal Lakes • Sepp 14 Coastal Wetlands • Wetlands • Land within 100m of any of the above • Critical habitat under Threatened Species or Fisheries Acts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the land contain heritage items or draft heritage items. Is the land in Heritage Conservation or draft areas or Wilderness areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the land reserved for acquisition or on Acid Sulphate Soils Map (Class I & 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do any trees on the subject property or within proximity to the proposal require a pruning or removal permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the land within <ul style="list-style-type: none"> • Foreshore Scenic Protection Area • Scenic Area or Preservation Area • Special area 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the land within a: <ul style="list-style-type: none"> • Flood Control Lot • Sandy soil area 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only	
	Date stamp every plan & first page of all documentation
	Calculate fees
	Attach receipt to application
Additional Comments	
Checked by	Date ____ / ____ / ____