

Development Application Lodgement Checklist

Property Details

DA Number _____

Unit/shop/suite	Street No & Street	Suburb	Postcode

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

- For Single Dwellings - complete Sections 1, 3 & 4
- For Dual Occupancy, Villas, Town houses and Residential Flat Buildings & Mixed Use Development - complete Sections 1, 2, 3, 4 & 5
- For Commercial & Industrial Development - complete Sections 1 & 2
- For Childcare Centres - complete Sections 1 & 7
- For any application that proposes Subdivision - complete Sections 1 & 8
- If your application is an Integrated Development or requires concurrence - also complete Section 10
- For Place of Public of Entertainment Application – complete sections 1 & 11
- If your application involves signage – also complete section 9

Section 1

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"/>	<input type="checkbox"/>
2	Estimated cost written on the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the estimate \$1 million or over? If yes,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Is a 'Value of Assessment' by a Quantity Surveyor also attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Has the applicant supplied a photo montage (this will be retained by Council).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Has a Gross Floor Area (GFA) Validation Report prepared by a qualified surveyor been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Has an Access Report demonstrating compliance with SEPP 65 (where applicable), DCP 28, & relevant standards been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the estimate \$3 million or over? If yes, also include below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Has a model at least to scale 1:100 been submitted? <i>Note: Any development with an estimated cost of \$5 million or more in the Wolli Creek area must supply a model at a scale of 1:500 to be retained by Council. Another model will be required at consent, if the proposal changes.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you consulted with your neighbours?	<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
Plans				
1	Have 6 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"/>
3	Do the Floor Plans clearly illustrate:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ 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?	<input type="checkbox"/>		<input type="checkbox"/>
	▪ 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	For all proposals that have two or more storeys, have 4 copies of shadow diagrams detailing shadows at 9 am, 12 noon & 3 pm at the shortest day (22 June) & the intermediate situation equinox (22 March or 22 September) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have 3 copies of a current Survey Plan been provided? <i>(generally for ALL applications except MINOR alterations and additions to existing dwellings, outbuildings, etc unless it is less than 500 mm from a site boundary)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	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"/>
8	Have 8 A4 size copies of Notification Plans been supplied showing Site & Elevation Plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Do these include neighbouring buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have 3 copies of Stormwater Drainage Plan (Stormwater Concept Plan) been provided? Also refer to Stormwater Management Section (Section 3) for requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application Lodgement Checklist		Yes	N/A	Office Use
Documentation				
1	Political Donations and Gifts If you or anyone with a financial interest in this application have made a reportable political donation or gift in the last two (2) years, a Disclosure Statement must be submitted with this application. For further information, please refer to Council's website. Have you attached a statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have 4 copies of Statement of Environmental Effect (SEE) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the SEE include a statement of compliance or variance with Council's codes & policies including reasons for any variance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the property a heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the application (other than for minor works) relates to a heritage item listed in the Schedule of LEP 2000, have you submitted a heritage impact assessment prepared by a suitably qualified heritage consultant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the property in the vicinity of a heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, the Statement of Environmental Effects lodged with the DA must address the effect of the proposed development upon the significance of the heritage item. (clause 60 of RLEP 2000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Has a Waste Management Plan for all new works involving construction, excavation, demolition, above & inground swimming pools & any work over \$20,000 been provided? (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the property in a Groundwater Protection Zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes and the proposal includes excavation, have you provided 3 copies of a Geotechnical Report that addressed the Groundwater Management Handbook by Sydney Coastal Council's Group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the property adjacent to a Rail corridor or busy road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes and the proposal includes excavation, have you provided 3 copies of a Geotechnical Report that addressed the Interim Guidelines for development near rail corridors and busy roads issued by the Department of Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the property identified as being contaminated, or potentially contaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, have you provided 3 copies of a Soil Contamination Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the building 5 or more storeys in height (over 15m)? ▪ If yes, a Wind Tunnel Testing Report is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the site subject to Sydney Airports Height Restriction & the proposed building height is in proximity to or above this height? ▪ If yes, an additional set of elevations showing the max RL's in AHD of any structure is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Have 4 copies of the Parking Plan been submitted? Do they show: ▪ Proposed parking arrangement and dimensions ▪ Entry & exit points for vehicles ▪ Provision for movement of vehicles with the site including dimensions ▪ Swept path diagrams for truck and commercial vehicle manoeuvres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Have you provided 3 copies of a Traffic report (eg Development on State Road, Mixed Use, RFB, Commercial etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Have you provided a driveway profile 1:20 in scale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2

Landscape		Yes	N/A	Office Use
1	Has the Landscape Plan DA Checklist been fully completed by the consultant and submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have 4 copies of the Landscape Plan been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3

Stormwater Management and Flood Management		Yes	N/A	Office Use
1	Has the Stormwater Certification been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the Stormwater Checklist been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the subject property fall to the rear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, please include either a: <ul style="list-style-type: none"> ▪ Completed 'Drainage of Low Level Property Checklist' ▪ Letter from Council approving lodgement. 	<input type="checkbox"/>		<input type="checkbox"/>
4	Is the property affected by flooding and/or overland flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, please include: <ul style="list-style-type: none"> ▪ a copy of Council's 'Flood advice letter' (if site affected), and ▪ Overland flow study (overland flow affected properties) and ▪ Flood Evacuation/Management Plan (where specified). 	<input type="checkbox"/>		<input type="checkbox"/>
5	▪ Have you provided details of on site detention/retention of stormwater in accordance with the requirements of DCP 78?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	If on site retention (absorption) is used, provide: <ul style="list-style-type: none"> ▪ Soil absorption test report or ▪ Absorption Rate Notice from Council. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4

BASIX Certificate Checklist		Yes	N/A	Office Use
<i>Required for all new dwellings, dual occupancies & multi unit dwellings. Also for all alterations & additions over \$50,000 or swimming pools (or pool & spa) with a capacity greater than 40,000 litres.</i>				
BASIX Certificate - Single Dwellings (granny flats & out buildings)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate - Dual Occupancies & Multi Unit Dwellings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate - Alterations & Additions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Comfort Section - Simulation Method indicated (ABSA documentation attached)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Comfort Section - Deemed to Comply indicated (Indicated on DA Plans)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5

Dual Occupancy, Villa, Town house, Residential Flat Building & Mixed Use Development - additional requirements		Yes	N/A	Office Use
1	For attached developments, have you provided an Acoustic Evaluation Report that satisfies the Council requirements for Insulation and Impact Isolation between floors/walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the proposal involve 3 or more storeys & 4 or more dwellings? If yes, see Section 6 of this checklist for additional submission requirements for SEPP 65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6

New Residential Flat Building - Checklist for SEPP 65 - additional requirements		Yes	N/A	Office Use
1	An additional 6 sets of plans (A3 preferred) been provided showing the new work coloured?	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Site Plan	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Floor Plans	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Elevation Plans	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Shadow Diagrams	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Survey Plan	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Parking Plan	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Landscape Plan	<input type="checkbox"/>		<input type="checkbox"/>
	Do all the plans include the Architect's Registration Number in the Title Block?	<input type="checkbox"/>		<input type="checkbox"/>
2	An additional 6 copies of the Statement of Environmental Effects.	<input type="checkbox"/>		<input type="checkbox"/>
3	6 copies of the Design Statement that includes:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ An explanation of the design in terms of the design quality principles set out in part 2 State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Development.			
	A Design verification statement from qualified designer in which the designer verifies:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ that he/she designed, or directed the design, of the residential flat development			
	▪ that the design quality principles set out in part 2 of SEPP 65 are achieved for the development.			
4	A sample board of proposed materials & colours of the façades.	<input type="checkbox"/>		<input type="checkbox"/>
5	Payment of the Design Review Panel fee	<input type="checkbox"/>		<input type="checkbox"/>

Section 7

Childcare Centres - additional requirements		Yes	N/A	Office Use
1	Have you provided 3 copies of a Traffic Impact Assessment Report?	<input type="checkbox"/>		<input type="checkbox"/>
2	Have you provided 3 copies of an Acoustic Report in accordance with DCP 31?	<input type="checkbox"/>		<input type="checkbox"/>
3	Has 3 copies of a Plan of Management been provided?	<input type="checkbox"/>		<input type="checkbox"/>

Section 8

Development Application for Subdivision (Torrens and Strata Title)		Yes	N/A	Office Use
1	Have 4 copies of draft Subdivision Plans been submitted. Do these include:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Proposed line of subdivision, consolidation or boundary adjustment			
	▪ Total site area for each proposed lot			
	▪ Numbering of each lot (700 & 701 if dual occupancy)			
2	Have 4 copies of Statement of Environmental Effect (SEE) been provided? And does the SEE include a statement of compliance or variance with Council's Code & Polices including reasons for any variance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If the proposal involves the strata subdivision of an old residential flat building. SEPP – Affordable Rental Housing, should be addressed. Please obtain advice from a Council planner prior to lodgement of the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application for Subdivision (Torrens and Strata Title)		Yes	N/A	Office Use
4	Subdivision of existing lots which require the provision of infrastructure ie roads, drainage, earthworks etc are to include 3 copies of the proposed infrastructure (concept plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 9

Signage		Yes	N/A	Office Use
1	Have details on any proposed advertising signs been provided? Including: <ul style="list-style-type: none"> ▪ Position of sign/s or structure on which the sign will be displayed ▪ All sign dimensions ▪ All content including wording, logos, graphics etc ▪ Construction materials & colours for the sign/s & any structure on which the sign will be displayed ▪ Height above ground level if the sign is free standing ▪ Any lighting to be provided, including any self illuminating signage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 10

Integrated Development/Development requiring Concurrence - additional requirements		Yes	N/A	Office Use
Note: 1) Integrated Development is listed under S91 of the EP&A Act 1979 2) Concurrence required under an EPI include development to which referral under SEPP (Infrastructure) 2007 and SEPP 64 applies				
1	Have 2 extra sets of plans and documentation been provided for each referral body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you provided a cheque for each referral body? Relevant Referral Body eg Department of Planning, Fisheries, Water & Energy, RailCorp etc <i>Please note - these cheques are to be made payable to the referral body NOT Council.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Payment of the Integrated Development/Concurrence Development Processing Fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 11

Entertainment Venues		Yes	N/A	Office Use
1	Have 6 copies of the floor plans been submitted? Do they show: <ul style="list-style-type: none"> ▪ Full floor plans, indicating the location of the proposed entertainment area / staging / band and DJ area in relation to the whole of the floor, including exits and partitioning. ▪ Types and dimensions of exits from the main entertainment area ▪ The number, dimensions and location of any fixed / unfixed seating and tables proposed for the entertainment area. ▪ Location of all essential Fire Safety Measures, e.g. Exit signs and emergency lights, Fire Hose reels, Smoke/heat alarms or detectors, portable fire extinguishers and the like. ▪ Location of toilets / amenities ▪ Location of kitchen 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has a Site Plan (6 copies) indicating ALL parking on site, including loading and unloading areas been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have 2 copies of specifications and certifications of : <ul style="list-style-type: none"> ▪ The type of construction and finish of floors, walls and ceiling of the area to which the application relates. ▪ Type of Fabric for upholstered chairs and fixtures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have 4 Copies of the Statement of Environmental Effects been provided? This document should include all relevant information such as (but not limited to): <ul style="list-style-type: none"> ▪ Hours of operation ▪ Maximum capacity of venue ▪ Heritage affectation ▪ Name / Contact details of manager of venue 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> ▪ Staffing levels and roles ▪ Frequency and type of functions proposed to be held ▪ Kitchen and catering details ▪ License details (eg. Liquor) ▪ Music / DJ / Band ▪ Disability access ▪ Security, Safety measures / Crime Prevention ▪ Noise Impacts to neighbours (Acoustic Report is required where residential exists within close proximity) ▪ Plant & Machinery to be installed or used on site ▪ Type, size & quantity of goods being stored, made or transported i.e. food items, catering equipment ▪ Loading and unloading facilities ▪ Waste Disposal Plan (required for commercial & food premises). ▪ Parking & Traffic Impact (comply with Council's Parking & Loading Code) ▪ Plan of Management including but not limited to, responsible service of alcohol, smoking on site and disposal of cigarette butts, disposal of rubbish generated by functions, anti loitering measures. ▪ Copy of Community Impact Statement (if available)? <p>NOTE: Referral to NSW Police may be required as part of the assessment of Entertainment Venues</p>			
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Office Use Only	
	Date stamp every plan & first page of all documentation
	Calculate fees
	Attach receipt to application
Additional Comments	
Checked by	Date ____ / ____ / ____