

Change of Use DA Checklist



Property Details

DA Number _____

Unit/shop/suite	Street No & Street	Suburb	Postcode

In addition to the Development Application form you must complete this checklist.

Change of Use Development Application Checklist		Yes	N/A	Office Use
1	Completed Development Application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the consent of all owners been provided? Has this section been correctly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the estimated cost written on the application form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Completed Construction Certificate form - please note all applications for Change of Use require a Construction Certificate even when there is no structural work being carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have 6 sets of site plans (A3 preferred wherever practical) been provided showing the new work coloured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the site plan show?			
	▪ Entire site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Street name & number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All structures on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All other tenancies on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Existing parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Adjoining properties & their uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have 6 sets of floor plans (A3 preferred wherever practical) been provided showing the new work coloured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the floor plan drawn to scale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the floor plan show?			
	▪ Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Room layout and intended use for each part of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Location of stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Bathroom facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Hand basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have 8 A4 size copies of Notification Plans been supplied showing Site & Elevation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do these including neighbouring buildings?	<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)

2 Bryant Street / PO Box 21 Rockdale NSW 2216

rcc@rockdale.nsw.gov.au www.rockdale.nsw.gov.au

DX 25308 Rockdale ABN 66 139 730 052

Tel 02 9562 1666 Fax 02 9562 1777

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8	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 and number of staff ▪ Plant & Machinery to be installed ▪ Type, size & quantity of goods being stored, made or transported ▪ Loading and unloading facilities ▪ Waste Disposal Plan (required for commercial & food premises). ▪ Parking (comply with Council's Parking & Loading Code) 	<input type="checkbox"/>		<input type="checkbox"/>

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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 / /