

LODGEMENT CHECKLIST – APPLICATION FOR COMMERCIAL DEVELOPMENT INVOLVING BUILDING WORK – *Includes any development involving building work (internal and external) and ancillary development (sheds, walls, structures)*

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) – The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (‘the Act’). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

NOTE: Applications will be accepted for lodgement in Council’s Customer Service Centre between 8.30am and 4.30pm, Mondays to Fridays (excluding Public Holidays).

✓ Please tick each box

- Document transmittal** (see reverse of this checklist)
- Application Form**
- Applicant’s details
- Property description
- Consent of owner/owners, Owners Corporation/Company Seal
- Political donations and gifts disclosure statement
- Detailed cost summary report for value of development between \$100,000 and \$10 million
- Quantity Surveyor’s detailed cost report for value of development \$10 million or more
- Correct fees**
- Title box on all plans** showing name of plan, drawn by, date drawn, version
- ONE (1) digital copy and ONE (1) paper copy of ALL plans and documentation is required**
- Location plan**
- Statement of environmental effects** – as per Part 1 of Schedule 1 of EP&A Regulation 2000 including all relevant Environmental Planning Instruments (eg State Environmental Planning Policies (SEPPs), Wollongong Local Environmental Plan 2009 (WLEP 2009), Wollongong Local Environmental Plan 1990 (WLEP 1990), Local Environmental Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Does your application involve any **exceptions to development standards** in the WLEP 2009? Eg floor space ratio, height?
- No
- Yes – If yes, a written request that seeks to justify the contravention of the development standard is required in accordance with Clause 4.6 of WLEP 2009.
- Does your application involve any **variations to development controls** in the WDCP 2009? Eg setbacks?
- No
- Yes – If yes, a variation statement is required, prepared in accordance with Clause 8 of Chapter A1 WDCP 2009.
- Clearing of native vegetation proposed?**
- Yes – Attach a Biodiversity Values Map and Threshold Tool Report. If the proposed clearing of native vegetation triggers entry into the Biodiversity Offsets Scheme, then a Biodiversity Development Assessment Report must also accompany the application.
- Impact on threatened species or ecological communities, or their habitats directly or indirectly?**
- Yes – Threatened species assessment in accordance with Sections 7.2, 7.3 and 7.4 of the Biodiversity Conservation Act 2016 must accompany the application.
- Site analysis plan** (drawn to scale) – refer Chapter A1 WDCP 2009
- Site plan** (excluding floor plans)
- Scale (1:200), north point
- Site dimensions
- Setback dimensions
- Location of easements (type) ROWs
- Contours to AHD (existing and proposed)
- Location of structures (existing and proposed)
- Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
- Location of trees/vegetation (existing and proposed)

✓ Please tick each box

- Location of fences (existing and proposed)
- Location of drainage facilities/services (existing and proposed)
- Structures/trees to be removed identified
- Proposed cut/fill (area, type, level to AHD)
- Location of external storage, work, activity areas
- Location of adjacent roads, road boundaries, existing fencing, footpaths, kerb and gutter with levels to AHD
- Location of stormwater drainage facilities and public utility services locations with levels to AHD
- Proposed waste management and recycling facilities
- Floor plan** (individual plan only)
- Scale (1:100), north point
- Building, room dimensions
- Room usage
- Location of window, door openings
- Floor level to AHD
- Wall, floor materials
- Details of access for persons with a disability – showing relationship to site levels
- Waste recycling storage – refer Chapter E7 WDCP 2009
- Landscape concept plan** – refer to Chapter E6 and other relevant chapters of WDCP 2009
- Elevation plan and Section plan** (excluding floor plans)
- Scale (1:100)
- Floor, ceiling height dimensions to AHD
- Overall building height dimensions to AHD
- Existing ground level to AHD
- Proposed finished ground level to AHD
- Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
- External building materials, finishes
- Colour of external finishes
- Shadow Diagram** (for commercial development with a residential component) - refer Chapter B1 WDCP 2009
- Drainage concept plan** – refer Chapters E14 and E15 WDCP 2009
- Demolition details** – refer to Chapters E7 and E21 WDCP 2009
- Use description** (if applying for use of)
- Working Hours
- Number of Staff
- Materials (in, out, type, quantity)
- Wastes (Type, quantity, disposal)
- Process description
- Bushfire hazard assessment report** - refer Chapter E16 WDCP 2009
- Flood information** – refer Chapter E13 WDCP 2009
- Geotech report** **M11 form**
- Site contamination preliminary assessment** – refer Chapter E20 WDCP 2009
- Site Waste Minimisation and Management Plan** – refer to Chapter E7 WDCP 2009
- Traffic and carparking impact assessment report** – refer Chapters B4 and E3 WDCP 2009
- Integrated development**
- Referral fee – \$320 (cheque to be made payable to the approving body)
- Wollongong City Centre – 3D Model specifications**
- BASIX Certificate** for the residential component of the building only may be omitted for additions/alterations with value under \$50,000)

Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging the application with Council. Please clearly write your name below and then initial and date the form to confirm that all required information is attached.

Name of Applicant	Applicant’s Initials	Date / /
OFFICE USE ONLY		
Checked by		Date / /

