

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 8.30 am and 4.30 pm, 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
- 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.

- Construction details**
 - Structural engineers plans (where applicable)
 - Specifications
 - Termite protection details (where applicable)
 - Fire safety details
 - Floor plan shows location of smoke detectors (where applicable)
 - Essential services details, standards, location
 - Site Management Plan
 - Location/specification of all soil, water management facilities
 - Storage space for building materials
 - Maintenance statement

- Miscellaneous**
 - Long service levy
 - Development contributions

- PCA Appointment**
 - Fee
 - Appointment form signed

- 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)
 - 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 easements (type) ROWs
 - Waste management details including composting and recycling

✓ Please tick each box

- 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
 - Waste recycling storage
 - Ancillary storage
- Elevation plan and Section plan** (excluding floor plans)
 - Scale (1:100)
 - Floor, ceiling height dimensions to AHD
 - Overall building height dimensions to AHD
 - Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
 - External building materials, finishes
- Drainage Plan**
 - On-site detention design
- Site Waste Minimisation and Management Plan**
- BASIX Certificate** (may be omitted for additions/alterations with value under \$50,000 and swimming pools with capacity under 40,000 litres)
 - Dated no earlier than 3 months before lodgement of this application
 - BASIX Property description (eg Street No. and Name) is correct
 - BASIX Suburb and Postcode is correct
 - Plan type and number and Lot number
 - BASIX Local Government area is WOLLONGONG
 - BASIX Project Type matches description of this development application

OFFICE USE ONLY

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 / /
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COUNCIL USE ONLY		
Checked by	Date / /	

