

LODGEMENT CHECKLIST – APPLICATION FOR MINOR DEVELOPMENTS – Dwelling Houses including Alterations / Additions and Ancillary Development (Swimming Pools, Sheds, etc)



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
- Political donations and gifts disclosure statement
- Detailed cost summary report for value of development > \$100,000
- 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 (e.g. 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
 - Contours to AHD (existing and proposed)
 - Location of structures (existing and proposed)
 - Location of driveways, vehicle parking/manoeuvring areas, vehicle crossing, footpath (existing, 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 – refer to Chapter E7 WDCP 2009
 - Landscape details (new dwellings only) – refer to Chapter B1 WDCP 2009
- 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 – refer Chapter E7 WDCP 2009
 - Ancillary storage – refer Chapter E7 WDCP 2009
- Elevation plan** **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
 - External building materials, finishes
 - Colour of external finishes (for environmental protection zones)
- Shadow Diagram** (two storey dwellings and second-storey additions to dwellings) – refer Chapter B1 of WDCP 2009
- Stormwater Drainage Concept Plan** – refer Chapter E14 WDCP 2009
- On-site detention design** – required for development that increases the impervious surface area of a site > 100m² in an area not identified as being in a concession zone
- Site contamination preliminary assessment** – refer Chapter E20 WDCP 2009
- Site Waste Minimisation and Management Plan** – refer to Chapter E7 of WDCP 2009
- Swimming pools**
 - Capacity
- 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
- Demolition details** – refer to Chapters E7 and E21 of WDCP 2009
- Geotech report** (required for dwellings, additions, swimming pools and retaining walls for land identified as unstable)
 - M11form
- Bushfire Report** – refer Chapter E16 WDCP 2009
- Flood information** (flood affected or possible flood affected property) – refer Chapter E13 WDCP 2009

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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 / /	

FORM DOCUMENT TRANSMITTAL



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Description	Plan or Document Number	Revision or Version Number	Date	Author