

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 (if applicable)
 - Political donations and gifts disclosure statement
- 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**
- Site analysis plan** (drawn to scale)
 - Site details (vegetation, buildings, fences)
 - Proposed building (driveways, recreation areas, views)
 - Orientation
 - Surrounding/nearby development (buildings, parks, trees, character)
 - Contours to AHD
 - Street frontage features
- Statement of environmental effects** (as per Part 1 of Schedule 1 of EP&A Regulation 2000) including
 - SEPP 64 Advertising and Signage if applicable
- 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 plan**
 - Scale (1:200), north point
 - Site dimensions
 - Location of easements (type) ROWs
 - Contours to AHD
 - Location of all buildings
 - Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing, proposed)
 - Location of trees/vegetation (existing, proposed)

✓ Please tick each box

- Location of fences (existing, proposed)
- Structures/trees to be removed identified
- Setback dimensions
- Proposed cut/fill (area, type, level to AHD)
- Sign description**
 - Illumination
- Elevation plan of sign and/or building on which sign is to be located**
 - Scale (1:100)
 - Height, width, length dimensions of signs
 - Finished colours shown on elevation
 - Existing ground level
 - External building materials, finishes
 - Content of sign

OFFICE USE ONLY

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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 / /	

