

**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)**

## APPLICATIONS FOR USE OF LAND – Not involving building work, mobile/temp buildings onsite eg outdoor mobile food vans

✓ Please tick each box

- Document Transmittal** (see reverse of this checklist)
- Application Form**
- Applicant's details
  - Property description
  - Consent of owner/owners
  - Consent of owner/owners, Owners Corporation/Company Seal
  - 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) refer Chapter A1 WDCP2009
- 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 Control Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Site plan** (use of land)
- Scale (1:200), north point
  - Site dimensions
  - Location of easements (type) ROWs
  - Contours to Australian Height Datum AHD
  - Location of all buildings
  - Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing, proposed)
  - Location of trees/vegetation (existing, proposed)
  - Location of fences (existing, proposed)
  - Structures/trees to be removed identified
  - Setback dimensions
  - Proposed cut/fill (area, type, level to AHD)
- Use description**
- Working hours
  - Number of staff
  - Materials (in, out, type, quantity)
  - Wastes (type, quantity, disposal)
  - Process description
- Elevation plan (if relevant)**
- Scale (1:100)
  - Floor, ceiling height dimensions
  - Overall building height dimensions
  - Existing ground level
  - Proposed finished ground level
  - External building materials, finishes
- Bushfire Report**

## APPLICATIONS FOR USE OF BUILDING – Including internal fit-out, change of building use and outdoor seating

✓ 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
  - 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 are required.**
- Location plan**
- Site analysis plan** (drawn to scale) refer Chapter A1 WDCP2009
- Site plan** (use of building)
- Scale (1:200), north point
  - Site dimensions
  - Location of all buildings, building usage
  - Location of driveways, vehicle parking/ manoeuvring areas
- Floor plan** (use of building) - individual plan only
- Scale (1:100), north point
  - Building, room dimensions
  - Room usage
  - Location of fixtures
  - Location of existing & proposed fire safety measures, eg exit signs
  - Location of window, door openings
  - Wall, floor materials
- Food and drink premises** - detailed plans to demonstrate compliance with Food Safety Standards and AS4674-2004
- 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 Control Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Use description**
- Working hours
  - Number of staff
  - Materials (in, out, type, quantity)
  - Wastes (type, quantity, disposal)
  - Process description
- BASIX Certificate** for change of use where a building becomes or incorporates a residential component
- 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

**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 / /
-------------------	----------------------	----------

### COUNCIL USE ONLY

Checked by	Date / /
------------	----------

