

Applicants must ensure that all the required information requested is attached before submitting the application to Council through the NSW Planning Portal. Use the tick boxes in the 'Applicant check' column in the table below to identify the associated plans and documents that are attached to the application.

	Dwelling houses & secondary dwellings	Swimming pools	Alterations and additions	Structures	Demolition	Subdivision/Boundary adjustment/Strata/Torrens/Community Title	Dual occupancy	Multi dwelling housing	Residential flat building/ Mixed use	Commercial	Industrial	Change of use	Boarding house	Signs	Modification	Applicant check – supplied	Council check – supplied
Legend:																	
● Required																	
○ May be required																	
Owners Consent																	
Consent of owner/owners, Owners Corporation/Company Seal	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Risk Assessment 66A Environmental Planning and Assessment Regulation 2021			○	○	○	○				○							
Plans																	
Survey including contours and true north point (Prepared and signed by a registered land surveyor)	●	●	●	○		●	●	●	●	○	○		○		○		
Location	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Site analysis/context																	
Scale (1:200)	●	●	●	○	●	●	●	●	●	●	●	●	●	●	●		
Setback dimensions	●	●	●	○		●	●	●	●	●	●		●	●	●		
Location of easement (type) ROW	●	●	●			●	●	●	●	●	●		●				
Contours to AHD (existing & proposed)	●	●	●			●	●	●	●	●	●		●				
Location of structures (existing & proposed)	●	●	●	●	●	●	●	●	●	●	●		●				
Location of roads, driveways, vehicle manoeuvring/crossing areas, footpath (existing & proposed) with levels to AHD	●		○			●	●	●	●	●	●		●				
Location of trees/vegetation (existing & proposed)	●	●	●	●	●	●	●	●	●	●	●		●				
Location of fences (existing & proposed)	●	●	●	○	○	●	●	●	●		●		●				
Location of drainage facilities & services (existing & proposed)	●	●	●			●	●	●	●	●	●		●				
Cut & fill (area, type, level to AHD)	●	●	●				●	●	●	●	●		●				
Location of sewer	●	●	●			●	●	●	●	●	●		●				
Fire hydrants						●		○	●		●		●				
Substations						●			●	○	○		○				

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Legend: ● Required ○ May be required																	
Floor																	
GFA calculations	●		●			○	●	●	●	●	●	○	●		○		
Building height plan 2D			●	○	○		●	●	●	●	●		●		●		
Scale (1:100) north point	●		●	●	●		●	●	●	●	●	●	●		●		
Room dimensions	●		●				●	●	●	●	●	●	●		●		
Room usage	●		●				●	●	●	●	●	●	●		●		
Location of windows and doors	●		●				●	●	●	●	●	●	●		●		
Floor/levels to AHD	●		●			○	●	●	●	●	●		●		●		
Wall, floor materials							●	●	●	●	●		●		●		
Waste, recycling facilities							●	●	●	●	●	●	●		○		
Storage facilities	●		●				●	●	●	●	●	●	●		○		
Service ducts									●								
Elevations																	
Scale (1:100)	●	●	●	●	○	○	●	●	●	●	●	○	●	●	●		
Sections depicting boundary conditions	●	●	●				●	●	●	●	●		●		●		
Floor & ceiling height dimensions to AHD	●		●	○			●	●	●	●	●		●		●		
Overall building height dimensions to AHD	●		●	●	○		●	●	●	●	●		●	●	●		
Existing & proposed ground levels, adjacent road & footpath levels at driveways & building entrances to AHD	●		○	○			●	●	●	●	●		●		○		
Adjacent buildings/structures	●	●	●	○	○		●	●	●	●	●		●	●	○		
External building materials, finishes & colours	●		●				●	●	●	●	●		●	●	○		

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Legend:																	
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Other plans																	
Shadow diagrams (B01 WDCP 2009)	●		●				●	●	●	●	●		●		○		
Landscape concept (B01, E06 WDCP 2009)							●	●	●	●	●		●		○		
Drainage concept (E14, E15 WDCP 2009)	●		●			○	●	●	●	●	●		●		○		
Site waste minimisation & management plan (E07 WDCP 2009)	●	●	●	●	●		●	●	●	●	●	○	●	○	○		
Subdivision (Prepared and signed by a registered land surveyor)						●	○	○	○	○	○		○				
Statement of environmental effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Reports																	
Departures from development standards (CI 4.6)	○		○	○		○	○	○	○	○	○		○		○		
Variation statement/s under WDCP 2009	○	○	○			○	○	○	○	○	○		○	○	○		
Clearing of native vegetation (biodiversity values map & threshold tool report &/or BDAR report for offsets scheme)	○	○	○			○	○	○	○	○	○		○		○		
Threatened species assessment (S7.2, 7.3, 7.4 of Biodiversity Conservation Act 2016)	○	○	○			○	○	○	○	○	○		○		○		
Acoustic reports							○	○	○	○	○		○		○		
Wind report (Chapter D13, cl 5.5 of WDCP 2009) All buildings greater than 32m in height, require a wind effects report; and All buildings over 50m in height, require a wind tunnel test.			●						●								
Bushfire (Chapter E16 WDCP 2009)	○	○	○			○	○	○	○				○		○		
Geotechnical (M11 form)	○	○	○			○	○	○	○	○	○		○		○		
Flood information (D13 WDCP 2009)	○	○	○			○	○	○	○	○	○	○	○		○		
Traffic & parking impact assessment/SIDRA modelling (B01, E03 WDCP 2009)						○	○	○	○	○	○	○	○		○		
Adaptable housing								○	●				●		○		
NCC (BCA) building upgrade report												●			○		
Demolition details (E07, E21 WDCP 2009)	○		○				○	○	○	○	○		○		○		

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Legend:																	
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Plan of management (Hotel/boarding house/restricted premises)										○	○	○	●				
Heritage Impact Statement (Chapter E11 WDCP 2009)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Aboriginal Cultural Heritage Assessment (Chapter E10: Aboriginal Heritage WDCP 2009)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Demolition and Construction Noise and Vibration Management Plan									○	○			○				
SEPP (BASIX)																	
Certificate dated no earlier than 3 months before lodgement	●	○	○				●	●	●			○			○		
Property description	●	○	○				●	●	●			○			○		
Suburb & postcode	●	○	○				●	●	●			○			○		
Lot & DP	●	○	○				●	●	●			○			○		
LG area is Wollongong	●	○	○				●	●	●			○			○		
Project type matches description of development	●	○	○				●	●	●			○			○		
SEPP Sustainable Buildings																	
<u>Net Zero Statement</u> (must be certified by a qualified mechanical or electrical engineer)																	
Commercial developments (offices with a net lettable area of at least 1,000m ² , hotel or motel accommodation with at least 100 rooms and serviced apartments with at least 100 apartments) and certain State Significant Developments with cultural, health and educational uses									○	○							
Sustainability rating (NABERS, Greenstar, other, etc)									○	○							
SEPP Resilience and Hazards																	
Preliminary site assessment	○	○	○			○	○	○	●	○	○	○	○				
Detailed site investigation							○	○	○	○	○	○	○				
Remediation action plan							○	○	○	○	○	○	○				

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SEPP (Housing) (Formerly SEPP65)																	
Design verification statement									●								
Design quality principles assessment									●								
Apartment design guide assessment									●								
Existing & likely future character context assessment									●								
Photo montages in the setting									●								
Sample of finishes & materials									●								
Miscellaneous																	
Supply of electricity (Application for connection of load & reply from Endeavour Energy)					○			○	●	○	○						
City centre 3D model									●								
Cost summary report (less than \$2m)	●	●	●	●	●	●	●	●	○	●	●	●	●	●	●		
Estimated development cost report (appropriately qualified quantity surveyor who is a member of a relevant professional body, such as the Australian Institute of Quantity Surveyors (AIQS) or Royal Institute of Chartered Surveyors (RICS))									●	○							

Please type in your name and initials below and date the form to confirm that all required information is attached.

Once completed, save and upload the completed checklist as an attachment to your application in the NSW Planning Portal.

Name of Applicant:	Applicant's Initials:	Date:
OFFICE USE ONLY		
Checked by:	Date:	