

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia  
Telephone: 9735 1222 Facsimile: 9643 1120 Email: [auburncouncil@auburn.nsw.gov.au](mailto:auburncouncil@auburn.nsw.gov.au) Web: [www.auburn.nsw.gov.au](http://www.auburn.nsw.gov.au)

## CHANGE OF USE - Outdoor Dining Applications

THIS CHECKLIST IS TO BE COMPLETED BY THE APPLICANT AND THEN COMPLETED BY THE DUTY OFFICER

Property Address	
Proposal	

	NOTES	Copies Required	Submitted	Office Use Only
<b>DESCRIPTION</b>				
<b>Application Form &amp; Consent of Owners</b>	The application form must be correctly completed – with applicant's details & signatures of ALL owners & strata body or community body if applicable.  NB. If the owner is a company or owner's association eg. Body Corporate, must be signed by a director or secretary UNDER COMMON SEAL. If outdoor dining is proposed on Council footpath, written consent from Council is required	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>Australian Bureau of Statistics</b>	See <i>Statistical Information</i> sections of Development Application Form.	1	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correct Fee</b>	In accordance with Council's Schedule of Fees & Charges.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement of Environmental Effects</b>	Full description and an assessment of the potential environmental impacts of the proposal. Full details of existing site operations should be included	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans/Elevations/Sections</b>	Full drawings of development – (1:100 Scale / 1:200 & reduced to A3). <b>All plans are to be folded.</b>	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage Details</b>	If any additional external signage is proposed as part of the application, details should be provided – including height, area, content, elevation drawings showing location on fixtures, facade etc.	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b>	Prepared to a suitable scale including dimensions and showing the exact area intended to be used for outdoor dining. The location of property boundaries, kerb line and any existing structures, signs, bins, seating, etc are to be shown on plan.	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Specifications</b>	Detailed specifications of the structure in accordance with Building Code of Australia (BCA).  Only required if application includes Construction Certificate.	4	<input type="checkbox"/>	<input type="checkbox"/>
<b>Materials &amp; Finishes</b>	Samples Required / Colour Charts etc.	2	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Impact Statement</b>	If Heritage Item or in a Conservation Area – See Auburn LEP2000 <a href="http://www.auburn.nsw.gov.au">www.auburn.nsw.gov.au</a>	4	<input type="checkbox"/>	<input type="checkbox"/>
<b>Political Donation or Gift Disclosure</b>	Disclose any donation or gifts – check if complete		<input type="checkbox"/>	<input type="checkbox"/>
<b>Warning: It is Council policy not to accept incomplete Development Application documentation. This includes delayed provision of any consultant reports.</b>				

**DECLARATION BY APPLICANT**

I have read the **DEVELOPMENT APPLICATION CHECKLIST** and provided documentation for this application consistent with the provisions of the checklist. I understand that a failure on my part to provide all information required by the **CHECKLIST** will result in Council not proceeding with the processing of my application until the required documentation is provided in full and may result in a refusal or rejection of my application.

Applicant's Name (Print Please) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Is the DA OK for lodgement?       Yes       No      I have sighted all of the above documents.

\_\_\_\_\_  
Full name of Duty Officer

\_\_\_\_\_  
Signature of Duty Officer

\_\_\_\_\_  
Date

**THE FOLLOWING ADDITIONAL INFORMATION MUST BE SUBMITTED PRIOR TO COUNCIL ACCEPTING THIS APPLICATION (TO BE COMPLETED BY DUTY OFFICER):**