

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

CHANGE OF USE - Shops & Other Applications

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

Property Address	
Proposal	

DESCRIPTION	NOTES	Copies Required	Submitted	Office Use Only
Application Form & Consent of Owners	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.	1	<input type="checkbox"/>	<input type="checkbox"/>
Australian Bureau of Statistics	See <i>Statistical Information</i> sections of Development Application Form.	1	<input type="checkbox"/>	<input type="checkbox"/>
Correct Fee	In accordance with Council's Schedule of Fees & Charges.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects	Full description and an assessment of the potential environmental impacts of the proposal against relevant planning controls.	8	<input type="checkbox"/>	<input type="checkbox"/>
Plans/Elevations/Sections	Full drawings of development – (1:100 Scale / 1:200 & reduced to A3). All plans are to be folded.	8	<input type="checkbox"/>	<input type="checkbox"/>
Signage Details	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"/>
Fit-out Details	Required for all premises	8	<input type="checkbox"/>	<input type="checkbox"/>
Notification Plans	Site plan & elevations reduced to A4 size. NB: should not include floor plans.	10	<input type="checkbox"/>	<input type="checkbox"/>
Survey Plan	Prepared by a Registered Surveyor (not required for internal fit-out only)	8	<input type="checkbox"/>	<input type="checkbox"/>
Site Analysis	Required for all applications	8	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan	Required for all applications	2	<input type="checkbox"/>	<input type="checkbox"/>
Building Specifications	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"/>
Materials & Finishes	Samples Required / Colour Charts etc.	2	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement	If Heritage Item or in a Conservation Area – See Auburn LEP2000 www.auburn.nsw.gov.au	4	<input type="checkbox"/>	<input type="checkbox"/>
Political Donation or Gift Disclosure	Disclose any donation or gifts – check if complete		<input type="checkbox"/>	<input type="checkbox"/>

Warning: It is Council policy not to accept incomplete Development Application documentation. This includes delayed provision of any consultant reports.

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):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>