

PLACE OF PUBLIC WORSHIP

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 & an assessment of the potential environmental impacts of the proposal against relevant planning controls.	8	<input type="checkbox"/>	<input type="checkbox"/>
CD ROM	All plans (TIF format) & all documents (PDF or TIF format). File name to include name and date of document. One file for each document.	1	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic & Vibration Report	Prepared by appropriately qualified/practising acoustic engineer. Shall include assessment of potential level of noise/vibration experienced by the proposal and recommendations for noise and/or vibration attenuation in accordance with NSW Environmental Protection Authority's Noise Manual and relevant Australian Standards.	4	<input type="checkbox"/>	<input type="checkbox"/>
Contamination Report	If land is contaminated or potentially contaminated, contamination report must be prepared in accordance with State Environmental Planning Policy (SEPP) No. 55 – Remediation of Land.	4	<input type="checkbox"/>	<input type="checkbox"/>
Traffic & Parking Impact Report	Prepared by an appropriately qualified traffic engineer/planner. Shall include assessment of potential traffic and parking impacts of the development. Should indicate compliance with AS2890.	4	<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"/>
Notification Plans	Site plan & elevations reduced to A4 size. NB. Should not include floor plans.	10	<input type="checkbox"/>	<input type="checkbox"/>
Shadow Diagram (2 Storey + Only)	9.00am – 12.00pm – 3.00pm (Winter Solstice). Plans and elevation required.	8	<input type="checkbox"/>	<input type="checkbox"/>
Survey Plan	Prepared by a Registered Surveyor and showing buildings, contours and spot levels to AHD.	8	<input type="checkbox"/>	<input type="checkbox"/>

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Site Analysis	Required for all Applications	8	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	Prepared by a qualified landscape architect	8	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Maintenance Strategy	Prepared by a qualified landscape architect	4	<input type="checkbox"/>	<input type="checkbox"/>
Materials and Finishes	A4 Sample Board & A4 File Copy	1 each	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage or Colour perspective	A3 or A4 as viewed from the public domain	4	<input type="checkbox"/>	<input type="checkbox"/>
Site Management Plan	Indicating stockpiles, etc	4	<input type="checkbox"/>	<input type="checkbox"/>
Site Stormwater Plan	Showing method of stormwater management in accordance with Auburn Stormwater Drainage Development Control Plan – hydraulics, (including Checklist if required).	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"/>
Erosion and Sediment Control	Where soil disturbed – details should be indicated on plans	8	<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 gift – 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"/>