

DETACHED DWELLINGS, SECONDARY DWELLINGS (GRANNY FLATS), DUAL OCCUPANCY DEVELOPMENT- (including Alterations & Additions)

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"/>
Notification Plans	Site plan & elevations reduced to A4 size. NB. Should not include floor plans.	10	<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"/>
Survey Plan	Prepared by a Registered Surveyor-written contours & spot heights to AHD.	8	<input type="checkbox"/>	<input type="checkbox"/>
Shadow Diagrams (2 Storey Only)	9.00am – 12.00pm – 3.00pm (Winter Solstice 21 June)	8	<input type="checkbox"/>	<input type="checkbox"/>
Site Analysis	Required For All Applications	8	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	Quality plans showing plantings and species and hard and soft surface areas.	8	<input type="checkbox"/>	<input type="checkbox"/>
Site Stormwater Plan	Showing method of stormwater management in accordance with Auburn Stormwater Drainage Development Control Plan. <u>(If site slopes to the rear, please refer to Note 1 below).</u>	8	<input type="checkbox"/>	<input type="checkbox"/>
Site Management Plan	Indicating location of stockpiles, etc	8	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan	Required For All Applications detailing waste which is being dealt with.	2	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate	Energy/Sustainability performance certificate - further information available at: www.basix.nsw.gov.au - For all new dwellings, secondary dwellings and dual occupancy. Residential alterations and additions.	4	<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"/>
Contamination Report in accordance with SEP55 requirements	Phase 1 Preliminary Contamination Report required where bulk excavation is proposed such as a basement carpark	4	<input type="checkbox"/>	<input type="checkbox"/>

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Erosion & Sediment Control	Where soil disturbed – details should be indicated on plans.	8	<input type="checkbox"/>	<input type="checkbox"/>
Materials & Finishes	Samples Required / Colour Charts etc.	2	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement	The site is a 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"/>
<p>NOTE: If the site slopes to the rear, the owner/applicant shall obtain a drainage easement through the adjacent/down stream properties to drain the property via gravity. A letter of agreement for the proposed easement shall be submitted to Council with stormwater plan.</p> <p>If the adjacent/down stream property owner refused the request for granting a drainage easement, Council may consider a combined charged system (via one out let to street) and absorption trench. In this regard,</p> <ul style="list-style-type: none"> • The application must be supported by letters from all the adjoining down stream owners stating their unwillingness to grant an easement. This letter shall state the amount of compensation offered with respect to the proposed easement. • The proposed absorption trench shall have void area as stated in "Auburn Development Control Plans 2000-Stormwater Drainage". This void volume can not be considered as volume of aggregate. • The proposed absorption trench shall be constructed parallel to the contour of the development site. • The proposed trench shall be 3000mm away from proposed dwellings and common boundary. • A detailed landscape plan clearly indicating proposed paving area in square metres shall be submitted. Maximum paved/roof area drain towards the absorption trench shall be 60.0 square metres. • All roof gutters shall be designed for 100 year ARI storm event. Gutter sizes and downpipe spacing shall be supported with calculations. <p>Please note that the charged line option is not possible when the site requires on site detention facility.</p>				
<p>Warning: It is Council policy not to accept incomplete Development Application documentation. This includes delayed provision of any consultant reports.</p>				
<p>DECLARATION BY APPLICANT</p> <p>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</p>				

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):