

## SUBDIVISION (TORRENS, STRATA, COMMUNITY & STRATUM)

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
<b>Application Form &amp; Consent of Owners</b>	The application form must be correctly completed – with applicant's details & signatures of <b>ALL</b> 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"/>
<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 & an assessment of the potential environmental impacts of the proposal against relevant Local Environmental Plan and Development Control Plan controls.	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subdivision Plan</b>	Subdivision plan/s showing proposed subdivision – (1:100 Scale / 1:200 & reduced to A3) – prepared by a Registered Surveyor	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans / Elevations / Sections</b>	Full drawings of development if works proposed as a result of the subdivision (1:100 Scale / 1:200 & reduced to A3). <b>All plans are to be folded.</b>	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notification Plans</b>	Site plan & elevations reduced to A4 size	10	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Stormwater Plan</b>	Showing method of stormwater management in accordance with Auburn Stormwater Drainage Development Control	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Specifications</b>	Detailed specifications of any subdivision works requiring Construction Certificate in accordance with Building Code of Australia (BCA).  Only required if application includes Construction Certificate.	4	<input type="checkbox"/>	<input type="checkbox"/>
<b>Erosion and Sediment Control</b>	Where soil disturbed – details should be indicated on plans	8	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage Impact Statement</b>	If Heritage Item or in a Conservation Area – See Auburn Local Environmental Plan2000 <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>	Disclosure 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):**