

Development Application Checklist

- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement
- This checklist should be completed by the Applicant and accompany the Development Application (DA) Form **(Note: additional information/copies may be required for lodgement of a Construction Certificate (CC) – see CC form for details)**
- Lodgement of your application will be delayed if the information below is not provided

Information to be provided when lodging a Development Application

Choose the relevant Development Type from the columns on the right-hand-side. Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

Development Types

Food & Drink Premises Fitout	Alterations or Amendments to Commercial/Industrial Building	Alterations or Amendments to Educational Building	New Commercial Building	New Industrial Building	New Educational Building
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1 Electronic Copies

Both Parts of the Development Application Form and all Associated Documents need to be named and saved as separate documents on a usb/disc in accordance with Council's Naming Convention referred to in the GUIDE.

To assist us in processing your application as quickly as possible, applications submitted without following these guidelines will not be accepted and will be returned.

2 Completed Development Application Form (1 electronic copy)

Part A – Personal Information (saved as separate document)

Complete all sections where applicable – applicant/s name and address, address and title (ie: Lot & Deposited Plan (DP)) of the land, signatures of **ALL OWNERS/AUTHORISED PERSONS** of the property (this may be an attached document if necessary), applicant's signature, political donations declaration.

Part B – Proposed Development (saved as separate document)

Complete all sections where applicable – applicant/s name, address and title (ie: Lot & Deposited Plan (DP)) of the land, development description, estimated cost, type of application, and other approvals.

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3 Statement of Environmental Effects (SEE) (1 electronic copy)

A detailed description of the proposal which includes information on any impacts the development may have on the environment or adjoining sites and the measures, if any, that will be taken to reduce or address any potential impact.

SEEs for Commercial/Industrial/Educational development need to outline the following information:

Hours of Operation

Number of Patrons/Occupants

Method of Delivery for Goods & Products

Method of Waste Collection

NOTE: Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information concerning SEEs.

4 Plans (1 electronic copy of each set of plans)

Separate site plans may be provided to differentiate between existing and proposed.

4.1 Site Plan/s

Plans must show:

- boundary dimensions, site area & true (not magnetic) north point
- location of any easements and services, including location of on-site sewage management system and trenches
- existing vegetation/trees
- existing levels of land in relation to buildings and roads
- the location and uses of existing building/s on the development and adjoining sites
- the location of any existing parking spaces
- location of proposed building/s or works, including distances of building/s to boundaries, existing buildings and adjoining development/s
- location of proposed driveways and parking spaces
- location of outdoor clothes drying area
- location of garbage storage/collection
- proposed method of draining stormwater from land/building, including on-site detention (i.e. rainwater tanks)

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4.2 Proposed Development Plans

Standard Plans must contain the following information:

- Floor plans, showing:
 - proposed ground levels, floor levels and road levels (AHD levels preferable, essential if on flood prone land)
 - the proposed use of each room/space including any seating/dining arrangements
- Elevation and Section Plan, showing:
 - proposed external finishes, and
 - internal and external height/s of any proposed building/s
- location of solid fuel heater and/or any air-conditioning systems, including the location of any flue/chimney (if proposed)
- if the proposal is in an area that is subject to bushfire:
 - level of Construction Requirements
- if the proposal includes any demolition:
 - the structures to be demolished

Detailed Plans of Commercial Kitchen

- Floor plans, drawn at scale 1:50, showing layout of all equipment, benches, fixtures, fittings and mechanical exhaust
- Sectional elevations, drawn at scale 1:50, showing details of mechanical ventilation
- Mechanical exhaust ventilation plans
- Hydraulic plans, detailed plumbing connections, floor waste positions and trade waste details
- Schedule of finishes, including details of floors, walls, ceilings, equipment, fixtures and fittings finishes

Signage Plans

- Site plans, drawn at scale 1:50, showing the location of any proposed signage on the site
- Sectional elevations, drawn at scale 1:50, showing the details of any proposed signage

Concept Stormwater Management Plan prepared by a suitably qualified person, showing how stormwater is to be managed on the site.

Driveway Long Section Plan showing the design levels of any proposed driveways.

Floor Space Ratio Calculation Plan showing the calculation of the floor space in accordance with Clauses 4.4 and 4.5 of Kiama LEP 2011.

Landscape Plan prepared in accordance with Chapter 8 of Kiama DCP 2012.

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4.3 Neighbour Notification Plan

Neighbour Notification Plan/s (A4 size only) need to indicate the height, external appearance and the location of the development on the site. Neighbour Notification Plan/s shall include:

- Site Plan
- Elevation Plans
- Dimensions

Neighbour Notification Plan/s must exclude floor plans.

5 Cost Report (1 electronic copy)

Required for all development with an estimated cost (including materials and labour) exceeding \$100,000. Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

- **Cost Summary Report** for development with an estimated cost (including materials and labour) >\$100,000 - < \$1 Million. This report is to be prepared by the applicant or a suitably qualified person
- **Quantity Surveyor's Report** for development with an estimated cost (including materials and labour) >\$1 Million. This report is to be prepared by a registered Quantity Surveyor

6 Section J Verification (1 electronic copy)

A report, prepared by a suitably qualified person, verifying the development's compliance with Section J of the National Construction Code Volume One is required for all Class 3, 5, 6, 7, 8 and 9 buildings.

7 Waste Minimisation & Management Plan (1 electronic copy)

All Waste Minimisation & Management Plans are to be prepared in accordance with Chapter 1 of Kiama DCP 2012. Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

Additional information that may be required

Council may ask for further information during the assessment process. If the answer is **YES** to any of the questions below then Council will require further information and/or plans (and possibly extra fees) to be submitted with the Development Application. In this case it is suggested you speak to a Council Officer to ascertain what additional information is required. Supplying this information up-front can help reduce delays during the development assessment process.

Does the proposed development involve:

YES

NO

- **Construction of a new building or additions and alterations to an existing building greater than one storey?**

Shadow diagrams are required for all development greater than one storey. Applications for additions & alterations and/or outbuildings may require shadow diagrams. Shadow Diagrams, showing the availability of sunlight to adjoining/nearby developments, including living rooms and private open spaces of the subject development as well as adjoining properties, needs to accompany an application for these types of development.

- **Both a commercial and residential component?**

Developments involving both a commercial and residential component need to provide all documentation outlined in the relevant Development Application Checklist for the specific uses.

- **A change to the building's classification under the Building Code of Australia or extensive alterations to an existing building?**

The *Environmental Planning and Assessment Regulation 2000* requires Council to be satisfied that the building, once changed or altered, meets the relevant sections of the Building Code of Australia (BCA). A BCA report, prepared by a suitably qualified person, addressing the relevant sections of the BCA needs to accompany an application for these types of development.

- **Requests to vary any Development Standards of Kiama Local Environmental Plan (LEP) 2011?**

Requests to vary any development standards of Kiama LEP 2011 are to be prepared in accordance with the provisions of Clause 4.6 of Kiama LEP 2011 and the Department of Planning and Environment's – 'A Guide to Varying Development standards: August 2011'. Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

- **Requests to vary any Development Controls of Kiama Development Control Plan (DCP) 2012?**

Requests to vary any development controls of Kiama DCP 2012 are to be prepared in accordance with the requirements of Section 37 of Chapter 2 of Kiama DCP 2012. Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

- **Demolition?**

The following information needs to accompany a Development Application that involves demolition:

- Asbestos & Hazardous Material Assessment Audit
- Risk Assessment & Management Plan
- Demolition Plan

Refer to Section 1 of Chapter 2 of Kiama DCP 2012 for more information.

Does the proposed development involve:

YES

NO

- **Earthworks?**

Whenever soil is moved from one property to another, it must be classified prior to transport in accordance with the NSW EPA Waste Classification Guidelines 2014. Applications that include earthworks (i.e. excavation and/or filling) need to be accompanied by the following information:

- Source or destination of material/s
- Classification of material/s

- **Development on Bush Fire Prone Land?**

Development on Bush Fire Prone Land needs to be carried out in accordance with 'Planning for Bush Fire Protection' prepared by the NSW Rural Fire Service. Refer to RFS's 'for Single Dwelling Development Applications' for more information. Certain development on Bush Fire Prone Land may be classified as Integrated Development, refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

- **Development on Flood Prone Land?**

Where no flood study/management plan has been adopted for a specific site, applications that are likely to affect or be affected by flood levels will need to be accompanied by a flood assessment report carried out by a suitably qualified engineer in this field. All flood assessment reports are to be prepared in accordance with Chapter 29 of Kiama DCP 2012.

- **Development on or adjacent to a Heritage Item/Area?**

Schedule 5 of Kiama LEP 2011 lists the Heritage Items and Conservation Areas in the Municipality. A heritage impact statement and/or a heritage conservation management plan may be required for development on or adjacent to a Heritage Item/Area. Further advice is available from Council's Development Assessment Officers if needed.

- **Development on land which is or may be contaminated?**

A Contamination Assessment, prepared by a suitably qualified professional, may be required to determine if the site is suitable for the development or if remediation works are required. Further advice is available from Council's Development Assessment Officers if needed.

- **Development that may significantly affect threatened species, populations, or ecological communities?**

Where threatened species, populations or ecological communities are present on the site a Biodiversity Assessment Report, prepared in accordance with the *Biodiversity Conservation Act 2016*, or a Species Impact Statement may be required. Further advice is available from Council's Development Assessment Officers if needed.

- **State Government Approval**

Integrated Development is development that requires approval/s from other government agencies before the development may lawfully be carried out. Applications for Integrated Development will need to pay additional fees. Refer to Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for more information.

NOTE: The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Development Application. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the development assessment process. Under Clause 51 of the *Environmental Planning & Assessment Regulation* Council may reject an application in the first fourteen (14) days due to lack of required information.

If you are unsure as to what any of the questions may be referring to Council's Development Assessment Officers are available between 8.30am and 11am weekdays for advice.