

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 Subdivision Works Certificate – see Subdivision Works Certificate 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

Development Types

Subdivision of Land

Subdivision of Building

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.

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.

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.

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

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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:

- Existing 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 and uses of existing building/s on 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 garbage storage/collection
- proposed method of draining stormwater from land/building, including on-site detention (i.e. rainwater tanks)
- proposed access location/s

4.2 Proposed Development Plans

Subdivision Plans must contain the following information:

- proposed lot numbering or lettering (i.e. Lot 1 or Lot A)
- proposed lot dimensions & areas
- location of any proposed easements, restrictions or right-of-ways
- location of any proposed building envelopes

Strata Plans must contain the following information:

- proposed lot numbering or lettering (i.e. Lot 1 or Lot A)
- proposed lot dimensions & areas
- location of any proposed easements, restrictions or right-of-ways
- location of any proposed common property
- location of any communal open space
- location of any existing buildings ground levels, floor levels and road levels (AHD levels preferable, essential if on flood prone land) to be subdivided
- elevations and sections showing any proposed horizontal lot boundaries
- location of any allocated car parking spaces

4.3 Neighbour Notification Plan

An A4 plan of the proposed subdivision

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5 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

- **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.

- **Construction of public or private vehicular access or drainage?**

Engineering plans (drawn to scale), including any elevations, cross sections and longitudinal sections of proposed private accessways and public roads and/or stormwater drainage pipes needs to accompany a Development Application for subdivision that includes these works. Please refer to Council's Engineering Development Specifications for more information.

- **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

Does the proposed development involve:

YES

NO

- **The creation of 'Battle-axe' blocks, public open space or public roads?**

A Landscape Plan prepared in accordance with Chapter 8 of the DCP 2012 needs to accompany a Development Application for these types of subdivisions.

- **Changes to or the installation of a new driveway?**

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

- **Both the construction of a building and subdivision?**

Developments involving both construction of a building and subdivision need to provide all documentation outlined in the relevant Development Application Checklist for the specific type of building.

- **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.