



Development Application Lodgement Checklist

Property Details

DA Number _____

Unit/shop/suite	Street No & Street	Suburb	Postcode

In addition to the Development Application form you must complete the relevant Sections of this checklist as noted below:

- Demolition – complete Sections 1 & 2
- Single Dwellings - complete Sections 1, 2, 4 & 5
- Dual Occupancy - complete Sections 1 to 5
- Villas, Townhouses – complete Sections 1 to 5
- Residential Flat Buildings & Mixed Use Development – complete Sections 1 to 6
- Commercial & Industrial Development - complete Sections 1 to 4 & 6
- Subdivision - complete Sections 1 & 7
- First Use or Change of Use – complete Sections 1 & 8
- Business Identification signage – complete Sections 1 & 9
- If the application is an Integrated Development or requires concurrence - also complete Section 10
- Additional Requirements for Bayside East – complete Sections 11 to 16

Section 1

Development Application Lodgement Checklist		Yes	N/A	Office Use
1	Has the consent of all owners been provided? Has this section been correctly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you completed the Declaration of Relationship to Council? ▪ Have you answered 'Yes' to the question?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3	Political Donations and Gifts If you or anyone with a financial interest in this application have made a reportable political donation or gift in the last two (2) years, you are required to attach a Disclosure Statement to this application. For further information refer to Council's website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2

4	Is the estimate \$500,000 or over? If yes, is a 'Value of Assessment' by a Quantity Surveyor attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the estimate \$1 million or over? If yes, ▪ Has a photomontage been supplied?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	▪ Has a Gross Floor Area (GFA) Validation Report prepared by a qualified Surveyor been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

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Development Application Lodgement Checklist		Yes	N/A	Office Use
6	Is the estimate \$3 million or over? If yes, has a model of the proposal and neighbouring buildings at a scale of at least 1:200 been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans				
1	All Plans must be submitted showing the new work coloured on a CD/USB in accordance with Council's Electronic Lodgement Guidelines for Building and Development Applications.	<input type="checkbox"/>		<input type="checkbox"/>
2	Plans must include a Title Block, scale (1:100 or 1: 200), North point and Architects Name and Qualifications.	<input type="checkbox"/>		<input type="checkbox"/>
3	A Site Analysis Plan is required for all Applications	<input type="checkbox"/>		<input type="checkbox"/>
4	The Site Plan must show:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Street name and number	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Site dimensions, area and any Reduced Levels (RLs) related to Australian Height Datum (AHD)	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Boundary setbacks to existing and proposed buildings/structures	<input type="checkbox"/>		<input type="checkbox"/>
	▪ All structures on site	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Location of proposed pool, including location of pool fencing, filters and pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Location of adjacent building/properties including windows and doors	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property. Plans must identify trees being retained/removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Floor Plans must show:			
	▪ Figured dimensions of proposed work and any existing buildings to be retained	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Layout of proposed development including property boundaries, setbacks from boundaries and adjoining buildings on each floor plan drawing	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Internal walls/partitions & room names for use	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Location of stairs and Reduced Levels (RLs) related to Australian Height Datum (AHD)	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Calculations of all existing and proposed floor areas	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Section line and location on plan	<input type="checkbox"/>		<input type="checkbox"/>
	▪ A floor plan of the Principal Dwelling is required where the proposal is for a Secondary Dwelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Elevations and Sections must show:			
	▪ Existing ground levels, floor levels, ceiling levels and roof/ridge levels as RL's to AHD	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Property boundaries, setbacks from boundaries and adjacent buildings	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Proposed pools showing section indicating depths, pool fencing heights and location of filters and pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ External finishes, colours and materials	<input type="checkbox"/>		<input type="checkbox"/>
	▪ For buildings 2 or more storeys, the maximum ridge height and natural ground level using as RL's to AHD and adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	For all proposals that have a first floor addition or propose two or more storeys, a Streetscape Analysis/Street Elevation must be provided. The Elevation must include a detailed assessment of the proposed building in regards to neighbouring buildings including setbacks and RL's to AHD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Application Lodgement Checklist		Yes	N/A	Office Use
8	For all proposals of two or more storeys, Shadow Diagrams based on 'true north', detailing shadows at 9 am, 12 noon and 3 pm at the shortest day (22 June) and the intermediate situation equinox (22 March or 22 September) must be provided. Elevational Shadow Diagrams of the Northern elevation of any Southern adjoining residential development must be provided, demonstrating the resultant shadow impacts of the proposed development at 9 am, 12 noon and 3 pm at the shortest day (22 June) and the intermediate situation equinox (22 March or 22 September). A statement of compliance within the SEE shall identify rooms impacted and evidence of how the development has mitigated resultant overshadowing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	A current Survey Plan must show all RL's related to AHD for all applications. The Survey Plan must show all easements and any utilities within and located forward of the site frontage/s, including location of adjoining houses/dwellings, window locations, and the maximum RL/ridge height of adjoining buildings.	<input type="checkbox"/>		<input type="checkbox"/>
10	A Soil & Water Management Plan must be provided for all demolition, new buildings & significant earthworks, inground pools and any work over \$25,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	For all proposals including demolition, a plan showing any proposed demolition works must be provided. Addition requirements for Bayside East: <ul style="list-style-type: none"> ▪ A Demolition Traffic Management Plan is required for all sites with an area in excess of 1,000m²; and ▪ A "Hazardous Materials Survey" prepared by a qualified environmental consultant is required for all sites with an area in excess of 1,000m², or for other sites which are known to contain hazardous materials. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation				
1	Statement of Environmental Effect (SEE)			
	An SEE is required for all Applications, which includes a description of the proposal and a statement of compliance or variance with the relevant EPI's; Regulations; Council LEP and/or DCP including reasons for any variance. Should the proposal seeks to vary a development standard contained within the relevant Council LEP, a written Clause 4.6 submission shall be provided.	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
2	Heritage Impact Statement (HIS)			
	Is the property an identified heritage item or located within a Heritage Conservation Area as listed in the State register or Schedule 5 of the relevant Council LEP? If yes, and the works are other than minor works, a HIS prepared by a suitably qualified heritage consultant must be submitted, in accordance with the relevant LEP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
	Is the property in the vicinity of a heritage item or Heritage Conservation Area? If yes, the SEE shall address the effect of the proposed development upon the significance of the heritage item/area in accordance with the relevant Clauses of the respective LEP's.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

3	Waste Management Plan/Construction Management Plan			
	<p>A construction and/or ongoing Waste Management Plan is required for all new works involving construction, excavation, demolition, above and inground swimming pools and any work over \$20,000, in accordance with the relevant Council DCP and/or Technical Specifications</p> <p>Additional requirements for Bayside East: A Construction Management Plan (including Construction Traffic Management) shall be submitted for larger Applications, including all Applications with a value in excess of \$3M</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Documentation				
4	Geotechnical Report			
	<p>A Geotechnical Report is required if the proposed development:</p> <ul style="list-style-type: none"> ▪ Includes excavation or basement levels and the property is located in the Groundwater Protection Zone 3, the Report must address the Groundwater Management Handbook by Sydney Coastal Councils Group. <ul style="list-style-type: none"> ▪ To what RL is excavation proposed? _____ ▪ To what RL is groundwater identified? _____ <p>Note: If excavation RL is below identified groundwater RL in Geotechnical Report, the DA is Integrated Development (Refer to Section 10 for additional Integrated Development requirements); or</p> <ul style="list-style-type: none"> ▪ Includes structures in a property identified with a potential unstable cliff face or when excavation is proposed within 900mm of a site boundary to demonstrate minimal impacts to adjoining properties, structures and/or public domain; or ▪ Includes excavation within 25m of a rail corridor or adjacent to a classified busy road (If the proposal includes excavation, the Report shall address the Interim Guidelines for Development Near Rail Corridors and Busy Roads issued by the Department of Planning) (Refer to Section 10 for additional Concurrence requirements). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Acid Sulfate Soils			
	<p>Is the property within an Acid Sulfate Soils Class 1 or 2? If yes, what is the Class? _____</p> <p>If the proposal include excavation, a preliminary assessment of the proposal prepared in accordance with the Acid Sulfate Soils Manual OR an Acid Sulfate Soils Management Plan shall be submitted.</p> <p>Note: An ASS report may be required for Class 3 or 4 where significant excavation works are proposed e.g. basement garage; swimming pool; etc. or for Class 5 where the site falls within 500m of an adjacent Class 1, 2, 3 or 4 land that is below 5 metres AHD and by which the watertable is likely to be lowered below 1 metre AHD on adjacent Class 1, 2, 3 or 4 land.</p> <ul style="list-style-type: none"> ▪ To what depth RL is excavation proposed? _____ ▪ To what depth RL was soil sampling undertaken? _____ 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6	Contamination			
	<p>Is the property identified as being contaminated; potentially contaminated or has a previous use with potentially contaminated activities?</p> <p>If yes, a Stage I – Preliminary Site Investigation Report is to be submitted in support of the application, prepared by a suitably qualified contaminated land consultant in accordance with the NSW EPA's Guidelines for Consultants Reporting on Contaminated Sites.</p> <p>Does the PSI recommend a Remediation Action Plan (RAP) or further investigation and has this been undertaken?</p> <p>Note: Council may request additional information which will result in delays to the application.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7	Wind Tunnel Testing Report			
	<p>Is the building 5 or more storeys in height (over 15m)?</p> <p>If yes, a Wind Tunnel Testing Report shall be provided with wind amelioration measures incorporated into architectural plans.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8	Sydney Airports			
	<p>Is the site subject to Sydney Airports Height Restriction and the proposed building height is in proximity to or above this height?</p> <ul style="list-style-type: none"> ▪ Sydney Airport OLS height? _____ ▪ Sydney Airport Height? _____ ▪ To what height is the proposed building height in RLs? _____ <p>If yes, the application requires referral to Sydney Airports (SACL) and will result in delays.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

9	Driveway Ramp Profile			
	<p>A driveway ramp profile @ 1:25 scale and including RL's to AHD is required in the following circumstances:</p> <ul style="list-style-type: none"> ▪ If there is less than 2m distance between the front edge of the carport/garage and road pavement; or ▪ If there is more than 500mm difference between the floor level of the carport/garage and road pavement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Traffic and Parking Impact Assessment Report			
	<p>Applicable to development on State Road, Mixed Use, RFB, Commercial and Childcare Centres, all new subdivisions creating 10 or more additional lots (not Strata), and some Change of Use Applications.</p> <p>The report shall be prepared by a suitably qualified traffic engineer and include, but is not limited to, the following information:</p> <ul style="list-style-type: none"> ▪ Existing operational conditions of the road network in the immediate vicinity of the development; ▪ Projected trip generation and trip destination for the proposed development; ▪ Results of traffic counts and intersection performance analysis (existing and projected counts) of the surrounding road network in the immediate vicinity of the development in peak hours; ▪ Recommendations of road infrastructure and road safety improvements (if required); ▪ Provision of off-street parking in accordance with relevant Council DCP requirements; ▪ Details of the largest vehicles accessing the site (including removalist vans); ▪ Number of employees and frequency of deliveries; ▪ Design of vehicle access, parking and loading/unloading areas, including provision of swept path diagrams (to scale 1:100); ▪ Cumulative impact of existing and proposed (approved) development adjoining and nearby; and ▪ Consideration of relevant State Policies, including <i>SEPP (Infrastructure)</i>. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Access Report			
	<p>Applicable to RFB; Mixed Use Development; Boarding Houses; and the like.</p> <p>The report shall be prepared by a suitably qualified Access Consultant demonstrating compliance with SEPP 65 (where applicable), relevant Council DCP & relevant standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Plan of Management (PoM)			
	<p>A PoM shall be submitted if your proposal seeks consideration of the following:</p> <ul style="list-style-type: none"> ▪ A child care centre; ▪ A boarding house development; ▪ Entertainment venues; or ▪ A non-residential development such as a hotel/pub relying on operational measures to address impacts. <p>The PoM must:</p> <ul style="list-style-type: none"> ▪ Identify the operational features of the premises, including capacity details; name and contact details of Manager; staffing levels and roles and frequency and types of events/functions; ▪ Clarify and discuss how the proponent will manage the premises, including noise mitigation measures; responsible service of alcohol; security and safety measures; and ▪ Identify methods of rubbish disposal generated by functions, anti-loitering measures and a copy of Community Impact Statement (if required). <p>Note: Referral to NSW Police may be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13	Acoustic Report			
	<p>An Acoustic Report shall be prepared by a suitably qualified acoustic consultant who is a member of either the <i>Association of Australasian Acoustical Consultants (AAAC)</i> or the <i>Australian Acoustical Society (AAS)</i> in the following circumstances:</p> <ul style="list-style-type: none"> ▪ Is the property in an ANEF contour of 20 or greater area? If yes, what is the contour? _____ If the development results in an increase in the number of dwellings or people affected by aircraft noise, such as a child care centre, the Acoustic Report shall address AS 2021-2000, <i>Acoustics - Aircraft noise intrusion – Building siting and construction</i> and the provisions of the relevant Council LEP and/or DCP ▪ For attached/multi dwelling developments, such as dual occupancy or residential flat buildings, an Acoustic Report that satisfies the relevant Council DCP requirements for Insulation and Impact Isolation between floors/walls shall be provided ▪ If the proposal is for a Childcare Centre; an Entertainment Venue or some noise generating uses in close proximity to residential development, an Acoustic Report which addresses the potential noise impacts on neighbours, shall be provided in accordance with the relevant DCP <p>Note: Child care centres in ANEF areas greater than 25 ANEF are prohibited in Bayside East.</p> <ul style="list-style-type: none"> ▪ If the property adjacent to or within 25m of a rail corridor or adjacent to a classified busy road and the proposal is for a residential use, an Acoustic Report satisfying <i>State Environmental Planning Policy (Infrastructure) 2007</i> shall be provided 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3

Landscape		Yes	N/A	Office Use
1	Is a Landscape Plan and Landscape Documentation DA Checklist (Bayside West only) required to be submitted in accordance with the relevant DCP and/or Technical Specifications? If yes, the Plan must be prepared by a qualified Landscape Designer or Landscape Architect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4

Stormwater and Flood Management		Yes	N/A	Office Use
1	A Stormwater Drainage Plan (Stormwater Concept Plan), including details of on site detention/retention of stormwater, shall be provided in accordance with the relevant Australian Standard, primarily AS/NZS 3500.3, relevant Council Technical Specifications/Guidelines and DCP controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional requirements for Bayside West				
2	The Stormwater Concept Plan Certification and Checklist must be provided for all developments, unless otherwise advised by Council Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the subject property fall to the rear, to a neighbouring property or Council park/bushland? If yes, the 'Drainage of Low Level Property Checklist' is required If you have not been able to answer 'Yes' to any of the questions on the back of the Checklist, you need to complete Council's 'Private Drainage Easement Review' (PDE) form and pay the appropriate fees prior to lodging a DA. Note: PDE application is only required for Dual Occupancy developments and above.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4	Is the property subject to the risk of flooding, minimum floor levels and/or affected by overland flows? If yes, has a copy of Council's 'Flood Advice' letter been included and if specified, provided: <ul style="list-style-type: none"> ▪ Overland flow flood study (inclusive of report and modelling) and ▪ Flood Evacuation/Management Plan 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5	Is the property affected by PMF flood? If yes, and the development seeks consent for Childcare Centres/Aged Care Facilities/Educational Establishments/Hospitals/Emergency Services Facilities, the application must include a copy of Council's 'Flood Advice' letter and if specified: <ul style="list-style-type: none"> ▪ Overland flow study (overland flow affected properties) and ▪ Flood Evacuation/Management Plan 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Stormwater and Flood Management		Yes	N/A	Office Use
6	Where the property is not subject to the risk of flooding, minimum floor levels and/or affected by overland flows and the proposal includes a low level driveway/ramp, the application must be accompanied by a Gutter flow analysis. The analysis is required to: <ul style="list-style-type: none"> ▪ Estimate the flow of water in the street kerb and gutter; and ▪ Recommend the required crest level in the driveway to protect the low level driveway from inundation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If On-Site Retention (Absorption) System is proposed, provide: <ul style="list-style-type: none"> ▪ Soil absorption test report including depth of groundwater table, or ▪ Absorption Rate Notice from Council (Only applicable upto single dwelling development) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5

Energy & Water Efficiency Report or BASIX Checklist		Yes	N/A	Office Use
<i>A BASIX Certificate is required for the following forms of development.</i>				
1	BASIX Certificate - Single Dwellings including Secondary Dwellings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BASIX Certificate - Dual Occupancies and Multi Unit Dwellings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	BASIX Certificate - Alterations and Additions (over \$50,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	BASIX Certificate – Swimming Pools (required if capacity greater than 40,000 litres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	BASIX Certificate or Report – Boarding Houses (dependent on the form of development) Has a Section J Report been submitted for boarding house development with a floor area >300sqm?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6	Is the BASIX Certificate current/valid (issued no more than 3 months prior to DA lodgement)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are the BASIX measures/provisions clearly identified on the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has an Energy & Water Efficiency Report been submitted for a retail, commercial or industrial development with a construction cost over \$1 million?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6

Design Review Panel – all new commercial; industrial; multi-unit housing; residential flat buildings (subject to SEPP 65) developments of 3 or more storeys		Yes	N/A	Office Use
1	Has the application been considered by Council's Design Review Panel (DRP)? <ul style="list-style-type: none"> ▪ If yes and the DRP supported the proposal, the SEE shall address the issues raised by the DRP. A design verification statement and a statement of compliance with the nine (9) design quality principles (with justification to any variations) shall be submitted. ▪ If no, or the DRP did not support the proposal, you will need to refer to the lodgement requirements in accordance with Council's DRP Application Form (Items 1 to 13 inclusive). Additional fees and charges apply and will likely result in delays to the assessment of the application. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Section 7

Torrens and Strata Title Subdivision		Yes	N/A	Office Use
1	A draft Subdivision Plan shall be submitted including: <ul style="list-style-type: none"> ▪ Proposed line of subdivision, consolidation or boundary adjustment ▪ Total site area for each proposed lot ▪ Numbering of each lot (700 & 701 if dual occupancy) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	The SEE shall include a statement of compliance or variance with Council's LEP & DCP including reasons for any variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If the proposal involves the strata subdivision of an existing RFB, the SEE shall address SEPP – Affordable Rental Housing. Please obtain advice from a Council planner prior to lodgement of the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Torrens and Strata Title Subdivision		Yes	N/A	Office Use
4	Subdivision of existing lots which require the provision of infrastructure ie roads, drainage, earthworks etc are to include a copy of the proposed infrastructure (concept plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Requirements for Bayside East				
5	Bayside East – If the subdivision results in an intensification of the use of the land, a Hazardous Risk Assessment and/or Transport Risk Assessment must be submitted in accordance with the 2001 Botany/Randwick Industrial Area Land Use Study as prescribed within the relevant DCP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 8

First Use or Change of Use		Yes	N/A	Office Use
1	The Site Plan must identify: <ul style="list-style-type: none"> ▪ Title Block of the Plans; Scale & North point; Street name & number ▪ Entire site and dimensions ▪ All structures and existing tenancies on the site ▪ All parking on site including loading dock facilities ▪ Signage locations, dimensions, illumination 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Floor Plan must identify: <ul style="list-style-type: none"> ▪ Scale and dimensions; Room and seating layout (food premises) and intended use of each part ▪ Location of stairs; bathroom facilities & hand basins ▪ Details for the proposed mechanical exhaust ventilation system including exhaust stack (in accordance with AS 1668) & location of grease trap (food premises) ▪ Location of any proposed entertainment areas ▪ Location of all Essential/Category I Fire Safety Measures e.g. exit signs, emergency lights, fire hose reels, smoke/heat alarms or detectors, portable fire extinguishers and the like (entertainment venues) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Elevations & Sections must include: <ul style="list-style-type: none"> ▪ Mechanical ventilation details in accordance with AS/NZS 1668.2-2012 and location of grease trap (food shop proposals) ▪ Signage locations, dimensions, illumination 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The following additional information is to be included in the SEE: <ul style="list-style-type: none"> ▪ Impact onto the amenity of the neighbouring properties - such as privacy, noise, smells/odours ▪ Hours of operation; number of staff – full time and part time ▪ Plant & Machinery (including ventilation, exhaust systems, etc.) to be installed ▪ Type, size & quantity of goods being stored, made or transported ▪ Access requirements (for people with a disability) ▪ Waste Disposal Plan (required for commercial & food premises) ▪ Parking numbers, loading and unloading facilities, details and frequency of vehicle movements and deliveries in accordance with the relevant AS/NZS and/or DCP If the proposal includes signage, the SEE shall address: <ul style="list-style-type: none"> ▪ State Environmental Planning Policy No. 64 – Advertising and Signage ▪ All relevant Council LEP and/or DCP standards and a statement of compliance or variance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Requirements for Bayside East				
5	If your use includes the baking, smoking and roasting of food products an Odour Report is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	An Energy Efficiency Report addressing requirements of the Botany Bay DCP 2013 - 3H Sustainable Design is required for for all proposals with a value over \$250,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 9

Signage		Yes	N/A	Office Use
1	<p>The Site Plan must identify:</p> <ul style="list-style-type: none"> ▪ Title Block of the Plans; scale & North point; site dimensions ▪ Street name & number ▪ Boundary setbacks with all structures on the site and adjoining property detail ▪ Position of sign/s or structure on which the sign will be displayed <p>The Elevation Plans must identify:</p> <ul style="list-style-type: none"> ▪ Title Block of the Plans with all sign dimensions ▪ All content including wording, logos, graphics etc ▪ Construction materials & colours for the sign/s & any structure on which the sign will be displayed ▪ Height above ground level if the sign is free standing ▪ Any lighting to be provided, including any self illuminating signage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>The SEE must address:</p> <ul style="list-style-type: none"> ▪ State Environmental Planning Policy No. 64 – Advertising and Signage ▪ All relevant Council LEP and/or DCP standards and a statement of compliance or variance 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Section 10

Integrated Development or Development requiring Concurrence - additional requirements		Yes	N/A	Office Use
1	Has an additional USB or CD incorporating plans and documentation been provided for each referral body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Have you provided a cheque for \$320 to each referral body? Relevant Referral Body eg RMS, Fisheries, RailCorp etc Note - Cheques are to be made payable to the referral body NOT Council.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL DOCUMENTATION REQUIREMENTS FOR BAYSIDE EAST

Section 11

All Flood and/or Overland Flow Affected Sites		Yes	N/A	Office Use
1	Are Council / Sydney Water stormwater drainage lines / easements located within / adjacent to the site, is the site located at the low-point of the street, or does the site currently experience flooding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>If yes, has a flood study / overland flow impact assessment been prepared? (Note: Please obtain a Section 149(2) and (5) Certificate for additional flooding information, or contact Council's Development Engineer for assistance)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 12

Sea Level Risk Management Plan – For All Low Density Residential Development including Swimming Pools		Yes	N/A	Office Use
1	Is any part of the site below 4m to Australian Height Datum (AHD)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	If yes, has a Sea Level Risk Management Plan been prepared? (Note: Please contact Council's Development Engineer for assistance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 13

Hazardous Risk Assessment		Yes	N/A	Office Use
1	Is the proposal located in the "Consultation Region" and/or adjacent to the "Dangerous Goods Route" referenced in the 2001 Botany / Randwick Industrial Area Land Use Study mentioned in the Botany Bay DCP 2013 - 6 Employment Zones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous Risk Assessment		Yes	N/A	Office Use
2	If yes, does the proposal involve Residential Intensification or Sensitive Use Intensification, or will works result in increased traffic volumes or access points onto the Dangerous Goods Route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If yes, has a Hazardous Risk Assessment and/or Transport Risk Assessment been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 14

Residential Flat Buildings, Multi Unit Housing & Mixed Use Developments		Yes	N/A	Office Use
1	GFA / FSR calculations / plans required for the current BBLEP 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Proposed alterations to existing Residential Flat Buildings are to be accompanied by: <ul style="list-style-type: none"> ▪ A fire safety measures schedule listing all existing and proposed fire safety measures (including the standards of performance) to be installed within the building as a result of the proposed works. ▪ Assessment against the Affordable Housing Assessment SEPP (including Rental Survey, Existing Floor Plans etc), if required by Part 3 of the SEPP. ▪ Assessment against Council's Controls – including Botany Bay DCP 2013 - 4C Residential Flat Buildings 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Section 15

Childcare Centres		Yes	N/A	Office Use
1	A Landscape Plan (prepared by a qualified landscape architect) is to be provided listing the proposed species, size of species and number of species to be provided, existing significant trees to be retained, details of all boundary and courtyard fencing and walls, any proposed exterior lighting and details of ongoing management and maintenance of the landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	A Photomontage is to include the adjoining development on either side of the development, in a streetscape perspective, where a new building is proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	When the proposal increase site coverage of more than 50m ² , or where the natural fall of the land is not to the street frontage, a Stormwater Concept Plan is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Where the proposed Child Care Centre is to be located in an existing building, a Hazardous Materials report undertaken by a suitably qualified environmental consultant should be submitted containing a lead and asbestos assessment of all buildings materials, carpets and painted areas including the roof void	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Statement of Environmental Effects has addressed the provisions of SEPP – Educational Establishments & Child Care Facilities 2017, in addition to Parts 2, 3 & 4 of the Child Care Planning Guideline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A copy of the National Quality Framework Assessment Checklist is to be completed by the design architect and submitted to Council with any development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Where a site is on or close to a major road or industrial area / development, an Air Quality Assessment Report is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 16

Commercial / Industrial Developments – New & Alterations or Additions to Existing		Yes	N/A	Office Use
1	Plans shall include all proposed services (e.g. telecommunications, electricity, sewer, etc.) to show that they will not be located inside the deep soil planting zone(s). The Plans shall locate any proposed 'fire hydrant booster valve' and 'substations' location(s) to show they are screened from view and not within proposed landscaped area (e.g. incorporated into building).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2	An Energy Efficiency Report is required in compliance with Council's Energy Efficiency DCP for all proposals with a value over \$250,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 17

OFFICE USE ONLY

Description

Checked by _____	Date ____ / ____ / ____
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