

# Development Application Lodgement Checklist

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In addition to the Development Application form you must complete the relevant sections of this checklist. Please note that an incomplete form may result in rejection of your application.

The following Preliminary Details must be completed for **all applications**.

| PROPOSAL DETAILS   |  |            |  |          |                          |                          |                          |
|--|--|------------|--|----------|--------------------------|--------------------------|--------------------------|
| Property Details   |  |            |  |          |                          |                          |                          |
| Unit/Shop/<br>Suite No.  |  | Street No. |  | Street   |                          |                          |                          |
| Suburb   |  |            |  | Postcode |                          |                          |                          |
| Owner Consent  |  |            |  |          | Yes                      | N/A                      | Office Use               |
| The consent of <b>ALL</b> owners must be provided.   |  |            |  |          | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| If the property is a strata unit, the consent of the Owners Corporation must be provided.  |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The consent of adjacent owners must be provided where the proposal impacts a party wall (Party Wall Consent form must be completed).   |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cost of works  |  |            |  |          |                          |                          |                          |
| The estimated cost or works must be written on the application form.   |  |            |  |          | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| For developments of \$500,000 and over, a 'Value of Assessment' by a Quantity Surveyor must be provided.   |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For new developments of \$1 million and over, the following must be provided:<br>- a photomontage, including the adjoining properties on either side of the property, in a streetscape perspective; and<br>- a Gross Floor Area Validation Report prepared by a qualified quantity surveyor. |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For new developments of \$3 million and over, a 3D Perspective of the proposal, including all street frontages (for corner buildings) and neighbouring buildings, at a scale of at least 1:200 must be provided.   |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Integrated Development or Development requiring Concurrence - additional requirements  |  |            |  |          |                          |                          |                          |
| An additional USB or CD providing plans and documentation must be provided for each referral body.   |  |            |  |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A <u>separate cheque</u> payment for \$320 must be provided for each referral body.<br><b>[Note - Cheques are to be made payable to the referral body <u>NOT</u> Council.]</b>   |  |            |  |          | <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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**Telephone Interpreter Services - 131 450**

Τηλεφωνικές Υπηρεσίες Διερμηνέων

خدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

| DEVELOPMENT REQUIREMENTS   |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1 - Statement of Environmental Effect (SEE) – (required for all applications / refer to Council's website regarding how to 'Prepare a Statement of Environmental Effects')   |                          |                          |                          |
| A clear and detailed description of the proposal must be provided.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| A statement of compliance or variance with the relevant EPI's, Regulations, Council LEP and/or DCP including reasons for any variance must be provided.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| A clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| If applicable, the following <b>additional requirements</b> must also be provided:   |                          |                          |                          |
| If the proposal was considered and supported by the <b>DRP</b> , the SEE must:   |                          |                          |                          |
| - address the issues raised by the <b>DRP</b> ; and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - include a design verification statement and a statement of compliance with the nine (9) design quality principles (with justification to any variations).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For proposals seeking to <b>vary development standards</b> contained within the relevant Council LEP, a written Clause 4.6 submission must be provided.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For rooms impacted by <b>overshadowing</b> the SEE must demonstrate how the proposal has minimised impacts in accordance with the DCP requirements.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For works in the vicinity of a <b>heritage item</b> or within a <b>Heritage Conservation Area</b> , address the effect of the proposed development upon the significance of the heritage item/area in accordance with the relevant Clauses of the respective LEPs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For works involving <b>removal of vegetation</b> (a tree or other vegetation, whether or not it is native vegetation), indicate how much vegetation (metres square) is being removed, and what type of vegetation is being removed.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For proposals that involve new or existing <b>Residential Flat Buildings</b> , including strata subdivision, State Environmental Planning Policy (Affordable Rental Housing) 2009 must be addressed (if required by Part 3).                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additionally, a fire safety measures schedule, listing all existing and proposed fire safety measures (including the standards of performance) must be provided.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For all <b>childcare centre</b> proposals, the SEE must address the provisions of State Environmental Planning Policy – Educational Establishments & Child Care Facilities, in addition to Parts 2, 3 and 4 of the Child Care Planning Guideline.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For all <b>first use and change of use for retail and commercial premises</b> , the SEE must additionally include:   |                          |                          |                          |
| - consideration of the impact on the amenity of neighbouring properties - such as privacy, noise, smells/odours, etc;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - hours of operation, and number of staff (full time and part time);   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - plant & machinery (including ventilation, exhaust systems, etc.) to be installed;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - type, size & quantity of goods being stored, made or transported;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - access requirements (for people with a disability);  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - parking numbers, loading and unloading facilities, details and frequency of vehicle movements and deliveries in accordance with the relevant AS/NZ and/or DCP;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Waste Disposal Plan (required for commercial & food premises);   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - consideration of State Environmental Planning Policy No. 64 – (Advertising and Signage) (required for all proposals including signage); and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - for all proposed activities that involve baking, smoking and roasting of food products an Odour Report is required.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>2 - Design Review Panel (DRP)</b><br>(Required for all new commercial, industrial, multi-unit housing, and residential flat building developments of 3 or more storeys ONLY.)  | <b>Yes</b>               | <b>N/A</b>               | <b>Office Use</b>        |
|---|--------------------------|--------------------------|--------------------------|
| If the application has not been considered by Council's Design Review Panel, or was not supported, the DRP application, or updated DRP application, must be included with this application.<br><i>[Note: Additional fees may apply and will likely result in delays to assessment.]</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>PLANS &amp; DRAWINGS</b>  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>3 – Standard Plan requirements – (required for all applications):</b>   | <b>Yes</b>               | <b>N/A</b>               | <b>Office Use</b>        |
| All 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"/> |
| All plans must be submitted showing the new work (alterations and additions) clearly coloured / highlighted.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| All plans must be submitted on a CD/USB in accordance with Council's Electronic Lodgement Guidelines for Building and Development Applications.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>4 - Current Survey Plan – (required for all applications):</b>  |                          |                          |                          |
| The Survey Plan must be prepared by a Qualified Surveyor.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| All Reduced Levels (RL's) related to Australian Height Datum (AHD) must clearly be shown on the Survey Plan.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| All easements and any utilities within and located forward of the site frontage/s, including levels of the road carriageway, location of adjoining houses/dwellings, window locations, and the maximum RL/ridge height of adjoining buildings must clearly be shown. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5 - Site Analysis Plan – (required for all applications):</b>   |                          |                          |                          |
| Site Analysis Plan as required by the relevant DCP must be provided.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>6 - Site Plan – (required for all applications):</b>  |                          |                          |                          |
| Street name and number must clearly be shown.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Site dimensions, area and any RLs related to AHD must clearly be shown.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Calculations of all existing and proposed floor areas must clearly be shown.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Boundary setbacks to existing and proposed buildings/structures must clearly be shown.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| All structures and existing tenancies on the site must clearly be shown.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Location of adjacent building/properties including windows and doors must clearly be shown.  | <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 must clearly be shown. Plans must clearly identify trees being retained/removed.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of proposed pool, including location of pool fencing, filters and pumps must clearly be shown.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>For all first use and change of use for retail and commercial premises, Plans must additionally include:</b>  |                          |                          |                          |
| - all parking on site including loading dock facilities must clearly be shown;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - a plan of the subject tenancy in the context of the whole building / site, and a copy of the strata plan if relevant; and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - position of any sign/s or structure on which the sign will be displaced must clearly be shown.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| 7 - Floor Plans – (required for all applications):   | Yes                      | N/A                      | Office Use               |
|--|--------------------------|--------------------------|--------------------------|
| Figured dimensions of proposed work and any existing buildings to be retained must clearly be shown.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Layout of proposed development including property boundaries, setbacks from boundaries and adjoining buildings on each floor plan drawing must clearly be shown.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Internal walls/partitions and room names for use must clearly be shown.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Section line and location must clearly be shown on the plan.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Location of stairs and RLs related to AHD must clearly be shown.   | <input type="checkbox"/> | <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"/> |
| For all <b>first use and change of use for retail and commercial premises</b> , Plans must additionally include:   |                          |                          |                          |
| - room and seating layout (food premises) and intended use of each part;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - location of bathroom facilities and hand basins;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - details for any proposed mechanical exhaust ventilation system including exhaust stack (in accordance with AS 1668) & location of grease trap (food premises);   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - location of any proposed entertainment areas; and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - location of all Essential/Category 1 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"/> |
| <b>8 - Elevations and Sections Plans – (required for all applications):</b>  |                          |                          |                          |
| Natural ground levels, floor levels, ceiling levels and roof/ridge levels as RL's to AHD must clearly be shown.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Property boundaries, setbacks from boundaries and adjacent buildings must clearly be shown.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| External finishes, colours and materials must clearly be shown on the Plans.   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Proposed pools showing section indicating depths, pool fencing heights and location of filters and pumps must clearly be shown.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For all <b>first use and change of use for retail and commercial premises</b> , Plans must additionally include:   |                          |                          |                          |
| - mechanical ventilation details in accordance with AS/NZS 1668.2-2012 and location of grease trap (food shop proposals).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For all <b>signage</b> proposals, Plans must additionally include:   |                          |                          |                          |
| - sign locations, dimensions, illumination;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - all content including wording, logos, graphics etc;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - construction materials & colours for the sign/s & any structure on which the sign will be displayed;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - height above ground level if the sign is free standing; and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - any lighting to be provided, including any self-illuminating signage.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For <b>Commercial / Industrial</b> developments, Plans must additionally 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); and   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - any proposed 'fire hydrant booster valve' and 'substations' location(s) to show they are screened from view and not within proposed landscaped area.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>9 - Shadow diagrams</b><br>(Based on 'true north' - required for all proposals of two storeys or more.)   | <b>Yes</b>               | <b>N/A</b>               | <b>Office Use</b>        |
| Provide shadows at 9 am, 12 noon and 3 pm at the shortest day (21 or 22 June).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide shadows at 9 am, 12 noon and 3 pm at the intermediate situation equinox (22 March or 22 September).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>10 - Elevational Shadow Diagrams</b><br>(Required for northern elevation of any Southern adjoining residential development.)  |                          |                          |                          |
| Show shadow impacts of the proposed development at 9 am, 12 noon and 3 pm at the shortest day (21 or 22 June).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Show shadow impacts of the proposed development at 9am, 12 noon and 3pm at the intermediate situation equinox (22 March or 22 September).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11 - Streetscape Plan / Street elevation</b><br>(Required for all proposals with a first floor addition or propose two or more storeys.)  |                          |                          |                          |
| The Elevation must include a detailed assessment of the proposed building in regards to neighbouring buildings including setbacks and maximum ridge height, and natural ground level using RL's to AHD.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12 - Driveway Ramp Profile @ 1:25 scale and including RL's</b>  |                          |                          |                          |
| To be provided if there is less than two metre distance between the front edge of the carport / garage and road pavement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| To be provided if there is more than 500mm difference between the floor level of the carport / garage / parking facility and the road pavement, this includes low lying properties and ramps proposed to basement structures.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The profile shall start in the centre of the road, be along the critical edge of the driveway, drawn to a scale of 1 to 25 and include all levels, grades (%), clearances and lengths.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>13 – Demolition – (for all proposals involving demolition)</b>  |                          |                          |                          |
| A plan showing any proposed demolition works must be provided.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>BAYSIDE EAST</i> : A Demolition Traffic Management Plan is required for all sites with an area in excess of 1,000m <sup>2</sup> .   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>BAYSIDE EAST</i> : A "Hazardous Materials Survey" prepared by a qualified environmental consultant is required for all sites with an area in excess of 1,000m <sup>2</sup> , or for other sites which are known to contain hazardous materials.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>14 - Landscape Plan</b>   |                          |                          |                          |
| A Landscape Plan, if required, must be prepared in accordance with the relevant DCP and/or Technical Specifications.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>15 – Soil &amp; Water Management Plan</b>   |                          |                          |                          |
| A Soil & Water Management Plan must be provided for all demolition, new buildings & significant earthworks, in-ground pools and any work over \$25,000.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>16 - Stormwater Drainage Plan (Concept Plan) – (required for all developments)</b>  |                          |                          |                          |
| For all development, a Concept Stormwater Drainage Plan, including details of on-site detention/retention of stormwater, must be provided in accordance with the relevant Council Technical Specifications/Guidelines, DCP controls and relevant Australian Standards, primarily AS/NZS 3500.3 | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| A Stormwater Concept Plan Certification and Checklist must be provided, unless otherwise advised by a Council Engineer.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If Checklist not required, a copy of Council advice must be provided.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ADDITIONAL DEVELOPMENT SPECIFIC REQUIREMENTS   |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 17 – Waste Management Plan / Construction Management Plan  | Yes                      | N/A                      | Office Use               |
| A construction and/or ongoing Waste Management Plan is required for all new works involving construction, excavation, demolition, above and in-ground swimming pools and any work over \$20,000, in accordance with the relevant Council DCP and/or Technical Specifications.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>BAYSIDE EAST</i> : A Construction Management Plan (including Construction Traffic Management) is required for larger Applications, including all Applications with a value in excess of \$3M.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 - Heritage Impact Statement   |                          |                          |                          |
| If the property is an identified heritage item or located within a Heritage Conservation Area as listed on the State register or Schedule 5 of the relevant Council LEP, and the works are other than minor works, a Heritage Impact Statement must be prepared by a suitably qualified heritage consultant.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 – Plan of Management<br>(Required for Child Care Centres, Boarding Houses, Entertainment Venues, or Hotels, pubs, etc. relying on operational measures to address impacts.)   |                          |                          |                          |
| 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 must be provided.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Management of the premises, including noise mitigation measures, responsible service of alcohol, security and safety measures, must be clarified.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The methods of rubbish disposal generated by functions, anti-loitering measures and a copy of Community Impact Statement (if required) must be provided.<br>Note: Referral to NSW Police may be required.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 - Torrens title, strata and/or stratum subdivision  |                          |                          |                          |
| A draft Subdivision Plan must be provided including:   |                          |                          |                          |
| - proposed line of subdivision, consolidation or boundary adjustment;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - total site area for each proposed lot; and   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - for dual occupancy - numbering of each lot (700 & 701 if dual occupancy).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the proposed infrastructure (concept plans) for subdivision of existing lots which require the provision of infrastructure ie roads, drainage, earthworks etc, must be included.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>BAYSIDE EAST</i> – 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 <i>2001 Botany/Randwick Industrial Area Land Use Study</i> as prescribed within the relevant DCP.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 – Childcare Centres   |                          |                          |                          |
| A copy of the National Quality Framework Checklist must be completed by the design architect.  | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Where a proposed Child Care Centre is to be located on or close to a major road or industrial area / development, an Air Quality Assessment Report must be provided.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where a proposed Child Care Centre is to be located in an existing building, a Hazardous Materials Report, undertaken by a suitably qualified environmental consultant, must 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"/> |
| A Road Safety Audit (Stage 5 Audit) shall be undertaken by an accredited auditor in accordance with AUSTROADS for the development.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



| ADDITIONAL TECHNICAL REQUIREMENTS   |  |  |  |
|---|--|--|--|
| 22 - Flood Advice Letter<br>(Required for all properties subject to the risk of flooding, minimum floor levels and/or affected by overland flows, or affected by PMF flooding.)   | Yes  | N/A  | Office Use   |
| A copy of Council's Flood Advice letter must be provided.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| If specified by Council's Flood Advice letter, the following must be included:<br>- flood study (inclusive of report and modelling); and<br>- flood evacuation / management plan.   | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| <b>23 – Stormwater and Flood Management (required for the following):</b>   |  |  |  |
| If the property falls to the rear, and you cannot drain to an existing stormwater system, a Drainage of Low Level Property Checklist must be completed.<br>If the applicant cannot answer 'Yes' to any of the checklist questions, a Private Drainage Easement Review application is required to be submitted to Council prior to lodgement (for dual occupancy development and above only).  | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| For proposals including a low level driveway/ramp (e.g. ramp to basement), the application must be accompanied by a Gutter flow analysis. The analysis is required to:<br>- estimate the flow of water in the street kerb and gutter; and<br>- 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"/>                             |
| If an On-Site Retention (Absorption) System is proposed, the following is required:<br>- a soil absorption test report including depth of groundwater table; or<br>- an Absorption Rate Notice from Council (only applicable up to single dwelling development).  | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| <b>24 - Contamination (required for the following):</b>   |  |  |  |
| Is a basement garage or other excavation works proposed that will transect the water table, within a site located within a 'groundwater protection zone' or groundwater is potentially contaminated?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| Is there a change of use to a more sensitive use (e.g. from industrial/commercial to residential or childcare)?   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| If yes, have the requirements of State Environmental Planning Policy No. 55 – Remediation of Land (SEPP 55) and Councils DCP been addressed?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| A Stage 1 – Preliminary Site Investigation Report must be submitted in support of the application. It must be prepared by a suitably qualified contaminated land consultant in accordance with the NSW EPA's guidelines for contaminated sites and clearly state that the site is suitable for the proposed development.  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| A Stage 2 – Detailed Site Investigation Report must be submitted when the Preliminary Site Investigation finds potential contamination or is inconclusive regarding the sites suitability for the proposed use. It must be prepared by a suitably qualified contaminated land consultant in accordance with the NSW EPA's guidelines for contaminated sites and clearly state that the site is suitable for the proposed development. | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| A Stage 3 – Remedial Action Plan should be submitted if a Stage 2 – Detailed Site Investigation requires any remediation of the site.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>25 - Geotechnical Report (required for the following):</b>  |                          |                          |                          |
| A Geotechnical Report is required if the proposal includes excavation or basement level works. [Note: if excavated RL is below identified groundwater RL, the DA is Integrated Development].   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the proposal includes structures in a property identified with a potential unstable cliff face, or excavation proposed within 900mm of a site boundary, the Report must demonstrate minimal impacts to adjoining properties, structures or public domain.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the proposal includes excavation within 25m of a rail corridor or adjacent to a classified busy road, and the proposal includes excavation, the Report must address the Interim Guidelines for Development Near Rail Corridors and Busy Roads issued by the Department of Planning (Refer to Concurrence requirements). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>26 - Acid Sulfate Soils (required for the following):</b>   |                          |                          |                          |
| Is the site within an Acid Sulfate Soils Class 1 or 2? If yes, what is the Class ____.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the proposal includes excavation within Class 1 or 2, a preliminary assessment of the proposal prepared in accordance with the Acid Sulfate Soils Manual OR an Acid Sulfate Soils Management Plan must be submitted.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| To what depth RL is excavation proposed? _____<br>To what depth RL was soil sampling undertaken? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the site within an Acid Sulfate Soils Class 3, 4 or 5?<br>If yes, what is the Class ____.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An Acid Sulfate Soils Report may be required for the following:  |                          |                          |                          |
| - Class 3 or 4 where significant excavation works are proposed (eg: basement garage, swimming pool, etc); or   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Class 5 where the site falls within 500 metres 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 one metre AHD on adjacent Class 1, 2, 3 or 4 land.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>27 - Hazardous Risk Assessment – [BAYSIDE EAST ONLY]</b>  |                          |                          |                          |
| A hazardous risk assessment and/or Transport Risk Assessment must be provided where the following is triggered:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - if the proposal is located in the 'Consultation Region' and/or adjacent to the 'Dangerous Goods Route' referred to in the <i>2001 Botany / Randwick Industrial Area Land Use Study</i> ; and/or  |                          |                          |                          |
| - if the proposal involves residential intensification or sensitive use intensification, or will result in increased traffic volumes or access points onto Dangerous Goods Routes.   |                          |                          |                          |
| <b>28 - Wind Tunnel Testing Report (required for the following):</b>   |                          |                          |                          |
| For proposed building work 5 or more storeys in height (over 15m), a Wind Tunnel Testing Report must be provided, with wind amelioration measures from the report incorporated into architectural plans.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>29 - Sydney Airports (required for the following):</b>  |                          |                          |                          |
| If the site is subject to Sydney Airports Height Restriction, provide the following:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Sydney Airport OLS height? _____   |                          |                          |                          |
| - Sydney Airport Height? _____   |                          |                          |                          |
| - Enter what height is the proposed building height in RLs? _____  |                          |                          |                          |
| For proposals where the height is equal to or above the Sydney Airports Height Restriction, has referral to Sydney Airports (SACL) been undertaken.<br>[Note: referral to Sydney Airports will result in delays to the assessment.]  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



| <b>30 - Acoustic Report (required for the following):</b>  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| NOTE: The report must be prepared by a suitably qualified acoustic consultant who is a member of either the Association of Australasian Acoustical Consultants (AAAC) or the Australian Acoustical Society (AAS).  |                          |                          |                          |
| An Acoustic Report must be prepared for properties in an ANEF contour of 20 or greater. What is the ANEF contour? _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 must address AS 2021-2000, Acoustics - Aircraft noise intrusion – Building siting and construction and the provisions of the relevant Council LEP and/or DCP.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An Acoustic Report that satisfies the relevant Council DCP requirements for Insulation and Impact Isolation between floors/walls must be provided for dual occupancy, multi dwelling housing, or residential flat buildings.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An Acoustic Report satisfying State Environmental Planning Policy (Infrastructure) 2007 must be provided for properties within 25m of a rail corridor or adjacent to a classified busy road and the proposal is for a residential use.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| An Acoustic Report which addresses the potential noise impacts on neighbours, must be provided in accordance with the relevant DCP for:<br><ul style="list-style-type: none"> <li>- Childcare Centres;</li> <li>- Entertainment Venues; and/or</li> <li>- noise generating uses in close proximity to residential development.</li> </ul> <i>[Note: Child care centres in ANEF areas greater than 25 ANEF are prohibited in Bayside East.]</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>31 - Traffic and Parking Impact Assessment Report</b><br>(Required for development on State Roads, Mixed Use, RFB, Commercial and Childcare Centres, all new subdivisions creating 10 or more additional lots (not Strata), and some Change of Use Applications.)   | <b>Yes</b>               | <b>N/A</b>               | <b>Office Use</b>        |
| The report must be prepared by a suitably qualified traffic engineer and include, but is not limited to:   |                          |                          |                          |
| - existing operational conditions of the road network in the immediate vicinity of the development;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - projected trip generation and trip destination for the proposed development;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - results of traffic counts and intersection performance analysis (existing and projected counts) of the surrounding road network in peak hours;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - recommendations of road infrastructure and road safety improvements;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - provision of off-street parking in accordance with the relevant Council DCP;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - details of the largest vehicles accessing the site (including removalist vans);  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - number of employees and frequency of deliveries;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - cumulative impact of existing and proposed (approved) development adjoining and nearby;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - consideration of relevant State Policies, including State Environmental Planning Policy (Infrastructure); and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - design of vehicle access, parking and loading/unloading areas, including provision of swept path diagrams (to scale 1:100).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>32 - Access Report</b><br>(Required for RFBs, Child Care Centres, Mixed Use Development, Boarding Houses, Hotels etc.)  |                          |                          |                          |
| The access report must be prepared by a suitably qualified Access Consultant, demonstrating compliance with State Environmental Planning Policy 65 (where applicable), relevant Council DCP & relevant standards.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| 33 - BASIX Certificate or Energy & Water Efficiency Report   | Yes                      | N/A                      | Office Use               |
|--|--------------------------|--------------------------|--------------------------|
| BASIX Certificate – Single Dwellings including ALL Secondary Dwellings   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BASIX Certificate – Dual Occupancies and Multi Unit Dwellings  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BASIX Certificate – Alterations and Additions (over \$50,000)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BASIX Certificate – Swimming Pools (required if capacity greater than 40,000 litres)                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BASIX Certificate or Report – Boarding Houses (dependent on the form of development).                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A Section J Report must be submitted for boarding house development with a floor area >300sqm?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The BASIX Certificate must be current/valid (issued no more than 3 months prior to DA lodgement).                    | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| The BASIX measures/provisions must be clearly identified on the plans?   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| An Energy & Water Efficiency Report must be submitted for a retail, commercial or industrial development as follows: |                          |                          |                          |
| - BAYSIDE WEST: construction cost over \$1 million.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - BAYSIDE EAST: construction cost over \$250,000.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |   |       |                  |
|---|---|-------|------------------|
| <b>Office Use Only – Development Advisory Service</b> |   |       |                  |
| <input type="checkbox"/>                              | Calculate fees as per Development Application Fee Table |       |                  |
| Description of proposal                               |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
|   |   |       |                  |
| Checked by  |   | Date  | ___ / ___ / ____ |
| <b>Office use only – Customer Service</b>             |   |       |                  |
| <input type="checkbox"/>                              | Date stamp application form                             |       |                  |
| Receipt No:   |   | Date: | ___ / ___ / ____ |
| Total Fees received:                                  | \$  |       |                  |