



DEVELOPMENT APPLICATION CHECKLIST AND DECLARATION

S8.2 Review of Determination

All the details sought in the accompanying checklist must be provided. If you are planning a major development or developing land that may be environmentally sensitive, you will need to seek advice from Council's staff as additional information may be required. On-site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may be requested. A Council Officer will contact you soon after their initial inspection if this is the case.

A COMPLETED CHECKLIST MUST BE SUBMITTED VIA THE NSW PLANNING PORTAL WITH THE APPLICATION. FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING REJECTED FOLLOWING AN INITIAL REVIEW BY PLANNING STAFF.

Applicant	Name: _____	
	Property Address And Lot/DP/SP etc.	_____
	Description of proposed development: _____	

Declaration

If the applicant is a company or strata title body, this declaration must be signed by a director or authorised delegate, under common seal.

- I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.
- I also understand pursuant to clause 51 of the EP&A Regulations 2000 that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'.
- I accept that Council cannot be liable for delays in processing arising out of inadequacies in the material submitted in support of this application. I acknowledge that where the applicant is not the owner of the land, the owner may be copied in on correspondence relating to this application.
- I confirm that any electronic data provided is a true copy of all plans (including drawing scale and version number) and associated documents submitted with the Development Application.

I have read and understood the information stated overleaf and I give my consent to Council to make this application, including all supporting documents, plans and specifications for any residential parts of the application, available for public view at Council offices and through Council's internet site.

Applicant Signature: _____ Date _____

Copyright Note
The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

1. Access to information

The information provided by you on this form will be used by Council, or its agents, for administrative and assessment purposes to process this application. Once collected, the information on this form, and on supporting documents, can be accessed by the public in accordance with Council's Access to Information Policy, Publication Guide, and Privacy Management Plan.

For more information please refer to the Council *Access to Information Policy* - available on Council's website. See also the Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

2. Application (DA) Tracking

The assessment of development application can be followed via Council's DA tracking facility online.

The information that can be viewed on DA Tracking is clearly labelled on this checklist form. All items labelled 'External Masterview' in red will be publicly accessible through Council's website.

3. Notification of the Development Application

If the development application requires notification it will be advertised in accordance with Council's Community Engagement Protocol (incorporating Community Participation Plan requirements under the EP&A Act 1979). The protocol is available on Council's website.

4. Determination

The application will most likely be determined under delegation by Council's Development Services team, unless it meets certain criteria to be referred to either the North Sydney Local Planning Panel (NSLPP) or the Sydney North Planning Panel (SNPP). Applicants will be advised accordingly through the assessment process.

5. Lodgement Requirements for Review Applications

Section 8.2(3) of the Environmental Planning and Assessment Act 1979 provides that in requesting a Review, the applicant may amend the proposed development the subject of the original application for development consent or for modification of development consent. The consent authority may review the matter having regard to the amended development, but only if it is satisfied that it is substantially the same development.

If amended plans are submitted with the review application, the plans must be at a scale of 1:100 and show all the changes in colour in accordance with AS1100.301. The application shall include written justification as to why Council should change its determination and where necessary provide supporting expert reports as nominated on the checklist within the DA Checklist and Applicant Declaration.

REQUIRED	SUPPLIED
<p>■ PLANS</p> <p>Digital Specifications</p> <ul style="list-style-type: none"> • Please refer to NSW Planning Portal lodgement requirements www.planningportal.nsw.gov.au • All plans and documents must be named appropriately as shown below • All plans are to show new work in colour and be rotated to landscape. • All plans and documents must be in PDF format. • Each document and report must be submitted as an individual PDF document. • Architectural plans should be saved together. • Plans must be converted to PDF file electronically and not scanned. • Plans should be to the preferred scale of 1:100 on A3. <p>Naming of Documents and Plans</p> <ul style="list-style-type: none"> • The naming of documents and plans should not exceed 250 characters. <p>Documents:</p> <ul style="list-style-type: none"> • Address - Name of Report - Date of Report <p>Plans:</p> <ul style="list-style-type: none"> • Address - Name of Plan - Size - Plan Number - Revision No 	

COLOURED PLANS / ELEVATIONS / SECTIONS	
<p>Brick - Red; Rooftiles - Orange; Concrete - Dark Green; Tile - Purple; Fibre Cement Sheets / Cement Render - Light Green; Glass and Glass Bricks - Light Blue; Sandstone - Light Brown; Timber - Yellow; Steel & Galvanised Iron - Dark Blue.</p> <p>Note: Only new works need to be coloured on plans</p>	

REQUIRED	SUPPLIED		
<p>■ A4 PLAN FOR NOTIFICATION PURPOSES External Masterview</p> <p>Must be 1 page only and indicates the height and external configuration of all elevations, as erected, in relation to the site boundaries.</p> <p><u>If no appropriate A4 plans are submitted, this may lead to delays with notification of the application and processing times.</u></p> <p>Note: If you are applying for Integrated Development Consent you will be invoiced directly by the Department of Planning, Industry and Environment (via the Planning Portal) \$320 for each integrated/ concurrent authority.</p> <p>Plans must be drawn to scale (preferably 1:100) and on A4 or A3 size paper. (Larger plans will only be accepted on prior agreement of Council) Free hand, single line or illegible drawings will not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicants name, block/house/shop/flat number, street/road name, town or locality • Lot Number, section number, DP number. (Found on rate notice or land title) • Measurements in metric • The position of true north • Building, or parts of building to be demolished to be indicated in outline • Draftsman/Architect name and date 	YES	NO	WHY NOT
	<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"/>	

REQUIRED

SUPPLIED

<p>■ SURVEY PLAN External Masterview</p>	<p>YES</p>	<p>NO</p>	<p>WHY NOT</p>
<p><u>Information Should Include:</u></p> <ul style="list-style-type: none"> • Plan to scale preferably 1:100. • Plan to show all existing structures. • Plan to show all trees greater than 5m in height +/- or 3m in canopy spread. The exact location of any such tree, the RL at their base and their height and canopy spread. • Location/position of all buildings/structures on adjoining land (showing street number and street address) and ridge heights of those buildings or structures at the boundary. • Levels - contour and spot levels. • Easements and rights of way including common or party walls 			
<p>■ SITE PLAN External Masterview</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p><u>A site plan should include:</u></p> <ul style="list-style-type: none"> • Drawings must be to scale preferably 1:100. • Location of the new and existing buildings in relation to site boundaries, with dimensioned setbacks to boundaries. • Location/position of all buildings/structures on adjoining land (showing street number and street address). • Location of any existing and proposed fences and landscaping features such as swimming pool, retaining walls, paved areas and driveways. • Relative location of adjoining buildings. • Location of any adjoining owner windows facing your development. • Existing stormwater drainage location. If stormwater run-off or roof area will increase show proposed drainage details/concept plan, including discharge location and tank location. • Location of pedestrian and vehicle access and car parking (indicating extent of cut and fill and gradients). Engineering details may be required. • Location/position of proposed Fire Fighting Booster/Hydrant Systems and Electrical Sub - Stations. • Where driveways or other alterations are proposed to Council's infrastructure, detailed sections of gradients and levels must be provided sufficient for assessment purposes. This may necessitate long sections of the footpath or sections to the centre lane of the road reserve. • Zone boundaries if multiple zoning applies. • Site safety and security fencing during construction. • Erosion controls to be implemented. • Vegetation. • Services. • Natural features. • Heritage and archaeological features. • Views. <p><u>Measurements including:</u></p> <ul style="list-style-type: none"> • Length, width and site area of land, both existing and proposed. • Width of road reserve. • Distance from external walls and outermost part of proposed building to all boundaries. • Approximate distance from proposed building to neighbouring buildings. 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED

SUPPLIED

	YES	NO	WHY NOT
<p>■ FLOOR PLAN External Masterview (Existing and Proposed)</p> <p>A floor plan is a birds-eye view of your existing and proposed layout of rooms within the development. Please include the following:-</p> <ul style="list-style-type: none"> • All new work to be coloured (according to colour schedule specified at beginning of checklist) • Drawings must be to scale, preferably 1:100 on A3. • Outline of existing building/development on site (shown dotted). • Existing floor plans showing existing layouts of areas within the property affected by the proposal. • Demolition plan. • Room names, areas and dimensions. • Dimensions from external walls and rooflines to all boundaries to be shown. • Window and door locations and sizes. • Floor levels and steps in floor levels. (RL's) • Access for disabled (if in a new public building). • Location of plumbing fixtures (where possible). • Wall structure type and thickness. • Proposed use of available roof space. • Site coverage / Landscape area / Unbuilt upon plan. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ ELEVATION PLAN External Masterview</p> <p>Elevation plans are a side on view of your proposal. Drawings of all effected elevations (north, south, east and west facing) of your development need to be included in your application. <u>Elevation plans should include:</u></p> <ul style="list-style-type: none"> • All new work to be coloured (according to colour schedule specified at beginning of checklist) • Drawings to scale preferably 1:100 on A3. • Outline of existing building/development on site (shown dotted). • Location/position of all buildings/structures on adjoining land (showing street number and street address). • Exterior cladding type and roofing material/colour. • Window sizes and location. • Stormwater drainage pipes (downpipes and gutter). • Chimneys, flue exhaust vents, duct inlet or outlet. • RL's for ridge, floor and ground level as a minimum. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ SECTION PLAN External Masterview</p> <p>A section(s) is a diagram showing a cut through the development at the most typical point. <u>Sections should include:</u></p> <ul style="list-style-type: none"> • All new work to be coloured (according to colour schedule specified at beginning of checklist) • Drawings to scale preferably 1:100. • Outline of existing building/development on site (shown dotted). • Section names and where they are shown on plan (i.e. A/A B/B etc). • Room names. • Room and window heights. • Details of chimneys, fireplaces and stoves. • Roof pitch and covering. • Site works, finished and proposed floor & ground levels in RL's (indicate cut, fill and access grades). 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED

SUPPLIED

	YES	NO	WHY NOT
<p>■ SHADOW DIAGRAMS (For proposals which will result in an increase in shadowing or any breach of the building height plane)</p> <p style="text-align: right;">External Masterview</p> <p>1) Shadows cast at the equinoxes (21 March and 21 September) and midwinter (21 June) at 9am, 12noon and 3pm in plan form; and, if applicable;</p> <p>2) Elevation shadows if shadows fall upon neighbouring dwellings. Details provided in elevated shadow diagrams must include any window openings. The survey information on which the shadow diagrams are based must be provided to Council with this application.</p> <p><u>Information should include:</u></p> <ul style="list-style-type: none"> • Location of proposed development. • Position and relationship to adjoining buildings and land (showing street number and street address). • Shadow diagrams must show existing shadows in plan and elevation. • Shadow diagrams to be certified by either surveyor, architect, planner, computer modeler at the time of submission (form available from Council). • Must be drawn to true north. • Scale for all plans must be at 1:100. • Alternative forms of shadow diagrams may be presented, but Council reserves the right to call for the plans in simple elevation and plan form. <p>NOTE: Additional shadow diagrams will be requested should this issue be given determinative weight during the assessment process. Applications for development within the North Sydney CBD are covered by special LEP requirements and hourly shadow diagrams may be required for the equinoxes and solstices between 9am and 3pm.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ SUBDIVISION PLAN Land or Strata</p> <p style="text-align: right;">External Masterview</p> <p>If you are planning to subdivide either residential or commercial land you will need to supply (where appropriate):</p> <ul style="list-style-type: none"> • A plan showing proposed subdivision with land title details (including number of lots). • Location and width of nearby roads. • Subdivision pattern with dimensions and area and all proposed and existing land uses. • Location of water, sewerage, electricity and telephone. • Proposed points of entry and exit for each proposed lot. • Proposed method of stormwater disposal. • Proposed new roads (if any) including long section, cross section drawings. • Site analysis including plotting of environmental constraint area, zone boundaries and usable land area (for multiple zones only). • Indicative Plan of proposed development on new lot(s). • Relative levels for both the subject land and adjacent streets/footpaths. • Party walls, if relevant. 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED

SUPPLIED

<p>■ EXCEPTIONS TO DEVELOPMENT STANDARDS External Masterview</p>	<p>YES</p>	<p>NO</p>	<p>WHY NOT</p>
<p>Applicable development standards for variation under clause 4.6 to LEP 2013.</p> <ul style="list-style-type: none"> <input type="checkbox"/> LEP2013Cls 4.1 - Minimum subdivision lot size <input type="checkbox"/> LEP2013 - Cls 4.3 - Height of Buildings <input type="checkbox"/> LEP2013 - Cls 4.4 - Floor space ratio <input type="checkbox"/> LEP2013 - Cls 4.4A - Non-residential floor space ratio ranges <input type="checkbox"/> LEP2013 - Cls 6.3(2)(c) - Building heights & massing (North Sydney Centre) <input type="checkbox"/> LEP2013 - Cls 6.4 - Miller Street setback (North Sydney Centre) <input type="checkbox"/> LEP2013 - Cls 6.6(1) - Dual occupancies (lot size & common walls) <input type="checkbox"/> LEP2013 - Cls 6.8(3) - Development of land in Zone IN4 (outdoor seating) <p>Note: Clause 4.6 to LEP 2013 provides flexibility in the application of certain planning controls where strict compliance with those development standards would, in any case, be unreasonable or unnecessary or tend to hinder the attainment of the objectives specified for each development standard.</p> <p>Your application cannot be processed favourably without a submission made in accordance with clause 4.6 to LEP 2013.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>(if yes please tick specific objections listed)</p>
<p>■ STATEMENT OF ENVIRONMENTAL EFFECTS External Masterview</p> <p><i>required for all applications</i></p> <p>This is a written statement which demonstrates the applicant has considered the impact of the proposed development on the natural and built environments both during and after construction and the proposed method of mitigating any adverse effects. The statement of environmental effects must address the relevant development controls and standards under the provisions of the North Sydney LEP 2013 and DCP 2013 which relate to the development proposal.</p> <p><u>The statement, in appraising the suitability of land for development, should detail (where applicable):</u></p> <ul style="list-style-type: none"> • Flooding, drainage, land slip, soil erosion, mine subsidence, bushfires and any other risks. • Effect on the landscape, streetscape, national park or scenic quality of the locality. • Impact on existing and future amenity of the locality. • Amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried. Car access, parking and availability of public transport. • Waste disposal arrangements. Location of garbage and storage areas. • Methods of sewerage effluent and stormwater disposal. • Availability of utility services, power, telephone, water/sewer. • Social effects and economic effects. • Anticipated impact of noise levels to the site locality. • Effect on historical and archaeological aspects. • Effect on flora and fauna. • Design and external appearance in relation to the site and locality indicating how the design is appropriate to the site, including a specification of the external materials to be used. <p>How the privacy, daylight and views of other dwellings will be affected, i.e. do they overlook or overshadow each other.</p> <ul style="list-style-type: none"> • Access for the disabled. • Any special circumstances. <p>Note: other matters may be relevant depending upon the nature of the development proposal. In the case of a “designated” development, an environmental impact statement is required to be submitted in the manner outlined by Environmental Planning and Assessment Act.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

REQUIRED

SUPPLIED

	YES	NO	WHY NOT
<p>■ RESIDENTIAL FLAT BUILDING External Masterview</p> <p>If the development application relates to residential flat building development to which State Environmental Planning Policy No 65 - Design Quality of Residential Flat Development applies (SEPP 65), the following information must be submitted with the statement of environmental effects:</p> <ul style="list-style-type: none"> (a) an explanation and design verification statement from a Registered Architect of the design in terms of the design quality principles set out in Part 2 of SEPP 65 (b) drawings of the proposed development in the context of surrounding development, including the streetscape, (c) development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations (d) drawings of the proposed landscape area, including species selected and materials to be used, presented in the context of the proposed building or buildings, and the surrounding development and its context (e) if the proposed development is within an area in which the built form is changing, statements of the existing and likely future contexts, (f) photomontages of the proposed development in the context of surrounding development (g) a sample board of the proposed materials and colours of the façade (h) detailed sections of proposed facades (i) a model that includes the context (j) apartment design guide compliance table. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ LOW RISE MEDIUM DENSITY DEVELOPMENT External Masterview</p> <p>For Low Rise Medium Density Development (<i>including dual occupancies, manor houses, terraces, town houses, villas as well as shop top housing where it includes more than one residence</i>) a Design Verification Statement is to be submitted with the DA. This is to be prepared in accordance with the provisions of Part 4 of the Low-Rise Medium Density Design Guide. The table is to identify each relevant control, describe how the design complies with each control and justify any areas of non-compliance. The compliance table is to be prepared by the qualified architect or building designed accredited by the Building Designers Association of Australia who directed the design of the development. Please refer to the template for Design Verification Statements included in the appendices of the Design Guide.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ ADVERTISING STRUCTURE/SIGN External Masterview (Advertising applications only)</p> <p><u>If you are planning on erecting an advertising structure or sign you will need to supply the following:</u></p> <ul style="list-style-type: none"> • Details of the structure, materials to be used and how it will be fixed to the building. • Its size, colours, lettering and overall design. • The proposed location shown on a scale plan and building elevation. • The amount and extent of light spill. 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		SUPPLIED		
		YES	NO	WHY NOT
<p>■ HERITAGE IMPACT STATEMENT External Masterview</p> <p>(For all applications involving heritage items or works to buildings in conservation areas)</p> <p>The Statement of Heritage Impact (SHI) should be prepared by a relevantly qualified person, listed with the NSW Heritage Office as a Consultant, or be to the satisfaction of Council's Conservation Planner. The Statement of Heritage Impact should be concise and must adhere to the model format.</p> <p>Generally:</p> <ul style="list-style-type: none"> • For major partial demolition, complete demolition, additions or change in use to, of a heritage item, a heritage consultant and/or a structural engineer experienced in heritage issues should prepare the SHI. • For major works to heritage items and works to a state significant item the SHI should follow the standard recommended by the NSW Heritage Office guidelines. • A heritage consultant must prepare the Statement of Heritage Impact if the heritage item is of state significance. <p><i>Further information regarding the required content of a SHI is available on Council's website in the publication 'Fact Sheet: Statements of Heritage Impact'.</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ EROSION AND SEDIMENT CONTROL PLAN External Masterview</p> <p>(For all works that require excavation)</p> <p>An Erosion and Sediment Control Plan must be submitted in accordance with Part B: Section 17 - Erosion and Sediment Control of DCP 2013. Plan of controls to be installed on site and should cover; site access, division of water, sediment basins and pump outs, sediment fences, gutter protection, stock piles and dust control.</p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ STORMWATER MANAGEMENT PLAN External Masterview</p> <p>A Stormwater Management Plan must be submitted in accordance with Part B: Section 18 - Stormwater Management of DCP2013.</p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ WASTE MANAGEMENT PLAN External Masterview</p> <p>(For new residential and commercial developments)</p> <p>A Waste Management Plan must be submitted in accordance with Part B: Section 19 - Waste Management of DCP 2013.</p> <p>Details of waste storage and disposal and should cover; location of waste storage area (garbage and recycling), location of collection area, construction of storage room, number of bins (garbage and recycling) and hours of collection.</p>		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ FIRE SAFETY MEASURES SCHEDULE External Masterview</p> <p>a) Proposed alterations to existing building (BCA Class 2 to 9) are to be accompanied by 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.</p> <p>b) In addition to the above; If the development involves a change of use of a building (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house):</p> <ul style="list-style-type: none"> (i) a list of Category 1 fire safety provisions (as defined in the EP and A Regulations) that currently apply to the existing building, and (ii) a list of the Category 1 fire safety provisions that are to apply to the building following its change of use. 		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ CONTAMINATED LAND MANAGEMENT External Masterview</p> <p>Contamination is a concentration of any substance that presents a risk to human health or the environment.</p> <p>a) Are you aware of any contamination of the site, or land near the site, no matter when and no matter who caused that contamination?</p>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED

SUPPLIED

■ CONTAMINATED LAND MANAGEMENT *Continued*

YES **NO** **WHY NOT**

b) Has the site ever been used for any activity which may have resulted in the contamination of the site, or land near the site?

c) Do you know if the site or land near to a site has been used for any of the following activities at any time?

- | | |
|---|--|
| • Acid/alkali plant and formulation | • Landfill sites |
| • Agricultural/horticultural activities | • Metal treatment |
| • Airports | • Mining and extractive industries |
| • Asbestos production and disposal | • Oil production and storage |
| • Boatyards | • Paint formulation and manufacture |
| • Chemical manufacture and formulation | • Panel beating |
| • Council works depot | • Pesticide manufacture and formulation |
| • Defence works | • Power stations |
| • Drum re-conditioning works | • Railway yards |
| • Dry cleaning establishments | • Scrap yards |
| • Electrical manufacturing (transformers) | • Service stations |
| • Electroplating and heat | • Sheep and cattle dips treatment premises |
| • Engine works | • Smelting and refining |
| • Explosives industry | • Spray painting substations (electrical) |
| • Funeral Parlours | • Tanning and associated trades |
| • Gas works | • Waste storage and treatment |
| • Iron and steel works | • Waterboard plant or depot |
| | • Wood preservation |

d) Do you know if the site or land near the site has ever been remediated or investigated for contamination?

The applicant must submit a preliminary investigation report if the answer to any of these questions is 'yes'. Refer to Section 14 to Part B of DCP 2013 for details of preliminary investigation and possible subsequent steps.

Office Use Only

Fee Type	\$	Receipt No.	Date
Assessment (701)			
Inspection Fee (717)			
Advertising (710)			
Compliance Levy (736)			
Archiving (722)			
Plan 1 st (731)			
Strata Subdivision (707)			
Land Subdivision (707)			
Designated Development (701)			
Integrated Development (701)			
Other			

COUNCIL USE ONLY
Customer Service Officer:
Comments:
Checked by - Customer Service Officer Signature: