



DEVELOPMENT APPLICATION

Made under the Environment Planning and Assessment Act 1979 (Section 4.12), Roads Act 1993 (Section 138), Local Government Act 1993 (Section 68)

Part A – Application and Owner Details

<p>1. Applicant</p> <p><i>It is important that we are able to contact you if we need more information.</i></p> <p><i>Please give us as much detail as possible.</i></p> <p><i>Council will deal only with the nominated applicant in the event of any query or communication regarding this application.</i></p> <p>Please note the Applicant's details are publicly available.</p>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		
	Surname Name / Company Name		
	Full Given Names / ABN (no initials)		
	Postal Address <i>We will post all letters to this address</i>		
	Phone Number	Mobile Number	
	Email Address		
	Contact Person <i>Person who may be contacted to discuss the application during business hours.</i>		
	Qualification of Applicant <i>Membership registration or accreditation number (if applicable)</i>		
<p>2. Owner's consent</p> <p><i>Every owner of the land must sign this form.</i></p> <p><i>When works affect or are likely to affect a party wall or structure straddling a common boundary, consent of both property owners is required (e.g. semi-attached or terrace dwelling).</i></p> <p><i>If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form.</i></p> <p><i>If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.</i></p>	Owner/s		
	Address		
	Email		
	Phone	ABN	
	As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.		
Signature(s)			
<p><i>Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications.</i></p> <p><i>If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director etc.).</i></p>			

3. Applicant Sign-off

I declare that all of the information supplied herein and in connection with this application is true and correct. I declare that the estimate of costs for the project is the commercial value of the proposed works and is based on a properly prepared cost estimate or actual quote or contract competition price for the work. I also confirm that this application has been prepared addressing the relevant LEP and DCP requirements. A Political Donation disclosure form has been completed (if applicable).

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 specification for any residential parts of this application, available for public view at Council offices and through Council's internet site.

Signature: _____ Date _____



DEVELOPMENT APPLICATION

INFORMATION REGARDING LODGEMENT OF A DEVELOPMENT APPLICATION

1. Access to information

Council considers that persons inspecting the plans of a proposed development that may impact on their amenity cannot effectively do so without knowledge of the basic internal layout e.g. living rooms, bedrooms, etc. where privacy from overlooking may be a problem.

Accordingly, applicants are advised, as part of the application, they give permission for persons, as part of the public exhibition and notification process, to inspect the internal plans accompanying the application through Council's Application Tracking System.

Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

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.

2. Application (DA) Tracking

North Sydney Council uses third party software products that allows customers to view plans, details and to track the progress of a Development Application throughout the assessment process.

Online Application Tracking provides customers with information on key milestones in the Development Application process however, it is not a detailed history. Persons wishing to confirm information in detail should contact Council via either the email facility at the bottom of the Development Application tracking window, or in writing in order to obtain a written response.

The information that can be viewed on Application Tracking is clearly labelled on this application form. Please refer to the Development Application Checklist at the back of this form. All items labelled 'External Masterview' in red will be publicly accessible through Council's website.

Please also refer to Section 19 of the Development Application Form. Declaration and Copyright note.

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.

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.



DEVELOPMENT APPLICATION

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Please note all documents lodged with this Development Application, including Part B of the application form, are available for public access at Council's offices and where indicated on this form as "External Masterview" on Council's web site.

OFFICE USE ONLY – Keep this box blank

Mail application to: The General Manager North Sydney Council PO Box 12 NORTH SYDNEY NSW 2059	Lodge in person: Customer Service Centre North Sydney Council 200 Miller Street NORTH SYDNEY NSW 2060
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Part B – Application and site details

1. Applicant <small>(name only)</small>	Name/s			
2. Location of the property <small>We need to correctly identify the land</small>	Unit No.	House No.	Street	
	Suburb			
	Real Property Description (i.e. Lot / DP, etc.)			
	Building Name			
Office Use Only	Parcel No. <input style="width: 150px;" type="text"/>			
3. Description of work <small>Please describe briefly everything that you want approved by the council, including signs, hours of operation, use, subdivision, demolition, etc.</small>	Type	<input type="checkbox"/> Use of land/building	<input type="checkbox"/> Erect a building	<input type="checkbox"/> Subdivision
		<input type="checkbox"/> Carrying out of works	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other
	<small>Note: Applications for multiple occupancy or other significant commercial / residential developments will be referred to Council's Design Excellence Panel (DEP). Additional submission requirements are outlined in the Development Checklist.</small>			
4. Estimated cost of work <small>(must be signed)</small> <small>The estimated cost of the development or contract price is subject to a check by Council before final acceptance.</small>	Estimated cost of work: \$			
	<small>Council reserves the right to seek justification of the estimated cost from the applicant or by an appropriately qualified person.</small>	<small>Name (printed) and qualification. Signature of qualified person certifying value of work</small>		
5. Integrated Development <small>Is the application for integrated development?</small>	Yes <input type="checkbox"/> No <input type="checkbox"/> Integrated Development is development that requires licences or approvals from other Government Departments. Most forms of development will not be "integrated". Please tick the appropriate boxes.			
Water Management Act 2000	<input type="checkbox"/> ss89	<input type="checkbox"/> 90	<input type="checkbox"/> 91	
Protection of the Environment Operations Act 1997	<input type="checkbox"/> ss43(d)	<input type="checkbox"/> 47	<input type="checkbox"/> 48	
Rural Fires Act 1997	<input type="checkbox"/> s100B			
Fisheries Management Act 1994	<input type="checkbox"/> s144	<input type="checkbox"/> s201	<input type="checkbox"/> s205 <input type="checkbox"/> s219	
Heritage Act 1977	<input type="checkbox"/> s58			
National Parks and Wildlife Act 1974	<input type="checkbox"/> s90			

Part B – Application and site details (cont'd)

6. Concurrence Development

Yes No

Is the application for concurrence development?

Concurrence Development is development that requires licences or approvals from other Government Departments. Please tick the appropriate boxes.

Infrastructure SEPP – Traffic Generating Development cl.104	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bushfire Prone Land (Minister s117 direction)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sydney Regional Environmental Plan (Sydney Harbour Catchment 2005 cl.29)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7. Staged Development

Yes No

Are you applying for a staged development or deferred commencement consent?

If you answered Yes to this question, please attach details relating to the stage development to your application

8. Approval under S.68 Local Government Act 1993

Yes No

Does this application also seek approval for one or more of the matters listed in Council's schedule?

A list of matters requiring approval under S.68 of the Local Government Act are included in Council's Assessment Application Kit. These approvals are not required at this stage and can be made at a later date.

Note: Approvals for matters listed in the schedule must be obtained from Council prior to any works commencing on site.

9. Approval under S.138 Road Act 1993

Yes No

Does this application propose any form of alteration to Council's road reserve, i.e. driveway, footpath reconstruction, drainage connection and the like?

Note: Full details of the layout of proposed driveway crossing, drainage connection and the like are required to be provided with the Development Application.

10. Construction Certificate

A construction certificate will be required before any works can commence. This may be applied for at the time of application for Development Consent.

See Council's "Guide to Prepare and Submit an Application". A Construction Certificate can be issued by Council or by an accredited certifier. If you would like Council to issue this certificate additional fees and documentation are required. It is not necessary to apply for a Construction Certificate now, however a certificate will be required prior to any works commencing.

Note:

Council does not recommend the submission of joint applications. The development consent may change the details design of your proposal. If this development application is refused the construction certificate will likewise be refused. Development consents may be subject to conditions which modify the plans. A Construction Certificate cannot be issued until it is in accordance with the development consent.

Should there be an unreasonable delay in submitting updated plans following issuance of consent, the construction certificate may be refused.

Part B – Development details

11. Building Materials

(If applicable)

Tick more than one if necessary.

This information is used by Australian Bureau of Statistics

ROOF

- 10 Tiles
 20 Slate/Concrete
 30 Fibre Cement
 40 Steel
 50 Aluminium
 60 Other

WALLS

- 11 Double Brick
 12 Brick Veneer
 20 Stone/Concrete
 30 Fibre Cement
 40 Timber
 60 Steel
 70 Aluminium
 80 Other

FLOOR

- 10 Timber
 20 Concrete
 80 Other

Part B – Development details (cont'd)

12. Proposed use of building if changing the current use

What will be the principal use of the building if this application is approved?

- Single Dwelling
- Residential flats, services apartments, attached dwellings
- Hotel, motel, boarding house, hostel
- Offices (commercial)
- Retail
- Factory, service station
- Warehouse, showroom
- Public buildings, halls, educational, laboratories
- Outbuildings, garages, pergolas, pools, signs
- Other (please describe).....

13. Number of dwellings / gross floor area

Department of Planning, Industry and Environment (DPIE) use this information for statistical purposes and Council use the GFA information provided for Section 7.11 calculations.

	No. Existing	No. Proposed
Bed-sitter units, attached dwellings, etc.		
1 bedroom units, attached dwellings, etc.		
2 bedroom units, attached dwellings, etc.		
3 bedroom units, attached dwellings, etc.		
4 or more bedroom units, attached dwellings, etc.		
Total gross floor area (commercial/retail/residential)		

14. Operating details

(If applicable)

Department of Planning, Industry and Environment (DPIE) use this information for statistical purposes.

Staffing:		Existing		Proposed	
Number of staff / employees					
Working Hours:		Existing		Proposed	
Mondays		to		to	
Tuesdays		to		to	
Wednesdays		to		to	
Thursdays		to		to	
Fridays		to		to	
Saturdays		to		to	
Sundays		to		to	
Parking and loading facilities:		Existing		Proposed	
Number of parking spaces					
Number of loading spaces					

15. Heritage and conservation

- Is the building an item of environmental heritage or in a conservation area? Yes No (if no, go to Q17)
- Are you demolishing all or any part of the building? Yes No
- Are you altering or adding to any part of the building? Yes No

If you have answered yes to any of these questions, a heritage impact statement will be required. Details are outlined in the application checklist. If you are unsure about the heritage status of the building, please contact Council.

Part B – Development details (cont'd)

16. Sea level rise

Is any part of the site on which the development is proposed, less than 1.1 metres above the mean high sea water level? Yes No

17. Current use

Current or last known use:

Is this use still operating? Yes No

If the premises are currently vacant, when did the last use cease?

If you are relying on existing use rights for your approval, the onus is on you to prove that the use was lawful, and that it is still current.

18. Owners/ Applicants Declaration of Political Donations and Affiliations

In order for Council to ensure the highest integrity in the Development Application process property owners and applicants are required to declare all affiliations or associations they have had with Councillors' or Council staff over the past two (2) years.

This disclosure is made under Section 10.4 of the Environmental Planning and Assessment Act 1979.

• A friendship, personal or family relationship;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• A shared membership in a club, political party or organisation;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Business dealings with a Councillor/s or member/s if staff outside of their official Council role;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Provided a gift, benefit, loan, payment or hospitality; or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Does any elected Councillor or Council staff member have an interest in the ownership of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of Councillor or Staff	Nature of Affiliation or Association

Lobbying

If you have business dealings with or if you lobby Council, please abide by Council's Statement of Business Ethics and Code of Conduct for Lobbyists which outline Council's expectations for managing those relationships.

Political Donations or Gifts

If you have made a political donation or a gift within two (2) years of the date of this application, you must comply with Section 10.4 of the Environmental Planning Assessment Act 1979. This requires the disclosure of political donations and gifts made by the applicants or persons with a financial interest in this application. The information about political donations that must be disclosed is the same as that required by the Election Funding Authority, You must disclose; the name of the person to whom each donation/gift was made, the date, name, address of the person making the donation/gift; and the amount or value of that donation/gift where accumulative value is \$1000 or more.

The Act required that this information is posted and publicly available on Council's website.

Indicate donation or gift	Name of Party or Person for whose benefit the donation/gift was made	Date and value of donation /gift / hospitality / benefit

Part B – Checklist & Declaration

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 WITH THIS 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.

19. 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 acknowledge all documents submitted with the application, inclusive of internal plans will be published online.

Applicant Signature: _____ Date _____

Copyright Note

The applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the EP&A Act 1979, the Local Government Act 1993 and Notification Policy. In addition, Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertising plans, supporting documentation and the determination available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

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			



DEVELOPMENT APPLICATION CHECKLIST

REQUIRED	SUPPLIED		
<p>REFER TO SECTION 3 PART A OF DCP 2013 FOR DETAILED REQUIREMENTS WHEN LODGING A DEVELOPMENT APPLICATION</p> <p><i>All Development Applications upon lodgement are required to be accompanied by a USB containing a copy of all plans, reports and all other documentation in PDF format. Any hard copies lodged as per the checklist must be identical to that information supplied on the USB. You will be required to sign to confirm this on the application form/checklist.</i></p> <p><i>Each document provided needs to be saved as a separate PDF in Acrobat Adobe Reader format. Architectural plans should be saved together in PDF format. This requirement also applies to the submission of revised information during the development assessment process. Please note that applications without correctly formatted USBs <u>will not be accepted</u>.</i></p> <p>Applicants will be required to confirm on the application form/checklist that you understand that any information provided, as well as any correspondence from Council may be made available on Council's website for viewing by the general public. Applicants should be aware that if signatures are shown on plans or other documents then these will be published in the public domain.</p> <p>Digital Specifications</p> <ul style="list-style-type: none"> • All plans and documents must be named appropriately as shown below and submitted on USB accompanied by a hard copy of the application form. • All plans are to show new work in colour and be rotated to landscape. • All plans and documents must be in PDF format. • No plans or documents should be locked, including the USB. • All plans and documents must not be password protected or contain editing restrictions. • 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> <p>The naming of documents and plans should not exceed 250 characters.</p> <p>Documents: Address – Name of Report – Date of Report e.g. 200 Miller Street North Sydney – Statement of Environmental Effects – 3 August 2019</p> <p>Plans: Address – Name of Plan – Size – Plan Number – Revision No e.g. 200 Miller Street North Sydney – Landscape Plan – A01 – Rev. A</p> <p>OR Address – Amended – Name of Plan Size – Plan Number – Revision No e.g. 200 Miller Street North Sydney – Amended – Landscape Plan – A01 – Rev B</p> <p>Note: Major applications may be submitted on different scales to that as indicated above subject to prior agreement with Council's Development Services team.</p>	YES	NO	WHY NOT
	<p align="center">COLOURED PLANS / ELEVATIONS / SECTIONS</p> <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		
		YES	NO	WHY NOT
<p>■ A4 PLAN FOR NOTIFICATION PURPOSES (1 copy) 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>If no appropriate A4 plans are submitted, this may lead to delays with notification of the application and processing times.</p> <p>Note: If you are applying for Integrated Development Consent you will be invoiced by the Department of Planning, Industry and Environment \$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 • BASIX undertakings (if applicable) 		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ SURVEY PLAN (3 copies) External Masterview</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 		<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ SITE PLAN (3 copies) 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. 		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED		
<p>■ SITE PLAN <i>Continued</i></p> <ul style="list-style-type: none"> • 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. 	YES	NO	WHY NOT
<p>■ FLOOR PLAN (3 copies) 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 (3 copies) 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). 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED		
<p>■ ELEVATION PLAN <i>Continued</i></p> <ul style="list-style-type: none"> • Chimneys, flue exhaust vents, duct inlet or outlet. • RL's for ridge, floor and ground level as a minimum. 	YES	NO	WHY NOT
<p>■ SECTION PLAN (3 copies) 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, fire places 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"/>	
<p>■ SHADOW DIAGRAMS (3 copies) External Masterview</p> <p>(For proposal which will result in an increase in shadowing or any breach of the building height plane)</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 (3 copies) External Masterview</p> <p>Land or Strata</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. 	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED		
<p>■ SUBDIVISION PLAN <i>Continued</i></p> <ul style="list-style-type: none"> 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. 	YES	NO	WHY NOT
<p>■ LANDSCAPING PLAN (3 copies) External Masterview (For new buildings & redevelopments)</p> <p>Information should include:</p> <ul style="list-style-type: none"> All new work to be coloured (according to colour schedule specified at beginning of checklist) Description of ground preparation, arrangement and nomination of plantings, procedures and ongoing maintenance. Location and type of any trees to be removed. Schedule of plantings cross-referenced to site plan indicating species, massing and mature height. Details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls. Erosion and sedimentation control measures to be undertaken during and after construction. Relative levels for both the subject land and adjacent streets/footpaths. Rock outcrops and soil depth above bedrock. <p>Note: Additional information is required if the site is identified on the Bushland Buffer Map contained within DCP2013.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ MODEL (If required, to be submitted with the lodgement of the DA)</p> <p>A model is required for proposed residential development containing 4 or more dwellings, or for non-residential development with a floor area of 500m² or more. The model is to be to scale, preferably 1:100 and to indicate the relationship of the proposal to adjoining development and topographical features. A model may be submitted for other development types if desired and is of assistance to Council.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ EFFICIENT USE OF RESOURCES COMMITMENT TABLE (3 copies) External Masterview</p> <p>An efficient use of resources commitment table is to be completed for all applications for non-residential development with a proposed or additional floor area of less than 5,000m²</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ GREEN STAR RATING (3 copies) External Masterview</p> <p>All applications for non-residential development with greater than 5000m² gross floor area must submit evidence that the building design has been awarded a 5-star Green Star rating. Refer to DCP 2013 for details.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ BASIX CERTIFICATE (2 copies) External Masterview (New dwellings, multi occupancy dwellings, duplexes, alterations and additions and new swimming pools)</p> <p>New dwellings, multi occupancy dwellings, duplexes, alterations and additions and new swimming pools must be accompanied by a valid BASIX certificate.</p> <p>This certificate can only be obtained through the BASIX website www.basix.nsw.gov.au or for more information, including a fact sheet and independent cost estimate, visit: www.basix.nsw.gov.au</p> <p>Projects for alterations and additions with a value of more than \$50,000 or swimming pools with a capacity of 40,000 litres or more are required to submit a BASIX certificate on lodgement of the application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED	SUPPLIED		
<p>■ BASIX CERTIFICATE <i>Continued</i></p> <p>Council cannot accept these applications without this certificate. All nominated BASIX commitments must be shown and clearly marked on all submitted plans to Council.</p>	YES	NO	WHY NOT
<p>■ DESIGN EXCELLENCE PANEL (DEP)</p> <p>If your application is referred to the Design Excellence Panel an additional five (5) copies of documentation will be required. Council will inform you by letter fourteen (14) working days prior to the meeting so that documentation can be provided and forwarded to panel members for review prior to the meeting.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>■ EXCEPTIONS TO DEVELOPMENT STANDARDS External Masterview (3 copies)</p> <p>Applicable development standards for variation under clause 4.6 to LEP 2013.</p> <ul style="list-style-type: none"> <input type="checkbox"/> LEP2013 – Cls 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>	<input type="checkbox"/>	<input type="checkbox"/>	(if yes please tick specific objections listed)
<p>■ STATEMENT OF ENVIRONMENTAL EFFECTS External Masterview (3 copies) – required for all applications</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. 	<input type="checkbox"/>		

REQUIRED	SUPPLIED		
<p>■ STATEMENT OF ENVIRONMENTAL EFFECTS <i>Continued</i></p> <ul style="list-style-type: none"> • How the privacy, daylight and views of other dwellings will be affected, i.e. do they overlook or overshadow each other. • 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>	YES	NO	WHY NOT
<p>■ RESIDENTIAL FLAT BUILDING (3 copies) <i>External Masterview</i></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 (3 copies) <i>External Masterview</i></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 (3 copies) <i>External Masterview</i> <i>(Advertising applications only)</i></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 (3 copies) 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 (3 copies) 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 (3 copies) 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 (3 copies) 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 (3 copies) 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.

Confirmation of submission of all required documentation and conditions as set out in the checklist relating to lodgement of a Development Application

SIGNATURE OF ARCHITECT/PERSON PREPARING PLANS (Confirming submission of all required documentation)

COUNCIL USE ONLY

Customer Service Officer:

Comments:

Counter Application

Mail Application

Checked by – Customer Service Officer Signature: