

Table of information to accompany DA

This table identifies the minimum information required for the most common types of development in accordance with the Environmental Planning and Assessment Regulation 2021.

	Residential							Commercial					Other			Applicant Checklist					
	Alterations/Additions	Attached dwellings	Dual Occupancy/Semi-detached dwelling	Dwelling house (1 storey)	Dwelling house (2 storey)	Multi-dwelling housing	Outbuildings (e.g. sheds, carports)	Residential flat building	Secondary Dwelling	Change of Use	Commercial/Retail/Office	Home business/Home Industry	Industrial	Signage	Intensive Agriculture		Subdivision	Demolition	Earthworks	Swimming pools	Temporary Event/Land use
Owners Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
Site Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
Floor Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	⊗	X	✓	X	✓	✓	⊗	<input type="checkbox"/>
Elevation Plan*	✓	✓	✓	✓	✓	✓	✓	✓	⊗	✓	X	✓	✓	⊗	X	X	X	✓	X	<input type="checkbox"/>	
Sections*	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	X	✓	X	✓	X	X	✓	✓	X	<input type="checkbox"/>	
Landscape Plan*	⊗	⊗	✓	⊗	⊗	✓	⊗	⊗	⊗	✓	X	✓	X	✓	D	X	X	X	X	<input type="checkbox"/>	
Signage Plan*	X	X	X	X	X	X	X	X	X	✓	✓	⊗	✓	✓	X	X	X	X	X	⊗	<input type="checkbox"/>
Stormwater Drainage Plan*	X	X	✓	X	X	✓	X	✓	X	X	✓	X	✓	✓	✓	X	X	✓	X	<input type="checkbox"/>	
Demolition Plan*	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	✓	⊗	⊗	X	<input type="checkbox"/>	
Subdivision Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	✓	X	X	X	X	<input type="checkbox"/>	
Notification Plan (A4) CPP*	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	D	✓	✓	✓	✓	<input type="checkbox"/>	
BASIX Certificate	⊗	✓	✓	✓	✓	✓	X	✓	✓	X	X	X	X	X	X	X	X	X	B	X	<input type="checkbox"/>

Initial:

Key:

- ✓ Mandatory – application will not be accepted without this documentation
- X Not Applicable
- B BASIX certificate is also required for residential alterations/additions with a value greater than \$50,000 and pools with more than 40,000 litres
- 2 Required for two storey structure
- D The DCP contains specific lodgement requirements for these documents and development types. Please refer to the relevant section of the DCP
- CPP Community Participation Plan
- ⊗ Only Applicable if forming part of the Development

* All plans must be to scale and include existing and finished ground levels at Australian Height Datum (AHD), north arrow and identify all structures and restrictions (easements etc) located on the subject site/s.

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Note: certain applications may require submission of information not listed in the lodgement checklist.

Possible Documentation	Explanation	Applicant Checklist
Aboriginal Cultural Heritage Assessment	Development occurring on or within close proximity to land, items, sites, objects or places of significance.	<input type="checkbox"/>
Acoustic report	Development involves noise or vibration intrusion, or has the potential to produce offensive noise.	<input type="checkbox"/>
Agricultural Assessment Report	Development for a rural worker's dwelling. Please refer to the Agricultural Assessment for Rural Worker's Dwelling fact sheet located on Council's website.	<input type="checkbox"/>
Air quality assessment report (odour/dust)	Development involves odour or dust intrusion, or has the potential to produce offensive odour and/or dust.	<input type="checkbox"/>
Arborist report	The removal of a significant tree is proposed.	<input type="checkbox"/>
BCA Audit report	If the development involves a change of use of a building, or alterations and additions to existing class 2-9 buildings (other than a dwelling-house or a building or structure that is ancillary to a dwelling-house and other than a temporary structure).	<input type="checkbox"/>
Biodiversity development assessment report	Development that is likely to significantly affect threatened species or triggers the biodiversity Offset Scheme Threshold (see Biodiversity Offset Scheme (BOS) entry requirements on the NSW Office of Environment and Heritage website).	<input type="checkbox"/>
Bushfire assessment report	Development is occurring on bushfire prone land (refer to RFS website).	<input type="checkbox"/>
Cost summary report	The estimated cost of the development is between \$100,000 and \$3 million.	<input type="checkbox"/>
Cut and fill plan/Bulk earthworks plan	The proposal includes cut/fill/and/or retaining walls. All levels at AHD. A bulk earth works plan is also required where cut exceeds 2m in depth or fill has a total area of 100m ² .	<input type="checkbox"/>
Detailed cost report	The estimated cost of the development is over \$3 million. Must be signed by a Quantity Surveyor.	<input type="checkbox"/>
Driveway profile and Swept Paths	To ensure the development complies with AS2890.1 Parking Facilities Part 1: Off Street Parking, Council's engineering design requirements and can convey the appropriate vehicles likely to access and service the development	<input type="checkbox"/>
Environmental impact statement	In the case of designated development.	<input type="checkbox"/>
Erosion/sediment control plan	Where development involves clearing or excavation of existing soil surface, stockpiling or landfill.	<input type="checkbox"/>
Flood study	Any development within the flood planning area will need to meet Section 7.2 of the Tamworth Regional Council LEP 2010 and be consistent with the Floodplain Development Manual.	<input type="checkbox"/>
Flora and fauna report	Development located on land or is in proximity to areas of environmental significance that does not trigger the BOS Threshold.	<input type="checkbox"/>
Geotechnical report	Where development proposes significant bulk excavation works and/or for development on slopes >15%.	<input type="checkbox"/>
Heritage impact statement	For development involving the demolition of an heritage item and where Council considers it necessary for any works on an item of heritage significance.	<input type="checkbox"/>
Preliminary contamination report	Development is occurring on land that is contaminated or potentially contaminated. A contamination report may be required subject to the findings of the preliminary contamination report	<input type="checkbox"/>

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Schedule of colours and finishes	For multi-dwelling, RFB's, large scale commercial and heritage related development.	<input type="checkbox"/>
Shadow diagrams	Where residential development is two storeys or more in height and/or potentially overshadows neighbours.	<input type="checkbox"/>
Social impact assessment/comment	For larger developments, significant change of land use, controversial uses or increase in intensity of developments which will likely impact groups of people and on their way of life.	<input type="checkbox"/>
Traffic impact assessment	Development with anticipated impacts on the existing road network. All traffic impact assessment must be prepared in accordance with Austroads Guide to Traffic Management Part 12 – Integrated Transport Assessments for Developments.	<input type="checkbox"/>
Waste management plan	For development that involves the generation and disposal of waste during demolition, construction and operational periods.	<input type="checkbox"/>
Waste water report	Where a lot does not have direct access to the reticulated sewer system and requires an On-site Sewage Management System. Where a non-domestic system is proposed, Council will consider these applications on a site-specific basis and will require a wastewater management report to be prepared by a suitably qualified and experienced designer.	<input type="checkbox"/>
Water balance report	For larger developments where water extraction from bores and/or dams are proposed as part of the development.	<input type="checkbox"/>

Other Applications Which May Be Required

Application Type	Explanation
Construction Certificate	Consent under Section 6.7 of the <i>Environmental Planning and Assessment Act 1979</i> , is required before any building work is carried out in accordance with a development consent. Building work is defined as any physical activity involved in the erection of a building, including alterations and additions. It certifies that building work will be completed in accordance with specified plans and specifications will comply with any requirements in the regulations.
Occupation Certificate	Consent under Section 6.9 of the <i>Environmental Planning and Assessment Act 1979</i> , is required for the commencement of the occupation or use of the whole or any part of a new or existing building. An Occupation Certificate verifies that the Principal Certifying Authority (PCA) is satisfied that the building is suitable for occupation or use in terms of the requirements of the Building Code of Australia.
Building Information Certificate	Division 6.7 of the <i>Environmental Planning and Assessment Act 1979</i> , specifies if a Building Information Certificate is issued by Council that Council will not issue an order, or take proceedings for an order or injunction, for the repair, demolition, alteration, addition or rebuilding of the building for unapproved works or structures. The certificate is issued for seven (7) years and only covers such matters which exist or occur at the time of issue of the certificate.
Subdivision Works Certificate	Consent under Section 6.13 of the <i>Environmental Planning and Assessment Act 1979</i> , is required before you can carry out subdivision work in accordance with a development consent. It certifies that subdivision work will be completed in accordance with specified plans and specifications will comply with any requirements in the regulations.
Subdivision Certificate	Consent under Division 6.4 of the <i>Environmental Planning and Assessment Act 1979</i> , is required for all subdivision whether or not the subdivision involves building works. A Subdivision Certificate certifies that a plan of subdivision has been completed in accordance with the relevant development consent conditions or complying development certificate (in the case of complying development). It also authorises the registration of the plan of subdivision with NSW Land Registry Services .
Section 68 Approval	Consent under Section 68 of the <i>Local Government Act 1993</i> is required, but not limited to, carry out water/sewerage/stormwater work, operate an onsite sewerage management system, operate a camping ground, installation of a manufactured home and operate a mobile food van from a public place.
Section 138 Approval	Consent under Section 138 of the <i>Roads Act 1993</i> is required for any works or activities in a public reserve, public road way or footpath (nature strip). Section 138 of the NSW Roads Act requires that all activities undertaken within Council's road reserve be approved by Council prior to the activities being undertaken.

Applicant Name: _____

Applicant Signature: _____

Date: ____ / ____ / ____

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