

## DOCUMENTATION CHECKLIST

The following matrix provides a guide to the information you are required to provide when submitting an application to Council. Please contact Council's Development and Approvals Division by phoning (02) 67675552 for clarification or to identify the information required to accompany a proposed land use not identified below.

KEY	New Residential Dwellings	Alterations & Additions to Dwellings	Rural Outbuildings & Sheds	Swimming Pools & Spas	Dual Occupancies & Multiple Dwellings	Commercial & Industrial Buildings	Change of Use	Subdivision	Advertising Signage	Applicant's Checklist <input checked="" type="checkbox"/>
✓ Document Required										
x Document not Required										
● Document may be Required										
○ Document Required for a Construction Certificate or Complying Development										
Site Plan (scale 1:1100 or 1:200)	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Floor Plan (scale 1:100 or 1:200)	✓	✓	✓	●	✓	✓	✓	x	x	
Elevation Plan (scale 1:100 or 1:200)	✓	✓	✓	●	✓	✓	●	x	✓	
Section Plan (scale 1:100 or 1:200)	○	○	○	○	○	○	○	x	x	
Shadow Diagram (for 2 storey)	●	●	x	●	●	●	x	x	x	
Building Specifications	○	○	○	○	○	○	○	x	○	
Statement of Environmental Effects	x	x	●	x	✓	✓	✓	✓	✓	
BASIX Certification	✓	✓	x	x	✓	x	x	x	x	
Notification Plans	●	●	●	●	✓	✓	●	●	●	
Landscaping Plan	x	x	x	x	●	✓	x	●	x	
Erosion and Sediment Control	○	○	○	○	○	○	x	○	●	
External Finishes and Materials	●	●	●	●	✓	✓	x	x	✓	
Heritage Impact Statement	●	●	●	●	●	●	●	●	●	
Aboriginal Archeological Statement	●	●	●	●	●	●	●	●	x	
Preliminary Contamination	●	●	x	x	●	●	x	✓	x	
Flora and Fauna Statement	●	●	●	x	x	x	x	●	x	
Total Farm Management Report	x	x	x	x	x	x	x	●	x	
Servicing Strategy	✓	●	x	x	✓	●	x	✓	x	
Political Donation Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	

It is important to note that additional information to that listed above may be requested by Council upon or after lodgement of a development application to assist with the determination process.

# DEVELOPMENT APPLICATION CHECKLIST

An explanation of the information identified on the matrix is provided below. Submission of the correct information will ensure that your application is processed more quickly.

<b>Site Plan</b>	Required for all development applications. Should identify the site boundaries in relation to the proposed development, existing buildings or structures, parking areas and manoeuvring areas, landscaping etc.
<b>Floor Plan</b>	Required for all development applications (with the exception of subdivision). Should identify the internal configuration of the proposed or existing building, nominating the use of each room.
<b>Section Plan</b>	A detailed drawing of a horizontal section through a building. Required for all development seeking a Construction Certificate.
<b>Shadow Diagram</b>	Required for buildings that are 2 storeys or greater. Should identify shadows at 9am and 3pm on the winter solstice (21st June).
<b>Building Specifications</b>	Detailed specifications of the structure in accordance with the Building Code of Australia. Required for development seeking a Construction Certificate.
<b>Statement of Environmental Effects</b>	Refer to Fact Sheet No. 3 for further information.
<b>Basix Certification</b>	May be sourced from <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a> .
<b>Notification Plans</b>	A4 site and elevation plans are required to allow Council to notify adjoining and adjacent properties of the proposal. Refer to Tamworth Development Control Plan No. 20 or Parry Development Control Plan No. 10– Advertising/Notification of Development Applications, for the information that notification plans should identify.
<b>Landscaping Plan</b>	For all commercial, industrial and multiple dwellings development. Should identify the quantities, botanical names and mature height of proposed species.
<b>Erosion and Sediment Control Plan</b>	Required for construction works to minimize harm to the environment.
<b>External Finishes and Materials</b>	For all commercial, industrial and multiple dwelling development. Samples of all external colours and materials are required.
<b>Heritage Impact Statement</b>	Required if the site is a heritage item or located within a Heritage Conservation Area. Refer to the relevant Local Environmental Plan to determine whether your property is affected.
<b>Aboriginal Archeological Statement</b>	If requested by Council.
<b>Preliminary Contamination</b>	If the site has a history of potentially contaminating land uses.
<b>Flora and Fauna</b>	If requested by Council.
<b>Total Farm Management Report</b>	For all proposals for subdivision of rural land or rural worker's dwelling. Refer to Fact Sheet No.1 for further information.
<b>Servicing Strategy</b>	For all residential development proposals and subdivision. Refer to Fact Sheet No. 11 for further information on residential development.
<b>Political Donations Statement</b>	To be completed for all development applications.