

Information to be provided when lodging a Development Application

Choose the relevant Development Type from the columns on the right-hand-side. Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

	Development Type									
	Additions & Alterations	Advertising Signs	Commercial (Retail, Food Shops, Offices etc)	New Industrial						
<ul style="list-style-type: none"> - if the proposal is in an area that is subject to bushfire: <ul style="list-style-type: none"> - extent of Asset Protection Zone (APZ) and any vegetation to be removed to accommodate it★; - location and size of dedicated water supply★; - location of gas supplies - proposed landscaping and treatment of land (include plant species and mature height) - garbage disposal/collection area - any new driveways, parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (include dimensions, width, maximum grade and proposed standard of construction (eg, dirt track, graded gravel, bitumen sealed, concrete) <p>NOTE: Works (such as driveways etc) on or over Council road reserve/s requires Council approval (s138 Approval form)</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<p>3.3 Proposed Development Plans Plans must include the following information</p> <ul style="list-style-type: none"> - floor plans of any proposed alterations showing layout, partitioning, room sizes and intended uses of each part of the building/s. - elevations and sections showing proposed external finishes and height/s of any proposed building/s. - proposed ground levels, floor levels and road levels (AHD levels preferable, essential if on flood prone land). - details of any proposed advertising signage – size, height, colours etc - details of any proposed temporary buildings – use, size, height, colours, length of time for the temporary use - details of how signage is to be fixed (eg pole or attached to building) - details of any proposed lighting – frequency, time, type - disabled access/sanitary facilities at 1:50 scale - location of solid fuel heater (if proposed) - <u>for food shops</u> <ul style="list-style-type: none"> - kitchen/food preparation area fitout drawings in accordance with Food Standards Code - location and number of tables/seats 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						
<p>3.4 Erosion & Sediment Control Plan An Erosion and Sediment Control Plan is to be prepared for all development involving the disturbance of land. Plan to be prepared in accordance with the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Land affected by Cooma Monaro Shire Council Development Control Plan 2014</td> <td style="padding: 2px;">Clause 2.8.2 and Appendix 8</td> </tr> <tr> <td style="padding: 2px;">Land affected by Snowy River Shire Council Development Control Plan 2013</td> <td style="padding: 2px;">Clause C8(3)</td> </tr> <tr> <td style="padding: 2px;">Land affected by Bombala Council Development Control Plan</td> <td style="padding: 2px;">Clause 4.3.2 (P1)</td> </tr> </table> <p>The details may be included as part of the Site Plan.</p> <ul style="list-style-type: none"> - site plan showing location of development and key drainage features of the site (contours, direction of slope, watercourses and/or drainage lines). - type and location of sediment controls - details of any permanent sediment and erosion control structures - the management of temporary and permanent sediment and erosion controls - location of stockpiles during construction - the reuse of topsoil - the means by which disturbed areas are to be stabilised and revegetated 	Land affected by Cooma Monaro Shire Council Development Control Plan 2014	Clause 2.8.2 and Appendix 8	Land affected by Snowy River Shire Council Development Control Plan 2013	Clause C8(3)	Land affected by Bombala Council Development Control Plan	Clause 4.3.2 (P1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land affected by Cooma Monaro Shire Council Development Control Plan 2014	Clause 2.8.2 and Appendix 8									
Land affected by Snowy River Shire Council Development Control Plan 2013	Clause C8(3)									
Land affected by Bombala Council Development Control Plan	Clause 4.3.2 (P1)									

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<p>4 Fire Safety Provisions (Class 2-9 buildings only) (1 copy or electronic ^Λ)</p> <p>A statement regarding the following:</p> <ul style="list-style-type: none"> - a list of the Category 1 fire safety provision that currently apply to the existing building, and - a list of the Category 1 fire safety provision that are to apply to the building following its change of use <p>Note: Council has a standard list of fire safety provision available for use for satisfying this requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4 Neighbour Notification Plan (1 copy or electronic ^Λ)</p> <p>An A4 plan of the building/sign that indicates its height and external appearance, and its location on the site for the purpose of neighbour notification.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5 Other (1 copy or electronic ^Λ)</p>				
<p>5.1 Where new driveway access to a garage will be steeper than 10% grade</p> <ul style="list-style-type: none"> - design levels of the driveway 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5.2 If the proposal is on a site that will not be serviced by Council's wastewater system and involves the installation or alteration of an on-site sewage management system (OSMS):</p> <ul style="list-style-type: none"> - Site and Soil Report prepared by a Consultant which includes details of the location of testing sites 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5.3 If the proposal is in an area that is subject to bushfire and is defined as a Special Fire Protection Purpose</p> <ul style="list-style-type: none"> - Bushfire Report prepared in accordance with <i>Planning for Bushfire Protection – Appendix 4</i>. Please see www.rfs.nsw.gov.au - Cheque for approval fees (check with Council for current rate) made out for to 'Rural Fire Service' (in accordance with 253(4) of the <i>Environmental Planning & Assessment Regulation 2000</i>) - An additional set of Plans (Item 3) and SEE (Item 2) <p>Note: A Special Fire Protection Purpose means that the application is <i>Integrated Development</i> under s91 of the Environmental Planning and Assessment Act. Please ensure that you indicate this on the Development Application form. Special Fire Protection Purpose Developments are defined in s100B of the Rural Fires Act and may include:</p> <ul style="list-style-type: none"> - a school, - child care centre, - hospital, - hotel, - motel or other tourist accommodation, - seniors housing within the meaning of <i>State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004</i>, - a building wholly or principally used as a home or other establishment for mentally incapacitated persons, - a group home within the meaning of <i>State Environmental Planning Policy No 9 – Group Homes</i> or - a retirement village 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information that may be required

Council may ask for further information during the assessment process. If the answer is YES to any of the questions below then Council will require further information and/or plans (and possibly extra fees) to be submitted with the Development Application. In this case it is suggested you speak to a Council Officer to ascertain what additional information is required. Supplying this information up-front can help reduce delays during the development assessment process.

Is the proposed development:	YES	NO
- On land which is or may be contaminated or on which a potentially contaminating land use has been or is operating, including the presence of any materials that may contain asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
- Likely to significantly affect threatened species, populations, or ecological communities, or their habitats?*	<input type="checkbox"/>	<input type="checkbox"/>
- <i>Integrated Development</i> * which requires approval/s from other government agencies before the development may lawfully be carried out?	<input type="checkbox"/>	<input type="checkbox"/>
- A residential flat building containing three (3) or more storeys and four (4) or more self-contained dwellings to which State Environment Planning Policy 65 applies?	<input type="checkbox"/>	<input type="checkbox"/>
- On land which is or may be Flood Prone?	<input type="checkbox"/>	<input type="checkbox"/>
- On land which contains a Heritage Item under any Heritage schedule, list or register including any Local Environmental Plan applying to Cooma-Monaro Shire?	<input type="checkbox"/>	<input type="checkbox"/>
- Likely to cast a significant shadow over adjoining properties during daylight in winter?	<input type="checkbox"/>	<input type="checkbox"/>

*NOTE: The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Development Application. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the development assessment process. Under cl.51 of the Environmental Planning & Assessment Regulation Council may reject an application in the first fourteen (14) days due to lack of required information.*

If you are unsure as to what any of the questions may be referring to please contact Council's Planning Department on 6455 1911 or visit Council's Offices between 8.30am and 5.00pm weekdays to speak with Council's Planning Staff.

^ Electronic specification: All documents should be in pdf format, 1 file per document. Documents may be supplied via email, on disk or USB.

* These types of development are defined in the *Environmental Planning and Assessment Act and Regulations*

** Check with the National Parks and Wildlife Service for information on these questions. Information on threatened species which may be found on your site, and what they look like, can be found on the website www.threatenedspecies.environment.nsw.gov.au

+ Services include: water, sewer, electricity lines, gas, telephone and stormwater

Available from Council offices or Council's website: www.cooma.nsw.gov.au

* Refer to the New South Wales Rural Fire Service's (RFS) *Single Dwelling Application Kit* in order to determine the above requirements. The *Bushfire Assessment Report Kit* outlines the requirements of *Planning for Bushfire Protection 2006* and is available from Council# or the RFS's website: www.rfs.nsw.gov.au