Development Application Checklist



- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement.
- This checklist should be completed by the Applicant and accompany the Development Application (DA). (Note: additional information/copies may be required for lodgement of a Construction Certificate (CC) please see CC form for details)
- Lodgement of your application will be delayed if the information below is not provided.

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.		Torrens Subdivision or Boundary Adjustment	Strata Subdivision
2	Statement of Environmental Effects (SEE) (1 copy or electronic 4) A detailed description of the proposal which includes information on any impacts the development may have on the environment or adjoining sites and the measures, if any, that will be taken to reduce or address any potential impacts. (NOTE: Council has standard SEE forms that may be used. Applicants may prepare their own SEE, however it should address all items outlined in Schedule 1 of the Environmental Planning and Assessment Regulation 2000)		
	Plans (1 copy or electronic 4) Scale plans preferably A4 or A3 size • All plans to be numbered • No folders or binding please. 3.1 Site Plan – Existing Plans must show: - boundary dimensions - existing number of lots - lot sizes (area) - lot & DP numbers - size area - true (not magnetic) north point - location of any easements - existing vegetation/trees	000000	000000
	 location and uses of existing buildings on site the location and uses of buildings on adjoining sites the location of any existing services⁺ on the site any rivers or streams contours and/or existing ground levels any existing roads/tracks and vehicular access points 		
	Plans must show: - boundary dimensions - lot sizes (area) - lot numbers - true (not magnetic) north point - location of any easements - vegetation/trees proposed to be removed - location and uses of existing buildings on site - the location of any existing services* on the site - any rivers or streams - proposed easements or right-of-way/s - proposed location/extent of any subdivision works (roads, water/wastewater, footpaths, earthworks		0000000000

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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.			
	etc) - proposed building site/envelopes - proposed common properties areas - allocated lot/unit parking spaces - proposed development lots - proposed roads/tracks, driveways, parking arrangements, entry and exit points for vehicles (include dimensions, width, maximum grade and proposed standard of construction (eg dirt track, graded gravel, bitumen sealed, concrete) NOTE: Works (such as driveways etc) on or over Council road reserve/s requires Council approval (s138 Approval form or Construction Certificate form)		
	 3.3 Proposed Development Plans Plans of proposed works indicating location, size, dimensions and levels. Works may include earthworks (ie cutting and/or filling) new stormwater drainage pipes, water and wastewater services and mains extensions new roads, vehicular access points, bridges etc 		
	3.4 Erosion and 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:	e 🗆	
	Land affected by Cooma-Monaro Shire Council Development Control Plan 2014 (Amendment 1) 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)		
	 The details may be included as part of the Site Plan. 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 	on	
	- 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		
4	Neighbour Notification Plan (1 copy or electronic ▲) An A4 plan of the proposed subdivision for the purpose of neighbour notification.		
5	Other (1 copy or electronic ▲)		
	 If the proposal is in an area that is subject to bushfire Note: If you are subdividing land that is subject to bushfire, the application is Integrated Development under the Rural Fires Act. Please ensure that you indicate this on the Development Application form. Bushfire Report prepared in accordance with Planning for Bushfire Protection – Appendix Please see www.rfs.nsw.gov.au Cheque made out to 'Rural Fire Service' (in accordance with 253(4) of the Environmental Planning & Assessment Regulation 2000 – check with Council for current rate) An additional set of Plans (Item 3) and SEE (Item 2) 	4.	
	 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) Site and Soil Report prepared by a suitably qualified Consultant which includes details of the location of testing sites 		

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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?		
-	Likely to significantly affect threatened species, populations, or ecological communities, or their habitats?**		
-	Integrated Development * which requires approval/s from other government agencies before the development may lawfully be carried out?		
-	A residential flat building containing three (3) or more storeys <u>and</u> four (4) or more self-contained dwellings to which <i>State Environment Planning Policy 65</i> applies?		
-	On land which is or may be Flood Prone?		
-	On land which contains a Heritage Item under any Heritage schedule, list or register including any Local Environmental Plan (Cooma-Monaro Local Environmental Plan 2013, Bombala Local Environmental Plan 2012 or Snowy River Local Environmental Plan 2013)		

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 within 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.

- Lectronic 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 1979 and Regulations 2000
- 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.snowymonaro.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

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