

# Development Application Lodgement Checklist Commercial

Applicant Checklist	Applicant Check	
<p><b>Have you completed the Development Application Form?</b> Please ensure you use the correct title of documentation when submitting your application. Refer to Clarence Valley Council's Electronic Application Lodgement Digital Requirements guide at <a href="http://www.clarence.nsw.gov.au">www.clarence.nsw.gov.au</a> Council may also require additional information throughout the development application process *Note that all applications require payment in full at time of lodgement</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>Does this Development Application require advertising?</b> Refer to the requirements of Part B of the relevant Development Control Plan at <a href="http://www.clarence.nsw.gov.au">www.clarence.nsw.gov.au</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>Does the proposed work impact on a Heritage Item/or located in a Heritage Conservation Area?</b> A Heritage Assessment and/or Statement of Heritage Impact must be submitted where a proposed development incorporates, or is adjacent to an item of heritage significance or is located within a heritage conservation area</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>*All document(s)/plan(s) to be dated and provide details of the person/s preparing the document(s)/plan(s)</p>		
Required Information	Applicant Check	Development Assessment Officer Check
<p>The following plans are required to be submitted to standard scales (1:50; 1:100, 1:200 or 1:500) on A3. Larger sized plans (A1 or A2) are only acceptable for large scale development</p>		
<p><b>Site Plan - 1 copy provided</b> Location and uses of the proposed development existing and proposed buildings/structures including uses, any structures to be demolished, site area (in square metres), existing or proposed rights of carriageway or easement, allotment boundaries including lot and deposited plan numbers, the north point shown, proposed building footprint, set backs to all boundaries, proposed driveways, location of public roads adjoining the property, manoeuvring areas, employee and customer parking including surface material (spaces to be individually marked), loading areas, waster/recycling bin storage area, existing and/or proposed effluent disposal areas and treatment systems if in an unsewered area, existing or proposed fill and retaining wall, landscaping areas and species to be used</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Elevations - 1 copy provided</b> Showing external materials and finishes, doors and window locations, Overall height of the building, existing and proposed finished ground levels in relation to footpath</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Floor Plan - 1 copy provided</b> Include room names, use of each room, direction in which doors swing, location and size of windows and doors, areas and dimensions, position of fixtures in bathrooms and kitchens, location of accessible WC, means of provided disabled access * Where the DA includes food preparation or personal appearance services (e.g. beauty salon/ hairdresser) detailed plans and elevations are required and should include the finishes of floors, walls, ceilings, benches, shelves, elevations of fixtures and fittings and location of sinks and hand wash basins</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Cross-Sectional Plan - 1 copy provided</b> Internal cross sectional structure of the proposed building indicating construction materials and ceiling heights</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Statement of Environmental Effects - 1 copy provided</b> Full description of proposed development and assessment against the Clarence Valley Local Environmental Plan 2011 and relevant Development Control Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Statement for Sediment and Erosion Control - 1 copy provided</b> Development Applications involving major earthworks will require a detailed Erosion and Sediment Control Plan in accordance with Council's Development Control Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Waste Management Plan - 1 copy provided</b> Prepared in accordance with Council's Waste Not Development Control Policy and Development Control Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Advertising Sign Details - 1 copy provided</b> Details of advertising signs and structures i.e. height, position, wording, illumination, colours</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Are you applying for a Section 68 Approval? – 1 copy provided</b>  <i>If approval for an onsite sewage management system is sought, an On-site Sewage Management Application plus all relevant information must be attached.  If approval is sought for connection to Council's reticulated water or sewerage systems an Application for Water/Sewer Connection or Sewer Junction must be attached.  Refer to requirements of the Local Government Act 1993 No 30 at <a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>  *Further information may be required as a condition of consent</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Additional Documents that may also be required</b></p> <ul style="list-style-type: none"> <li>• <b>Variation to Development Control Plan (DCP) or Clarence Valley Local Environment Plan 2011 (LEP)</b>  <i>If the application seeks to vary the requirements of a DCP or the LEP you will need to provide reasons to justify the variation sought.</i></li> <li>• <b>Stormwater Drainage Plan</b>  <i>Indicating compliance with the Sustainable Water requirements of Council's Industrial Zones DCP</i></li> <li>• <b>Liquid Trade Waste Application</b>  <i>If trade waste is produced – refer to the fact sheet on liquid trade waste at <a href="http://www.clarence.nsw.gov.au">www.clarence.nsw.gov.au</a></i></li> <li>• <b>Biodiversity Assessment/Test of Significance</b>  <i>Prepared in accordance with the Biodiversity Conservation Act 2016 or Council's Development Control Plan</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If a Construction Certificate is being applied for the following additional information is required</b></p> <ul style="list-style-type: none"> <li>• <b>Principal Certifier (PC) Standard Contract</b>  <i>The PC is responsible for inspecting works and issuing Occupation Certificate  *Required If you select Clarence Valley Council to be the Principal Certifier. The PC Standard Contract can be found online at <a href="http://www.clarence.nsw.gov.au">www.clarence.nsw.gov.au</a></i></li> <li>• <b>Building Code of Australia</b>  <i>Information is to indicate compliance with the Building Code of Australia including fire ratings, number of exits, etc.</i></li> <li>• <b>Fire Safety Measures</b>  <i>A schedule of all existing and proposed fire safety measures</i></li> <li>• <b>Specification of Building Materials</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Digital Record of All of the Above Information</b>  <i>Please note for lodgement of a hard copy document a fee will incur. Please see Clarence Valley Councils fees and charges online at <a href="http://www.clarence.nsw.gov.au">www.clarence.nsw.gov.au</a>  *Maximum file size is 400mb for a single or group file. File types that the system allows for include: PDF, Word, Excel, JPEG, PNG and ZIP files. Please ensure ZIP file does not include any executable (.exe or .osx) file types.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>