

Development Application Lodgement Checklist Minor Residential

Applicant Checklist	Applicant Check	
<p>Have you completed the Development Application Form? 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 www.clarence.nsw.gov.au. Council may also require additional information throughout the development application process. <i>*Note that all applications require payment in full at time of lodgement</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does this Development Application require advertising? Refer to the requirements of Part B of the relevant Development Control Plan at www.clarence.nsw.gov.au</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the proposed work impact on a Heritage Item/or located in a Heritage Conservation Area? 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>Is the subject lot(s) classified as bush fire prone land? A Bushfire Report must accompany an application for development upon bushfire prone land. For further details Check with Council's duty planner or go to Clarence online mapping at www.clarence.nsw.gov.au</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Is the subject lot(s) in an unsewered area? If a new effluent disposal system is proposed an On-site Waste Water Management Application will be required</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>		
<p>The following information is to be submitted with Development Applications for minor alterations and additions to existing dwellings, outbuildings, garages, sheds, carports, swimming pools.</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>Site Plan - 1 copy provided Showing the location and uses of the proposed development, existing and proposed buildings/structures. Shows any structures to be demolished, any rights of carriageway or easement, allotment boundaries and public road/s adjoining the site, the north point shown, existing vegetation or vegetation to be removed (including trees), setbacks to all boundaries, existing or proposed driveway, proposed building footprint, effluent disposal area and location of on-site wastewater treatment system if in unsewered area, RL's and contours (Australian Height Datum (AHD) required for Low Lying Land and Sea Level Rise), basix commitments <i>*Swimming pool and spas also require capacity of the pool in litres and location of pool fencing and filter pump</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Elevations - 1 copy provided Showing all elevations boundary to boundary including location of doors, windows, any earthworks proposed, ground levels, finished floor levels and ridge levels, overall height of the building</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plan - 1 copy provided Outline proposed development including room names, areas and dimensions, location and sizes of windows and doors, location of toilets, showers etc</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cross-Sectional Plans - 1 copy provided Internal cross sectional structure of the proposed building indicating construction materials and ceiling heights <i>*Required for a minor addition; Internal cross sectional structure of the proposal, footing details, energy efficient measures, floor and ceiling heights</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Drainage Concept Plan - 1 copy provided Proposed stormwater design to indicate method of drainage proposed. Drainage concept plan to include levels as required for the site plan. Refer to the requirements of Council's Development Control Plan – Sustainable Water</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Statement of Environmental Effects - 1 copy provided 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>Statement for Sediment and Erosion Control - 1 copy provided 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>Waste Management Plan - 1 copy provided Prepared in accordance with Council's Waste Not Development Control Plan and Development Control Plan. A waste management plan is not required for minor construction and demolition works involving a construction footprint of less than 50m2</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>BASIX Certificate - 1 copy provided Required for any residential component of \$50k or more, any dwelling or secondary dwelling, and pools with capacity of 40,000 L or more. Go to www.basix.nsw.gov.au to generate a certificate</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are you applying for a Section 68 Approval? – 1 copy provided 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 www.legislation.nsw.gov.au *Further information may be required as a condition of consent</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Additional Documents that may also be required;</p> <ul style="list-style-type: none"> • Variation to Development Control Plan (DCP) or Clarence Valley Local Environment Plan 2011 (LEP) 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. • Bush Fire Report Demonstrating compliance with the aim and objectives of Planning for Bushfire Protection 2006 (published by the Rural Fire Service) and the specific objectives and performance criteria for the land use proposed. • Plumber's Report If the proposed site is in an unsewered area a plumbers report may be required. The plumbers report is to state that the existing septic system is suitable for proposed addition and existing dwelling • Biodiversity Assessment/ Test of Significance Prepared in accordance with the Biodiversity Conservation Act 2016 or Council's Development Control Plan • Heritage Impact Assessment/Statement 	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a Construction Certificate is being applied for the following additional information is required;</p> <ul style="list-style-type: none"> • Principal Certifier (PC) Standard Contract 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 www.clarence.nsw.gov.au • Structural Engineer Report Includes details for footings, slabs, structural steel, pools, etc. • Home owners warranty insurance certificate or owner builder permit where applicable. Home owners warranty insurance applies to residential building work by a licensed builder valued over \$20,000. An owner builder (including supervision and coordination) valued over \$10,000. Contact NSW Fair trading for more information on 13 32 20 or www.fairtrading.nsw.gov.au • Tie downs and wind bracing • Specification of building materials 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Digital Record of All of the Above Information Please note for lodgement of a hard copy document a fee will incur. Please see Clarence Valley Councils fees and charges online at www.clarence.nsw.gov.au *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.</p>	<input type="checkbox"/>	<input type="checkbox"/>