

Development Application Lodgement Checklist Single Dwellings

Applicant Checklist	Applicant Check	
<p>Have you completed the Development Application? 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? A consultant's on-site wastewater management report is required if the proposed development is in an unsewered area. Prior advice must be sought from Council's Environment or Planning Officers.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Is this DA for a Replacement Dwelling? Details of what is proposed for the existing dwelling are needed (e.g. Removal, demolition or conversion to an alternative approved use). Please contact one of Council's Building Surveyors on (02)6643 0200 prior to lodgement.</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>Site Plan - 1 copy provided Showing the site area in square metres, location and uses of the proposed development existing and proposed buildings/structures, any structures to be demolished, any rights of carriageway or easement, allotment boundaries and public road/s adjoining the site, the north point shown, proposed building footprint, existing trees near dwelling to be removed or retained, setbacks to all boundaries from the proposed building, existing or proposed driveway (show driveway grade on steep sites), sloping or flood prone sites contours or spot heights, extent of any cut or fill or retaining wall, Basix commitments, significant features such as watercourses, dams, levees or rock outcrops</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Elevations - 1 copy provided Showing external materials and finishes including location of doors and windows, Overall height and wall height to top plate from lowest point of natural ground adjacent to the wall of the building, existing and proposed finished ground levels (including cut and fill details)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plan - 1 copy provided Outline proposed development including room names, direction in which doors swing, location and size of windows and doors, areas and dimensions, position of fixtures in bathrooms and kitchens</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</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Statement of Environmental Effects - 1 copy provided <i>Full description of proposed development and assessment against the Clarence Valley Local Environmental Plan 2011 and relevant Development Control Plan</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Statement for Sediment and Erosion Control - 1 copy provided <i>Development Applications involving major earthworks will require a detailed Erosion and Sediment Control Plan in accordance with Council's Development Control Plan</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Waste Management Plan - 1 copy provided Prepared in accordance with Council's Waste Not Development Control Policy and Development Control Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drainage Concept Plan - 1 copy provided <i>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</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are you applying for a Section 68 Approval? – 1 copy provided <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 www.legislation.nsw.gov.au *Further information may be required as a condition of consent</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>BASIX Certificate - 1 copy provided <i>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</i></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 or Clarence Valley Local Environment Plan 2011 <i>If the application seeks to vary the requirements of a Development Control Plan or the Clarence Valley Local Environment Plan you will need to provide reasons to justify the variation sought.</i> • Bush Fire Report <i>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.</i> • On-site Waste Water Management Application <i>Details of the proposed system. Refer to Council's Wastewater Management Strategy at www.clarence.nsw.gov.au</i> • Biodiversity Assessment/ Test of Significance <i>Prepared in accordance with the Biodiversity Conservation Act 2016 or Council's Development Control Plan</i> • Application for Water Connection/ Plumbing • Application for Driveway Access Crossing 	<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 <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 www.clarence.nsw.gov.au</i> • Structural Engineer Report <i>Includes details for footings, slabs, structural steel, pools, etc.</i> • Home owners warranty insurance certificate or owner builder permit where applicable. <i>Contact NSW Fair trading for more information on 13 32 20 or www.fairtrading.nsw.gov.au</i> • Specification of building materials • Tie downs and wind bracing 	<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"/>