

## Development Application Matrix

	Residential dwellings	Dual Occupancy	Multi unit housing	Alteration & additions to residential dwellings	Garage, Outbuilding, Awning, Carport, etc	Commercial/Industrial building	Alteration & additions to Commercial/Industrial	Demolition	Subdivision of land	Advertising sign	Home business	Septic tank / AWTS	Farm shed	Swimming pool	Applicant check list	Council check list
Site plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
Floor plan	✓	✓	✓	✓	✓	✓	✓	*			✓		✓			
Elevation plan(s)	✓	✓	✓	✓	✓	✓	✓	*		✓			✓	✓		
Section plan(s)	○	○	○	○	○	○	○						■	○		
Engineers/footing details	○	○	○	○	○	○	○			■			○	○		
Specification of works	○	○	○	○	■	○	○									
Structural plans	■	■	■	■	■	■	■			■			■	■		
Shadow diagrams	*	*	*	*	*	*	*									
Landscaping plan	*	✓	✓	*	*	✓	✓	*	*		*	*	*			
Stormwater Drainage plan	○	✓	✓	✓	✓	✓	✓		*				✓			
Waste Management plan						*	*	✓			*		*			
Traffic Impact Statement / Study			*			*	*		*							
Traffic Control Plan	■	■	■	■	■	■	■	■	■		■		■			
Fire Safety Schedule						■	■				■		■			
Soil Classification Report	○	○	○	■	■	○	■			■			■			
Land Capability Study									*			*				
Land Contamination Report									*							
Site survey	*	*	*	*	*	*	*	*	*				*	*		
Heritage Impact Assessment	*	*	*	*	*	*	*	*	*	*	*		*			
Flora and fauna assessment	*	*	*	*	*	*	*	*	*				*			
Noise and vibration study	*	*	*	*		*	*	*	*							
Odour study	*	*	*	*		*	*		*							
Schedule of finishes	*	*	*	*	*	✓	✓			✓			*			
Erosion Control Plan	*	*	*	*	*	*	*	*	*							

- ✓ Indicates this information is required.
- Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- \*
- Indicates this information may be required if you are applying for a Construction Certificate.

## Development Application Checklist

### Site plan

A site plan is a plan drawn to scale (ie. 1:100, 1:200 etc) which identifies the following information

- North point and scale
- All property boundaries
- All surrounding roads and internal driveways
- All existing and proposed structures and their setbacks from property boundaries and other structures
- Any existing and proposed car parking spaces and manoeuvring areas
- Adjoining property buildings and use
- All services (including water, sewer, electricity, telecommunications, gas)
- Any supply or drainage channels
- Any tile drainage lines or pumps
- Any existing and proposed easements
- Contours or AHD levels
- Existing vegetation/landscaping and vegetation to be removed
- Any proposed changes to the site
- Any proposed subdivision boundaries

### Statement of Environmental Effects

- A detailed description of the proposed development including:
  - Any processes to be carried out during construction and operation of the business
  - Any procedures to be undertaken
  - The types and number of vehicle movements per day
  - The hours of operation
  - The maximum employee numbers
  - The location of any advertising signage, and
  - Any other information which may assist Council in its determination of the DA.
- How the proposed development complies with the relevant policies
- Any impacts that might be foreseeable as a result of the proposed development, and
- Any mitigation measures that are necessary to reduce the foreseeable impacts.

### Elevation plans

- Scale
- Name and contact details of who prepared the plan
- All elevations
- Location of doors, windows, openings, etc
- Floor levels
- Any ramps, stairs, etc
- The location of signage (if any).

### Floor plans

- Name and contact details of who prepared the plan
- All rooms, hallways, etc with dimensions
- All fittings and fixtures
- The location of all windows and doors

### **Shadow diagrams**

- North point (true solar north)
- Scale
- Position of existing and proposed buildings and private open space on the site
- Position of existing buildings and private open space on adjoining land
- Shadows cast of existing and proposed buildings at the winter solstice (21 June) for 9 am, 12 noon and 3 pm.

### **Landscaping plans**

- Name and contact details of who prepared the plan
- Existing vegetation and any vegetation to be removed
- Proposed vegetation including species, mature height and spread of tree and shrub species
- Location of garden beds, paved and grassed areas
- Proposed lighting.

### **Stormwater drainage plan**

- North point and scale
- Location of all buildings, driveways, and impervious surfaces;
- Location of all downpipes, surface channels, kerbs, pits, pipes, and sub-surface drainage;
- Size and class of all pipes and the size of all pits;
- Invert levels of all pipes and pits;
- Grades of all pipelines;
- Finished surface levels of all pits;
- Finished levels of any catch drains or swales;
- Finished surface levels of paved areas, unpaved areas, buildings and other structures;
- Contours and 0.5 metres intervals of the existing ground levels to Australian Height Datum (AHD);
- The path taken by overland flow during storm events where the capacity of the piped drainage system is exceeded or the system is blocked;
- Cross section details of any swales or catch drains proposed;
- A clear indication of the location of easements; the location, size and depth of any Council trunk drainage or interallotment drainage pipelines; and the location of any watercourses passing through the property;
- Details of the connection of Council's drainage system;
- Where detention storage is required, plans shall include – details of the storage facility (i.e. location, size, volume, levels etc), the path taken by overland flow during storm events when the capacity of the system is exceeded or the system is blocked.

### **Waste Management Plan**

- Details of waste and disposal
- Details of waste receptacles and proposed location
- Any proposed recycling
- Details of waste minimisation
- Details of odour and vermin control
- Details of waste collection

### **Traffic Impact Study**

- Site description including naming of roads and nearest intersections
- Adjoining land uses
- Existing traffic conditions or Structure Plan indications
- Traffic flows, daily and peak hour flows, number of heavy vehicles
- Speed as measured at the 85th percentile
- Trip generation
- Queuing at intersections and entry/egress to parking facilities
- Road safety for all road users, including pedestrian and cyclists
- Crash history
- Parking provisions and requirements, pick-up and drop-off facilities
- Public transport routes
- Dual use path locations surrounding the site, internal pedestrian pathways, suitable
- Crossing locations for pedestrians and provision of pram ramps
- Other matters considered necessary in a particular case.

### **Land Capability Study**

This is a study carried out by a suitably qualified Geotechnical Engineer and should generally include a statement that site conditions will/will not allow for the satisfactory treatment and disposal of effluent pursuant to Council's On-site Sewerage Management Plan (for non reticulated sewerage systems) and the required area for the treatment of waste.

### **Copies**

- **6 copies** of all information to Council.