

## CHECKLIST OF REQUIRED PLANS AND INFORMATION

- Completed and signed development application form including the Office of the Technical Regulator Powerline Declaration (ensure you fill in all sections); and
- Copy of Certificate of Title, deposited plan or other instrument evidencing title in relation to the land (can be purchased from the Council for a fee); and
- Site Plan drawn to a metric scale of not less than 1:500 (refer notes) showing;
  - The boundaries and dimensions of the site and any relevant easements; and
  - The positions and dimensions of any proposed building work and its distance to the boundaries of the site and any other buildings and trees on the site or, on adjoining land or public places, that might be affected by the work or affect the work proposed to be performed; and
  - The purpose for which any existing building on the site is used; and
  - The location of any Regulated Tree on the site or on adjoining land (refer notes) ; and
  - The approximate north point; and
- Elevation and section drawings of the proposed solar panels at a scale of not less than 1:100 and
- Information about the material and colour of any cladding to be used; and
- Planning fee applies as well as the application lodgement fees; and
- Completed and signed development application checklist.

## IF LODGING FOR BUILDING RULES CONSENT AS WELL AS DEVELOPMENT PLAN CONSENT THE FOLLOWING IS ALSO REQUIRED:

- The size and location of footings and other structural components ; and
- Engineering specifications (to a scale of not less than 1:20) describing materials and standards of work, and other such information as may necessary to show that the building work will, if performed in accordance with the specifications and drawings, comply with the *Development Act (1993)* and provide satisfactory levels of safety on or about the site ; and
- Engineering calculations or reports showing that the building work will, if performed in accordance with the calculations and reports, comply with Building Code of Australia ; and
- Written details of any foundation investigations that have been carried out ; and
- Receipt demonstrating payment of the separate Construction Industry Training Levy (only applies where the development exceeds \$40,000 in value). Can be paid on-line at [www.citb.org.au](http://www.citb.org.au); and
- A copy of the Home Owners Warranty Certificate must also be included in the application documents where a licensed builder has been engaged to perform work with a value greater than \$12,000. The builder is required to obtain Indemnity Insurance coverage for the project and should provide a copy to you; and
- Building Rules assessment fees.

**NOTES:**

1. Please complete this checklist and attach to your development application.
2. Planning fees of \$109.00 if work between \$10,001 and \$100,000. Contact the duty planner on 8408 0400 to determine fees outside this range.
3. Plans may be provided at a smaller scale if an enlargement drawing is also provided that shows the development location in greater detail.
4. if you do not know if the property contains a Regulated Tree contact the duty planner on 8408 0400.