

LODGEMENT CHECKLIST – APPLICATIONS FOR COMMERCIAL DEVELOPMENT INVOLVING BUILDING WORK –

Includes any development involving building work (internal, external)
and ancillary development (sheds, walls, structures)

✓ Please tick each box

- Document transmittal** (see reverse of this checklist)
- Form M2**
- Applicant's details
 - Property description
 - Consent of owner/owners, Owners Corporation/Company Seal
 - Political donations and gifts disclosure statement
 - Detailed cost summary report for value of development between \$100,000 and \$10 million
 - Quantity Surveyor's detailed cost report for value of development \$10 million or more
- Correct fees**
- Title box on all plans** showing name of plan, drawn by, date drawn, version **NOTE:** Plans may be combined
- ONE (1) digital copy and FOUR (4) paper copies of ALL plans and documentation are required. See Note 3 of Information Guide M2i for acceptable formats.**
- Location plan**
- Statement of environmental effects** – as per Part 1 of Schedule 1 of EP&A Regulation 2000 including all relevant Environmental Planning Instruments (e.g. State Environmental Planning Policies (SEPPs), Wollongong Local Environmental Plan 2009 (WLEP 2009), Wollongong Local Environmental Plan 1990 (WLEP 1990), Local Environmental Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Application proposes departures from development standards** eg floor space ratio, height? Yes Supporting documentation
- Impact on threatened species, populations or endangered ecological communities, directly or indirectly?**
- Yes - Threatened species assessment in accordance with Section 5A EP&A Act must accompany the application
- Site analysis plan** (drawn to scale) – refer Chapter A1 WDCP 2009
- Site plan** (excluding floor plans)
- Scale (1:200), north point
 - Site dimensions
 - Setback dimensions
 - Location of easements (type) ROWs
 - Contours to AHD (existing and proposed)
 - Location of structures (existing and proposed)
 - Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
 - Location of trees/vegetation (existing and proposed)
 - Location of fences (existing and proposed)
 - Location of drainage facilities/services (existing and proposed)
 - Structures/trees to be removed identified
 - Proposed cut/fill (area, type, level to AHD)
 - Location of external storage, work, activity areas
 - Location of adjacent roads, road boundaries, existing fencing, footpaths, kerb and gutter with levels to AHD
 - Location of stormwater drainage facilities and public utility services locations with levels to AHD
 - Proposed waste management and recycling facilities
- Floor plan** (individual plan only)
- Scale (1:100), north point
 - Building, room dimensions
 - Room usage
 - Location of window, door openings

✓ Please tick each box

- Floor level to AHD
 - Wall, floor materials
 - Details of access for persons with a disability – showing relationship to site levels
 - Waste recycling storage – refer Chapter E7 WDCP 2009
- Elevation plan and** **Section plan** (excluding floor plans)
- Scale (1:100)
 - Floor, ceiling height dimensions to AHD
 - Overall building height dimensions to AHD
 - Existing ground level to AHD
 - Proposed finished ground level to AHD
 - Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
 - External building materials, finishes
 - Colour of external finishes
- Shadow Diagram** (for commercial development with a residential component) - refer Chapter B1 WDCP 2009
- Drainage concept plan** – refer Chapters E14 and E15 WDCP 2009
- Demolition details** – refer to Chapters E7 and E21 WDCP 2009
- Use description** (if applying for use of)
- Working Hours
 - Number of Staff
 - Materials (in, out, type, quantity)
 - Wastes (Type, quantity, disposal)
 - Process description
- Bushfire hazard assessment report** – refer Chapter E16 WDCP 2009
- Flood information** – refer Chapter E13 WDCP 2009
- Geotech report** **M11 form**
- Site contamination preliminary assessment** – refer Chapter E20 WDCP 2009
- Site Waste Minimisation and Management Plan** – refer to Chapter E7 WDCP 2009
- Traffic and carparking impact assessment report** – refer Chapters B4 and E3 WDCP 2009
- Integrated development**
- Referral fee – \$320 (cheque to be made payable to the approving body)
 - One (1) additional copy of plans, documents for each referral body
- Concurrence**
- Referral fee – \$320 (cheque to be made payable to the approving body)
 - One (1) additional copy of plans, documents
 - Clause 4.6 WLEP 2009 – exceptions to development standards in LEP
 - IREP No.1 – Clause 139 (2) Is the development height greater than 11 metres – for lands where WLEP 2009 does not apply
- JRPP Referral** – electronic disc and additional three (3) printed copies of plans and documents
- Designated development** (where applicable)
- Environmental impact statement Fee
- Wollongong City Centre – 3D Model specifications**
- BASIX Certificate** for the residential component of the building only may be omitted for additions/alterations with value under \$50,000

Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging the application with Council. Please clearly write your name below, and then initial and date the form to confirm that all required information is attached.

Name of Applicant	Applicant's initials	Date / /
COUNCIL USE ONLY		
Checked by		Date / /

