

→ LODGEMENT CHECKLIST – APPLICATIONS FOR MINOR DEVELOPMENT AND CONSTRUCTION CERTIFICATE, PCA COMBINED – dwelling houses including alterations/additions and ancillary development (swimming pools, sheds, etc)

✓ 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
- 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** e.g 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
 - Contours to AHD (existing and proposed)
 - Location of structures (existing and proposed)
 - Location of driveways, vehicle parking/manoeuvring areas, vehicle crossing, footpath (existing, 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 easements (type) ROWs
 - Waste management details including composting and recycling – refer to Chapter E7 WDCP 2009
- Floor plan** (individual floor plan)
 - Scale (1:100), north point
 - Building, room dimensions
 - Room usage
 - Location of window, door openings
 - Floor level to AHD
 - Wall, floor materials
 - Waste recycling storage – refer Chapter E7 WDCP 2009
 - Ancillary storage – refer Chapter E7 WDCP 2009

✓ Please tick each box

- Elevation plan** **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
 - External building materials, finishes
 - Colour of external finishes (environmental protection zones)
- Shadow Diagram** – (two storey dwellings and second-storey additions to dwellings) – refer Chapter B1 of WDCP 2009
- Landscape concept plan** (new dwellings only) – refer Chapters B1 and E6 of WDCP 2009
- Stormwater Drainage Concept Plan** – refer Chapter E14 WDCP 2009
- On-site detention design** – required for development that increases the impervious surface area of a site > 100m² in an area not identified as being in a concession zone
- Site contamination preliminary assessment** – refer Chapter E20 WDCP 2009
- Site Waste Minimisation and Management Plan** – refer to Chapter E7 of WDCP 2009
- Swimming pools** Capacity
- BASIX Certificate** (may be omitted for additions/alterations with value under \$50,000 and swimming pools with capacity under 40,000 litres)
 - Dated no earlier than 3 months before lodgement of this application
 - BASIX Property description (eg Street No. and Name) is correct
 - BASIX Suburb and Postcode is correct
 - Plan type and number and Lot number
 - BASIX Local Government area is WOLLONGONG
 - BASIX Project Type matches description of this development application
- Demolition details** – refer to Chapters E7 and E21 of WDCP 2009
- Geotech report** (required for dwellings, additions, swimming pools and retaining walls for land identified as unstable)
 - M11form
- Bushfire Report** – refer Chapter E16 WDCP 2009
- Flood information** (flood affected or possible flood affected property) – refer Chapter E13 WDCP 2009

Construction Certificate Applications

- Construction Details**
 - Structural engineers plans (where applicable)
 - Specifications
 - Termite protection details
 - Fire safety details
 - Floor plan shows smoke detectors (where applicable)
 - Erosion and Sediment Control Plan – refer Chapter E22 WDCP
 - Waste collection, storage and disposal details
 - Location/specification of all soil, water management facilities
 - Storage space for building materials
- PCA Appointment**
 - Fee Appointment form signed

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 / /
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COUNCIL USE ONLY

Checked by	Date / /
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