

> LODGEMENT CHECKLIST – APPLICATIONS FOR SUBDIVISION TORRENS TITLE AND COMMUNITY TITLE – including all subdivision works

✓ 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
- Correct fees**
 Title box on all plans showing name of plan, drawn by, date drawn, version
NOTE: Do NOT combine plans
- 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**
 Site analysis plan (drawn to scale) – refer Chapter A1 WDCP 2009
 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)
 Refer Chapter B2 WDCP 2009
 Refer Chapter E20 WDCP 2009
 Refer Chapter E23 WDCP 2009
 Refer other relevant chapters of WDCP 2009
- Application proposes departures from development standards**
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 plan**
 Scale (1:200), north point
 Site dimensions
 Location of easements (type), ROWs
 Contours to AHD (existing, proposed)
 Location of structures (existing, proposed)
 Location of roads, driveways, vehicle parking/manoeuvring areas (existing, proposed)
 Location of trees/vegetation (existing, proposed)
 Location of fences (existing, proposed)
 Location of drainage facilities/services (existing, proposed)
 Structures, trees, vegetation to be removed identified
 Constraints (flood, instability, contamination, acid sulphate soils, bushfire)
 Proposed cut/fill (area, type, level to AHD)
- Layout plan**
 Scale (1:200), north point
 Proposed lot boundaries
 Boundary dimensions
 Lot areas
 Lot numbers
 Proposed easements for drainage and ROWs
 Proposed road layout
 Proposed public reserves

✓ Please tick each box

- Engineering plan** (where public roads or pipe works are proposed)
 Scale (1:100 or 200)
 Plans, elevations, sections of all proposed structures (dimensions, levels to AHD)
- Section plan** (where public roads are proposed)
 Scale (1:100 or as appropriate)
 Longitudinal sections
 Cross sections (at minimum 15 metre intervals)
- Landscape concept plan** – refer Chapters B2 and E6 WDCP 2009
 Drainage concept plan – refer Chapter E14 WDCP 2009
 Site contamination preliminary assessment – refer Chapter E20 WDCP 2009
 Fill details (material type, volumes, cover, how transported)
 Integrated development
 Referral fee - \$320 (cheque to be made payable to the approving body)
 One (1) additional copy of plans, documents
- JRPP Referral** – electronic disc and additional three (3) paper copies of plans and documents
 Bushfire Hazard Assessment Report – refer Chapter E16 WDCP 2009
 Geotech report (if required)
 M11 form
OR
 M14 form

Office use only

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 / /
------------	----------

▪ **Address:** Wollongong City Council, 41 Burelli Street, Wollongong NSW 2500

▪ **Postal:** Locked Bag 8821 Wollongong DC NSW 2500

▪ **Phone:** (02) 4227 7111 ▪ **Fax:** (02) 4227 7277 ▪ **Email:** council@wollongong.nsw.gov.au

▪ **Web:** www.wollongong.nsw.gov.au

ABN 63 139 525 939 – GST Registered

