

APPLICATIONS FOR USE OF LAND - Not involving building work, mobile/temp buildings on-site eg outdoor mobile food vans

✓ 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 *(if applicable)*
 - Political donations and gifts disclosure statement
- 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**
- Site analysis plan** (drawn to scale) refer Chapter A1 WDCP2009
- Statement of environmental effects** as per Part 1 of Schedule 1 of EP&A Regulation 2000 including all relevant Environmental Planning Instruments (eg State Environmental Planning Policies (SEPPs), Wollongong Local Environmental Plan 2009 (WLEP 2009), Wollongong Local Environmental Plan 1990 (WLEP 1990), Local Environmental Control Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Site plan** (use of land)
 - Scale (1:200), north point
 - Site dimensions
 - Location of easements (type) ROWs
 - Contours to Australian Height Datum AHD
 - Location of all buildings
 - Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing, proposed)
 - Location of trees/vegetation (existing, proposed)
 - Location of fences (existing, proposed)
 - Structures/trees to be removed identified
 - Setback dimensions
 - Proposed cut/fill (area, type, level to AHD)
- Use description**
 - Working hours
 - Number of staff
 - Materials (in, out, type, quantity)
 - Wastes (type, quantity, disposal)
 - Process description
- Elevation plan** *(if relevant)*
 - Scale (1:100)
 - Floor, ceiling height dimensions
 - Overall building height dimensions
 - Existing ground level
 - Proposed finished ground level
 - External building materials, finishes
- Bushfire Report**

APPLICATIONS FOR USE OF BUILDING - Including internal fitout, change of building use and outdoor seating

✓ Please tick each box

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 - Applicant's details
 - Property description
 - Consent of owner/owners
 - Owners Corporation/Company Seal *(if applicable)*
 - Political donations and gifts disclosure statement
- 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**
- Site analysis plan** (drawn to scale) refer Chapter A1 WDCP2009
- Site plan** (use of building)
 - Scale (1:200), north point
 - Site dimensions
 - Location of all buildings, building usage
 - Location of driveways, vehicle parking/ manoeuvring areas
- Floor plan** (use of building) - individual plan only
 - Scale (1:100), north point
 - Building, room dimensions
 - Room usage
 - Location of fixtures
 - Location of existing & proposed fire safety measures, eg exit signs
 - Location of window, door openings
 - Wall, floor materials
- Statement of environmental effects** as per Part 1 of Schedule 1 of EP&A Regulation 2000 including all relevant Environmental Planning Instruments (eg State Environmental Planning Policies (SEPPs), Wollongong Local Environmental Plan 2009 (WLEP 2009), Wollongong Local Environmental Plan 1990 (WLEP 1990), Local Environmental Control Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- Use description**
 - Working hours
 - Number of staff
 - Materials (in, out, type, quantity)
 - Wastes (type, quantity, disposal)
 - Process description
- BASIX Certificate** for change of use where a building becomes or incorporates a residential component
 - 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

Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging their application with Council. Please sign and date below to confirm that all required information is attached.

Signature of Applicant Date

Council use only

Checked By Date

