Burwood Council
heritage ▪ progress ▪ pride

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CHECKLIST FOR LODGING A DEVELOPMENT APPLICATION

- Electronic lodgement (PDF format) on CD, not password protected for DA lodgement containing all plans, Statement of Environmental Effects and supporting information e.g. "SEE.pdf, Supporting image.jpg". **For further information please refer to "Electronic lodgement of Development Applications."* fact sheet

- A digital 3D model is required to be submitted for all Major Development (see "Digital 3D Development Applications Model Specifications for further information)

- Four sets of fully dimensioned plans at 1:100 scale or larger including: site plan, floor plan, sections and elevations

- Two sets of A4 sized plans for public notification showing the height and external configuration of the building

- Two sets of the plans are to be coloured for any alterations and/or additions to an existing building

- Four copies of Survey plan with contours, north point, existing trees and structures and adjoining buildings identified for new developments

- A registered Quantity Surveyor's Development Cost/Capitol Investment Value (CIV) for developments in excess of $500,000 in accordance with Council's Section 94A Contributions Plans (not including dwelling houses)

- Landscaping plans with all new dwelling, medium density housing and commercial developments

- Four copies of Waste Management Plan based on the provisions of Waste Management in Council's DCP

- Plan of any new driveway and identify any existing street trees

- Four sets of Stormwater Drainage Concept plans for new buildings and alterations and additions, in accordance with Councils Stormwater Management Code

- Concept electrical plan/liaison with Energy Australia

- Four sets of shadow diagrams for any new developments of two storeys or more

- Four copies of Statement of Environmental Effects to accompany applications (except for minor domestic applications)

- Four copies of Heritage Impact Statement for all Heritage premises and for those adjoining and in the immediate vicinity of Heritage items

- Locality/site analysis statement for new commercial or residential developments

- A precise schedule of External finishes colours and materials for multi-dwellings and mixed use developments (such information may be lodged in electronic format
- Two sets of Building Specifications (including materials used) for new building work
- Two Copies of Basix Certificate. (New Homes & Dual Occupancies, alterations and additions over $50,000 and work involving a swimming pool with a capacity of 40,000 litres or more)
- Acid Sulfates Soils Management Plan prepared in accordance with the Acid Sulfate Soils Manual for all land classed as Level 4
- Fire safety measures to be provided
- Access and facilities for disabled persons to be provided
- Has a Pre Application Meeting been held? **Y** **N**
- Completion of Disclosure of Political Donations & Gifts Statement? **Y** **N**