



CHECKLIST FOR LODGING A DEVELOPMENT APPLICATION

- A digital 3D model is required to be submitted for all Major Development (see “Digital 3D Development Applications Model Specifications for further information)
- A set of fully dimensioned plans at 1:100 scale or larger including: site plan, floor plan, sections and elevations
- An A4 sized plan for public notification showing the height and external configuration of the building
- The plans need to be coloured for any alterations and/or additions to an existing building
- A copy 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
- A copy 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
- A set 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
- A set of shadow diagrams for any new developments of two storeys or more
- A copy of a Statement of Environmental Effects (SEE).
- A copy 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
- A set of Building Specifications (including materials used) for new building work

- A copy 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

Major 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).
 - SEPP 65 Certification for Residential Flats comprising a design verification statement from a registered architect for buildings with a residential component of three storeys or more.
 - Building Height Plane (BHP) diagram together with BHP formula, prepared by an accredited architect, in line with the Burwood Town Centre Local Environmental Plan 2010 (BTC LEP) and Development Control Plan Part 36 – Burwood Town Centre (DCP part 36).
 - Voluntary Planning agreement (VPA) for car parking contributions lodged with DA (does not apply to major development) in lieu of providing parking on-site of development.
 - Transport, Traffic and Parking Impact Report and Management Plan prepared for all major development and all other development in the Burwood Town Centre.
 - Public Domain Improvements and street front setbacks in accordance with requirements of BTC LEP and DCP Part 36.
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| ▪ Has a Pre Application Meeting been held? | Y | N |
| ▪ Completion of Disclosure of Political Donations & Gifts Statement? | Y | N |