



# DEVELOPMENT APPLICATION CHECKLIST (Rural Dwelling)

Must be completed by the applicant and confirmed by our Customer Service Officer prior to lodgement

**Development Application**

**Property Address:**

**No:** \_\_\_\_\_  
(except for change of use)

\_\_\_\_\_

Please tick the appropriate box

You must obtain both development consent and construction certificate if there is building work involved

- Combined Development Application / Construction Certificate**  
*If you require both development and building approval tick this box*
- Development Application Only**  
*If you require Development approval only tick this box*
- Construction Certificate Only**  
*If you require Building approval only tick this box*

## Applicant and Site Details

1. Your name, address etc.

We will post reply to this address.

Phone No for daytime contact

Only if a company.

	Yes	No
Has the applicant filled in this section?	<input type="checkbox"/>	<input type="checkbox"/>
This is the address correspondence will be forwarded to		
Have you included a daytime contact phone number?	<input type="checkbox"/>	<input type="checkbox"/>
Please fill in a contact person if a company		

2. Location and title Description of the Property

This is the address where the work is to take place

## Owner/s of the Land and Owner/s Consent

3. Who owns the land?

Give the name of every Owner

The owners of the land are listed on your rates notice.

If you have recently purchased this property (ie within the last 6 months) you will need to supply proof of ownership by way of Certificate of Title or Notice of Transfer

4. Owner's consent

The owners listed on your rates notice need to sign here

## Development Details

5. Type of Development

If unsure see flowchart in Checklist

- Deferred Commencement
- Staged Development
- Integrated (see #7)
- Local
- State
- Designated

**Deferred Commencement**

This would be required if there was an outstanding issue that would not prejudice the consent.

**Staged Development**

This is where development is proposed in stages.

**Integrated**

See #7

**Local**

Any development that is not Integrated, State Significant or Designated.

**State**

Where the Minister will determine the application (eg where SEPP 37 applies or where development has a significant economical benefit).

**Designated**

Where the development is identified in schedule 3 of the Environmental Planning & Assessment Act & Regulations.

<b>6. Approvals under S 68 Local Government Act 1993</b>	If you require approval under this section please tick appropriate box									
<b>7. Integrated development</b>	If you require approval under other legislation please tick appropriate box at Q5 (i.e. usually another State Government agency)									
<b>8. Proposed Development</b>  Tick whichever box is applicable	<b>A</b> <input type="checkbox"/> Erection of a Building <b>B</b> <input type="checkbox"/> Alterations/Additions <b>C</b> <input type="checkbox"/> Demolition <b>D</b> <input type="checkbox"/> Advertisement or Sign	<b>E</b> <input type="checkbox"/> Subdivision of Land/Building <b>F</b> <input type="checkbox"/> Swimming Pool <b>G</b> <input type="checkbox"/> Use of Land/Building <b>H</b> <input type="checkbox"/> Other (please state) _____								
<b>9. Proposed Subdivision</b> <i>Complete only if relevant</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> No of lots proposed:..... Type of subdivision <input type="checkbox"/> Torrens Title <input type="checkbox"/> Strata Title <input type="checkbox"/> Community title Has the land been subdivided or sold off: after 16/9/1991 <input type="checkbox"/> before 16/9/1991 <input type="checkbox"/>									
<b>10. Previous and proposed use</b> <i>If vacant, write 'Vacant'</i>	<table border="1"> <thead> <tr> <th colspan="2">Previous (if known)</th> </tr> </thead> <tbody> <tr> <td>Main use</td> <td></td> </tr> <tr> <td>Other uses</td> <td>Insert previous uses</td> </tr> </tbody> </table>	Previous (if known)		Main use		Other uses	Insert previous uses	<table border="1"> <thead> <tr> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>Insert proposed development Eg. Residential dwelling</td> </tr> </tbody> </table>	Proposed	Insert proposed development Eg. Residential dwelling
Previous (if known)										
Main use										
Other uses	Insert previous uses									
Proposed										
Insert proposed development Eg. Residential dwelling										
<b>11. Estimated cost of the development</b>	This cost is to include GST including the full cost of labour and materials. If unsure, ask us for current building construction figures.									
<b>12. Permission to advertise and notify about the development</b>	<b>This is required because of the Privacy &amp; Personal Information Protection Act 1998</b> Permission is required to advertise and notify about the proposal to meet statutory requirements.									
<b>Construction Certificate</b>										
<b>13. Who will be doing the building work?</b>	Tick whichever box is applicable. Unless this section is completed a Construction Certificate cannot be issued.									
<b>Statistical Return for the Australian Bureau of Statistics</b>										
<b>14. What is the area of the land?</b>	Total area of the land in m <sup>2</sup> or hectares									
<b>15. Gross floor area of existing building?</b>	Total floor area of existing building									
<b>16. Does the site contain a dual occupancy?</b>	Tick whichever box is applicable									
<b>17. Gross floor area of proposed building?</b>	Total m <sup>2</sup> of proposed development									
<b>18. How many dwellings</b>  Please indicate by number	(a) are presently at this address? .....dwellings (b) are proposed to be demolished ..... dwellings (c) are proposed to be constructed .....dwellings									
<b>19. How many storeys in the building?</b>	Indicate by number the storeys									

## Appointment of Principal Certifying Authority

20. Do you wish to Appoint Junee Shire Council as 'principal certifying authority'?

Tick whichever box is applicable.

The Principal Certifying Authority is the person or organisation that carries out the inspections required during construction.

## Checklist and Signature

22. Information Checklist

Ensure all information required is submitted with the application.

23. Your declaration

The applicant is to sign here.

## Required information for assessment

YES

NO

24. Location plan

Have you submitted 2 copies of the location plan?



25. Site plan

Have you submitted 2 copies of the site plan;

■ drawn to scale.



■ showing northpoint.



■ lot & Deposited Plan Number.



■ lot boundaries.



■ area of lot.



■ existing & proposed landscaping including street tree location/spread.



■ existing & proposed power poles & structures including fences & eaves.



■ existing services, in particular Council's sewer main location.



■ existing & proposed accesses, driveways & carparking spaces.



■ street names.



■ any nearby building configuration on adjacent lots?



■ have you shown any existing easements on the allotment?



■ have you shown stormwater drainage?



## Rural Dwellings

YES

NO

26. Dwelling entitlement

Have you checked with Council to establish whether the land has a dwelling right?



27. Statement of Environmental Effects

Have 2 copies of a Statement of Environmental Effects been submitted, describing the likely impacts of the proposal & any mitigating measures?



28. Environmental audit

If the land is vacant or there is a land use history where contamination is likely, has SEPP 55 & contaminated land guidelines been mentioned as well as an environmental audit or remediation plan of the site been included with your application?

<b>29. Hydrological report</b> (if required) <b>June Township,          Bethungra &amp;          Wantabadgery</b>	Have you considered Council's flood plain policy & submitted a hydrological report recommending a minimum floor level for the 1 in 100 year flood event or alternatively paid a flood level fee so that Council's Engineering Department can determine this?	<input type="checkbox"/>	<input type="checkbox"/>
<b>30. OSSMS          On-Site Sewerage          Management System</b>	If a separate OSSMS is proposed, have you submitted details to comply with Council's sewage management policy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>31. Elevations</b>	Have you included 2 copies of all elevations? North, South, West & East?	<input type="checkbox"/>	<input type="checkbox"/>
<b>32. Floor Plan</b>	Have you included 2 copies of the floor plan drawn to Scale (1:100)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>33. Statement of          Proposal</b>	Have you included a statement detailing exactly what is being proposed and clearly identifying what you want approval for?	<input type="checkbox"/>	<input type="checkbox"/>
<b>34. Erosion Control</b>	Have you included details of your proposed erosion control methods?	<input type="checkbox"/>	<input type="checkbox"/>
<b>35. Stormwater</b>	Have you included details of how you intend to dispose of stormwater?	<input type="checkbox"/>	<input type="checkbox"/>