



APPLICATION CHECKLIST

Commercial

The following information is required as part of your development application. Additional information may be relevant to your specific application. This can either be provided at the time of lodgement or will be requested in the course of assessment. If you have ticked any of the 'not applicable' boxes, please discuss with a Customer Service Officer.

YES	N/A	INFORMATION REQUIRED
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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | Obtained owner's consent. |
| <input type="checkbox"/> | | Completed <i>Combined Development Application</i> form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed <i>Construction Certificate</i> form (if required). |
| <input type="checkbox"/> | | Enclosed appropriate application fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtained Mine Subsidence Board approval or completed delegation form (if in a mine subsidence district). |
| <input type="checkbox"/> | | 4 copies of plans (site plan, each elevation and height plan, floor plan) drawn to scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8 copies of site and elevation plans in A4 size for advertising (your application may not need advertising. Please check with Council's Customer Service Centre). |
| <input type="checkbox"/> | | 2 copies of specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4 copies of <i>Statement of Environmental Effects</i> . |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Trade Waste Application</i> form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Design Report (check Council's Policy L1 - Landscaping for Category 1, 2 or 3). |

DOES THE SITE PLAN INCLUDE:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | Property dimensions. |
| <input type="checkbox"/> | | Existing development including services. |
| <input type="checkbox"/> | | Boundary setbacks to structures. |
| <input type="checkbox"/> | | Carparking. |
| <input type="checkbox"/> | | Off-street loading. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing vegetation / extent of clearing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contours / cut and fill details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of retaining walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Method of erosion / sediment control. |
| <input type="checkbox"/> | | Proposed method of stormwater disposal. |
| <input type="checkbox"/> | | North Point. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle access point. |
| <input type="checkbox"/> | | Construction/building waste storage area. |
| <input type="checkbox"/> | | Signage details (optional at this stage). |

DOES THE FLOOR PLAN INCLUDE:

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | | Double line drawn. |
| <input type="checkbox"/> | | Room uses identified. |

Applicant's Signature

Office Use: CSO:

Date: