

COMMERCIAL / INDUSTRIAL / MIXED USE / SHOP-TOP HOUSING/ RESIDENTIAL FLAT BUILDING / BOARDING HOUSE / MULTI-DWELLING DEVELOPMENT CHECKLIST

This checklist is to be completed and submitted with your development application. For detailed information on plan/document requirements please consult the DEVELOPMENT APPLICATION – SUPPLEMENTARY INFORMATION document and to Council's Electronic Application Requirements when lodging your application.

NOTE: The Development Application will not be accepted by Council unless ALL required documentation is provided at the time of lodgement.

Property Address: _____

Q1	Have you had a pre-DA meeting for this development? If yes, what was the name of the Officer you met with? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q2	Does the estimated capital investment value of the development exceed \$30 million?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q3	Is the proposal "Integrated Development" in accordance with Section 4.46 of the Environmental Planning Assessment Act 1979 (N/A to occupation or internal fitout applications)? If yes, you will be expected to pay an Integrated Development related Fee (e.g. \$320) to the relevant State agencies directly via the State Government's ePlanning Portal at a later date after lodgement	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q4	Does your proposal seek to vary any development standards (e.g. Height, Floor Space Ratio etc.) contained in the Willoughby Local Environment Plan (WLEP)? If yes, you are required to submit an Application to vary a Development Standard in accordance with Clause 4.6 of the WLEP.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q5	Is the site located within a Bushfire Prone Area? If unknown, check with Council's Customer Service or website. If yes, you are required to provide a Bushfire Hazard Assessment, or if minor work, (e.g. ancillary structures) provide a statement in your Statement of Environment Effects.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q6	Does your proposal require any excavation work in a commercial/industrial zone or are you aware of any previous potentially contaminating activities on the site? If yes, you are required to provide a preliminary contamination investigation report.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q7	Is the site: a) a Heritage Item listed in Willoughby Local Environmental Plan? b) located next to/adjoining a Heritage Item? c) located within a Conservation Area? If yes to any of the above, you are required to provide a Heritage Impact Statement.	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>
Q8	Is the site affected by Flooding / Overland Flow? If yes, submit a Flood Risk Management Report prepared by a suitably qualified Civil Engineer, based on the Flood Information Certificate obtained from Council (separate fee applies). Note: Flood Information Certificates are currently not available for the Scotts Creek Catchment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q8A	Is your proposed development likely to have any flood impact on the development site or the surrounding land? If yes, you are required to submit a Flood Impact Study prepared by a suitably qualified Civil Engineer and a Flood Risk Management Report based on the Flood Impact Study.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q9	Does your proposal: a) generate greater than 10% more traffic to the site than the existing use; or b) generate more than 10 additional vehicle trips to the site at its peak; or c) require more than an additional 5 car parking spaces above the current use of the site (See Part F (Transport and Parking Management) of WDCP)? If yes to any of the above, you are required to provide traffic and parking assessment.	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>

Q10	Is your proposal: a) a noise generating industry and located adjoining a residential area? b) located adjacent to a main road or railway line and contains residential uses? If yes to (a) or (b), you are required to provide an acoustic report/statement.	YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/>	
Q11	Is your proposal altering the existing building envelope and: a) located adjoining residential dwellings? b) resulting in additional overshadowing of an outdoor eating and/or sitting areas between 12:00pm and 2:00pm? If yes to (a) or (b), you are required to provide shadow diagrams.	YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/>	
Q12	Are you altering any existing landscape areas and/or removing any trees? If yes, then a landscaping plan and a landscaping calculations plan is required which, depending on the extent of the works, may be required for the whole site or just the area in the vicinity of the works.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Q13	Does the proposal involve or require a new or altered vehicular crossing? (Crossings that are bitumen, driveway strips, gravel and the like (or if the concrete apron is severely damaged even with a layback) will need a pre-approval if carparking or a carparking structure is proposed.) If yes, you are required to obtain a Vehicular Crossing Pre-Approval Certificate before submitting this application (separate fee applies)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Q14	Does the proposal involve the: – erection of a new Residential Flat Building (RFB) or Shop-Top Housing? or – substantial redevelopment or refurbishment of an existing RFB / Shop-Top Housing? or – conversion of an existing building to a RFB or Shop-Top Housing? – and that it concerns: 3 or more storeys and 4 or more self-contained dwellings? If yes to any above, submit a SEPP 65 Design Verification Statement and SEPP65 Assessment.			
Q14A	Types of developments	dwellings / rooms / occupiers	Qty	N/A
	For RFB / Shop-Top Housing, multi dwelling housing how many proposed :	Bedsit / studio / 1-bed dwellings?		
		2-bed dwellings?		
		3 or more-bed dwellings?		
	For Seniors Living under SEPP (Housing), how many proposed :	self-contained dwellings?		
	For Boarding House / Group Homes / Hostels (under WLEP 2012 or SEPP (Housing)), how many:	rooms are you creating?		
		residents will be occupying the development?		
Q14B	Does the erection of the proposed development require demolition of the existing development in part or in full? If yes in part / in full, answer ALL of the below questions. (skip below questions in this section if proposed development involves demolition <u>only</u>)		Yes - In Part <input type="checkbox"/> Yes - In Full <input type="checkbox"/>	NO <input type="checkbox"/>
N/A <input type="checkbox"/>	List the number of existing dwellings / seniors living development that are to be demolished and the number of bedrooms that they contain. (e.g. 1 Dwelling / 1 Townhouse containing 3-bedrooms; 1 Multi dwelling housing / 1 RFB containing 3 x studios, 4 x 1-bedroom, 1 x 2-bed, 2 x 3-bed; Senior Living Development containing 2 x 3-bed etc.)	e.g. 1 dwelling containing 3-bedrooms; OR 1 RFB containing 3 x studios, 4 x 1-bedroom, 1 x 2-bed, 2 x 3-bed		
N/A <input type="checkbox"/>	What is the type and the total GFA of existing buildings / structures that is to be demolished?	Type(s)	m²	
N/A <input type="checkbox"/>	Is it an existing boarding house / group home / hostel that is/are to be demolished? How many existing beds of occupants does the existing structure(s) service?	Type(s)	beds	
Q15	Does the proposal include a swimming pool? If yes, you are required to provide a proposed plan dimensioned at 1:100 showing: layout; relative levels; location of child resistant barriers: swimming pool equipment; and surrounding paved areas and overflow connection. Where the pool will not be flush with ground level, elevations/sections are to be provided.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q16	Does the proposal impact on any large rock outcrops or overhanging rocks or any archaeological or potential archaeological sites? If yes, you are required to address the potential impacts in your Statement of Environmental Effects and depending on the significance of the features you may be required to submit Archaeological Assessment Report.		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Q17	Is the proposal for a change of use which does not involve any construction work? If yes, you are required to submit a fire safety schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q18A	Does the proposal involve: a) BASIX affected development having an estimated cost of \$50,000 or more? b) a swimming pool having a capacity of 40,000 litres or more? c) the erection of a residential flat building, dwelling or change of use to create a dwelling. If yes to any of the above, you are required to submit a BASIX Certificate.	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>
Q18B	Does the proposal require the lodgement of a BASIX certificate? If yes, you are required to show the BASIX commitments on the plans accompanying the development application.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q19	Are you proposing a new building, additions to buildings or alterations to roof or impervious areas? If yes, you are required to provide an on-site detention tank and to submit a stormwater drainage plan prepared by a suitably qualified person. The impact of the stormwater drainage plan on the root system of existing trees (subject and adjacent site) is to be addressed in the Statement of Environmental Effects. Council's Standard Design Checklist and an Engineers' Design Compliance certificate are also to be completed.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q19A	For commercial or industrial development, are you proposing to extend/expand beyond existing Gross Floor Area (GFA)? If yes to the above question, would it result in increased GFA? If yes to any of the above, you are required to submit two (2) separate floor area calculation plans showing boundaries of existing vs proposed floor area. Have you provided these?	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>
Q20	Does your proposal include a childcare centre, respite day care centre or residential care facility? If yes, you are required to submit an Emergency Response and Evacuation Plan.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q21	Does the development involve any excavation or digging? If yes, you are required to submit a copy of all relevant responses from asset owners (including Council) obtained from the Dial Before You Dig System.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q22	Does the cost of works of the development exceed \$750,000? If yes, for development costing between \$750,000 and \$5million, a Sustainability Performance Statement is required. For development exceeding \$5million, a green star rating is required.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

WEBSITES & REFERENCE MATERIAL: WLEP & WDCP – See www.willoughby.nsw.gov.au; Biodiversity and Conservation SEPP 2021 – See www.planning.nsw.gov.au; Planning for Bushfire Protection – See www.rfs.nsw.gov.au; BASIX Certificate – See www.basix.nsw.gov.au; Dial Before You Dig System – See www.1100.com.au

Disclaimer – This COMMERCIAL / INDUSTRIAL / MIXED USE / RESIDENTIAL FLAT BUILDING/MULTI-DWELLING HOUSING DEVELOPMENT CHECKLIST identifies the main requirements for lodging a Development Application for commercial / industrial / mixed use residential flat building development. Any person using the checklist must do so on the basis that not every scenario and issue can be addressed, and discussion with the relevant Council staff may be required.

These documents are subject to change without notice.

DECLARATION

I (Applicant to print name) _____ declare that:

- the electronic copy of all plans, supporting documentation and additional documentation has been prepared and submitted according to Council's [Electronic Application Requirements Guideline](#). (PDF Format only); **AND**
- I have completed the COMMERCIAL / INDUSTRIAL / MIXED USE / SHOP-TOP HOUSING, RESIDENTIAL FLAT BUILDING /MULTI DWELLING HOUSING DEVELOPMENT CHECKLIST and submitted all required documentation including this checklist; **AND**
- I understand the need to register an account at the State Government's [ePlanning Portal](#) to allow all parties' correspondences to be interacted via this portal; **AND**
- I confirm my consent to receiving my Notice of Determination documents and electronically stamped plans in an electronic format via Council's secure web link. (or via the [ePlanning Portal](#) if applicable)

Applicants Name (Please print)

Applicants Signature

Date

OFFICE USE: Checked by: _____ Date: _____

SUBMISSION REQUIREMENTS

- ✓ Documents / plans / Information required
- Documents / plans / Information may be required (as per Q1-22)
- × No documents required

	Occupation (Change of Use)	Internal room or an existing premises	Alterations and additions to existing commercial / Industrial building	New commercial / Industrial development	Residential Flat Building / Multi-dwelling Housing/ Shop-Top Housing /Boarding House / Seniors Living	Demolition	Signage	Applicant to complete ✓
PLANS (All plans are to show new work in colour)								
Survey Plan	×	×	✓	✓	✓	×	×	
Site Plan (can be combined with site analysis plan)	×	×	✓	✓	✓	×	✓	
Architectural Plans (coloured)*	✓	✓	✓	✓	✓	×	×	
Landscape Plan (Q12)*	×	×	•	✓	✓	×	×	
Floor Space Ratio Calculation Plan	×	×	✓	✓	✓	×	×	
Demolition Plan	×	×	×	×	×	✓	×	
Shadow Diagrams (Q11)	×	×	•	✓	✓	×	×	
Vehicle Crossing Pre-Approval Certificate (Q13)	×	×	•	•	•	×	×	
BASIX commitments shown on plans (Q18B)	•	×	×	×	✓	×	×	
Stormwater / Drainage Plan & Engineering Design Compliance Certificate (Q19)	×	×	•	•	•	×	×	
Two (2) separate floor area calculation plans showing boundaries of existing vs proposed floor area (Q19A)	×	•	✓	✓	×	×	×	
Car Parking Plan	✓	×	✓	✓	✓	×	×	
Signage Plan	•	×	×	×	×	×	✓	
Adaptable Units Plan (Scale 1:50)	×	×	×	×	✓	×	×	
Erosion and Sediment Control Plan	×	×	✓	✓	✓	✓	×	
SUPPORTING DOCUMENTATION								
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	
Have you answered Q4 regarding CI 4.6 variation?	×	×	•	•	•	×	×	
Heritage Impact Statement (Q7)	×	×	•	•	•	•	×	
Bushfire Hazard Assessment (Q5)	×	×	•	•	•	×	×	
Flood Risk Management Report(Q8) /Flood Impact Study (Q8A)	×	×	•	•	•	×	×	
BASIX Certificate (Q18A)	•	×	×	×	✓	×	×	
Sustainability Performance Statement / Green Star (Q22)	×	•	•	•	•	×	×	
External Finishes & Materials	×	×	✓	✓	✓	×	✓	
Archaeological Assessment Report (Q16)	×	×	•	•	•	•	×	
Demolition Report	×	×	×	×	×	✓	×	
Traffic and Parking Assessment (Q9)	•	×	•	✓	✓	×	×	
Waste Management Plan	✓	×	×	✓	✓	×	×	
Access and Mobility Statement	✓	✓	✓	✓	✓	×	×	
Preliminary Contamination Investigation Report (Q6)	×	×	•	✓	✓	×	×	
Acoustic Report / Statement (Q10)	•	×	×	×	•	×	×	
SEPP 65 Design Verification and Assessment (Q14)	×	×	×	×	•	×	×	
Have you answered Q14A?	×	×	×	×	✓	×	×	
Have you answered Q14B?	×	×	×	•	•	✓	×	
Fire Safety Schedule (Q17)	•	×	×	×	×	×	×	
Emergency Response and Evacuation Plan (Q20)	•	•	•	•	•	×	×	
Dial Before You Dig Data (Q21)	×	•	✓	✓	✓	•	•	
SEPP 64 (Schedule 1) Assessment	×	×	×	×	×	×	✓	
ADDITIONAL DOCUMENTATION								
Development Application Form (including owner's consent)	✓	✓	✓	✓	✓	✓	✓	
Photographs	×	×	✓	✓	✓	×	✓	
3D Model (fly-thru .mov/.mpg / .avi / .mp4 format) >\$3M	×	×	✓	✓	✓	×	×	
Photomontage >\$3 Million (to scale; streetscape / waterways)	×	×	✓	✓	✓	×	×	
Integrated Development (Q3 answered?)	×	×	•	•	•	×	×	
Proof of Estimated Cost of Works	✓	✓	✓	✓	✓	✓	✓	

*All plans are to show new work in colour

Proceed to Declaration on the previous page which is to be completed prior to lodgement.