

## SUBDIVISION DEVELOPMENT APPLICATION LODGEMENT CHECKLIST

This checklist is to be completed and submitted with your development application for subdivision. For detailed information on plan/document requirements please consult the document entitled DEVELOPMENT APPLICATION – SUPPLEMENTARY INFORMATION and to Council’s ELECTRONIC APPLICATION REQUIREMENTS when lodging your application.

**NOTE:** Your 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-lodgement meeting for this development? YES ☐ NO ☐  
 If yes, what was the name of the Officer you met with? \_\_\_\_\_

Q2: Is the proposal “Integrated Development” in accordance with Section 4.46 of the Environmental Planning Assessment Act 1979? See Schedule 1 in Council’s document entitled Development Application – Supplementary Information. YES ☐ NO ☐  
 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  
 To calculate fees payable, refer to Council’s Fees and Charges publication listed on Council’s website at [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au) or contact Council on 97771000

Q3: Does your proposal seek to vary any development standards contained in the Willoughby Local Environment Plan (WLEP)? YES ☐ NO ☐  
 If yes, you are required to submit an Application to vary a Development Standard in accordance with Clause 4.6 of the WLEP.

Q4: Is the site located within a Bushfire Prone Area? If unknown, check with Council’s Customer Service or website. YES ☐ NO ☐  
 If yes, you are required to provide a Bushfire Hazard Assessment.

Q5: Does the proposal involve the subdivision of land which is affected by Flooding/Overland Flow? YES ☐ NO ☐  
 If yes, you are required to provide a Flood Study in accordance with Attachment 22 of the Willoughby Development Control Plan (WDCP) found at [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au), where land subdivision is proposed.

Q6: Is the site:  
 a) a Heritage Item listed in Willoughby Local Environmental Plan? YES ☐ NO ☐  
 b) located next to/adjoining a Heritage Item? YES ☐ NO ☐  
 c) located within a Conservation Area? YES ☐ NO ☐  
 If yes to any of the above, you are required to provide a Heritage Impact Statement.

Q7: Are you aware of any previous potentially contaminating activities on the site? YES ☐ NO ☐  
 If yes, you are required to provide a preliminary contamination investigation report where land subdivision is proposed.

Q8a: Does the proposal involve the subdivision of a lot containing a dual occupancy approved by council after 10 March 2000? YES ☐ NO ☐

Q8b: If yes to Q8a, has a Final Occupation Certificate been issued more than 5 years ago? YES ☐ NO ☐  
 If yes to Q8b, please provide a copy of the Occupation Certificate and state the Development consent number \_\_\_\_\_  
 If no to Q8b, do not proceed as Council cannot consent to your application

### LAND AND COMMUNITY TITLE SUBDIVISION APPLICATIONS ONLY

Q9: Is the proposal “traffic generating development” as defined in Schedule 3 of State Environmental Planning Policy (Infrastructure) 2007? YES ☐ NO ☐  
 If yes, you are required to provide traffic and parking assessment.

Q10: Does the proposal impact on any large rock outcrops or overhanging rocks or any archaeological or potential archaeological sites? **YES** ☐ **NO** ☐  
**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

Q11: Does the subdivision proposal involve civil engineering works such as roads, driveways, vehicular crossings, footpaths, drainage, excavation works or the like? **YES** ☐ **NO** ☐  
**If yes**, you are required to lodge civil engineering drawings.

Q12: Is the development including future buildings likely to impact on significant trees? **YES** ☐ **NO** ☐  
**If yes**, an arborist's report will be required

Q13: Does the development involve the subdivision of land containing on existing building which is to be retained? **YES** ☐ **NO** ☐  
**If yes**, you must demonstrate the building will continue to comply with the relevant requirements of Willoughby Local Environmental Plan and Willoughby Development Control Plan. This may involve the submission of the following plans, as applicable:  
a) Floor space ratio (FSR) calculation plan  
b) Site plan showing setbacks of existing buildings to proposed boundaries, easement, Right of ways and the like.  
c) Vehicular access and Car parking plan  
d) Natural landscape area calculation plan  
e) Private open space plan

Q14: Does the subdivision result in the creation of a vacant allotment? **YES** ☐ **NO** ☐  
**If yes**, have you lodged a building footprint concept plan?

#### STRATA SUBDIVISION APPLICATIONS ONLY

Q15: Is the development for a strata subdivision of a residential flat building greater than five (5) years old? **YES** ☐ **NO** ☐  
**If yes**, you are required to submit a fire safety upgrade report.

Q16: Is the development for a strata subdivision of a low rental residential building as defined in State environmental Planning Policy (Affordable Rental Housing) 2009? **YES** ☐ **NO** ☐  
**If yes**, you will need to lodge a low rental residential building which addresses State Environmental Planning Policy (Affordable Rental Housing) 2009

Q17: Does the development involve physical works such as roads, driveways, vehicular crossings, footpaths, drainage, excavation, earthwork, retaining walls or the like? **YES** ☐ **NO** ☐  
**If yes**, a cost summary report (no greater than \$500,000) or Detailed cost report >\$500,000 will be required.

**WEBSITES & REFERENCE MATERIAL:** WLEP, WDCP, Sydney Regional Environmental Plan (Sydney Harbour Catchment) – **See** [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au): Planning for Bushfire Protection – **See** [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au); BASIX Certificate – **See** [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

**Disclaimer** –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.

To be completed by the applicant						
SUBMISSION REQUIREMENTS	Land subdivision	Strata subdivision	Stratum subdivision	Community title		Applicant to Complete ✓
✓ Documents / plans required • Documents / plans may be required (as per Q1-16) ✕ No documents required						
<b>PLANS (All plans are to show new work in colour)</b>						
Subdivision Plan	✓	✓	✓	✓		
Subdivision Engineering Plans (Q11)	•	✕	✕	•		
Survey Plan	✓	✕	✕	✓		
Natural landscape calculation plan (Q13a)	•	✕	•	✕		
Floor space ratio calculation plan (Q13b)	•	✕	✕	✕		
Setback plan (Q13c)	•	✕	✕	✕		
Car parking plan (Q13d)	•	✕	✕	✕		
Private open space (Q13e)	•	✕	✕	✕		
Building Footprint Concept plan (Q14)	•	✕	✕	✕		
Stormwater Drainage Plans	✓	✕	✕	✕		
<b>SUPPORTING DOCUMENTATION</b>						
Statement of Environmental Effects	✓	✓	✓	✓		
Have you answered Q3 regarding Cl 4.6 variation?	•	•	•	•		
Bushfire Hazard Assessment (Q4)	•	✕	✕	•		
Flood Study (Q5)	•	✕	✕	•		
Heritage Impact Statement (Q6)	•	✕	✕	•		
Preliminary Contamination Investigation Report (Q7)	•	✕	✕	•		
Final Occupation Certificate (Q8)	•	•	•	•		
Traffic and Parking Assessment (Q9)	•	✕	✕	•		
Archaeological Assessment Report (Q10)	•	✕	✕	•		
Arborist Report (Q12)	•	✕	✕	•		
Fire Safety Upgrade Report (Q15)	✕	•	•	✕		
Low Rental Residential Building report (Q16)	✕	•	✕	✕		
<b>ADDITIONAL DOCUMENTATION</b>						
Development Application Form (including owner's consent)	✓	✓	✓	✓		
Integrated Development (Q2 answered?)	•	✕	✕	•		
Proof of Estimated Cost of Works (where physical works proposed)(Q17)	•	•	•	•		

## DECLARATION

I (Applicant to print name) \_\_\_\_\_ declare that:

- the digital copy of plans and all supporting documentation is identical to the hard copy of plans and supporting documentation submitted with the development application and has been prepared and submitted according to Council's [Electronic Application Requirements Guideline](#); **AND**
- I have completed the SUBDIVISION 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