

SINGLE DWELLING / SECONDARY DWELLING / DUAL OCCUPANCY OR ANCILLARY STRUCTURES DEVELOPMENT CHECKLIST

This residential development 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? YES ☐ NO ☐
 If yes, a) what was the date of the meeting? ____ / ____ / ____
 b) what was the name of the officer you met with? _____

Q2 Is the proposal for erection of photovoltaic cells (PvC) and solar hot water units (SHWU) only? YES ☐ NO ☐
 If yes, go straight to the Submissions Requirements on Page 3.

Q3 Is the site:
 a) a Heritage Item listed in Willoughby Local Environment Plan (WLEP)? YES ☐ NO ☐
 b) located within the vicinity of 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.

Q4 Does the development involve the whole or part demolition of a Heritage Item listed on the State Heritage Register? YES ☐ NO ☐
 If yes, do any exemptions apply under the Heritage Act 1977 (s58) and is the development wholly covered by the exemptions?
 If yes, a copy of any applicable exemptions under the Heritage Act 1977 is required to be provided.
 If no, the application is Integrated Development under the Heritage Act 1977 (s58) and 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

Q5 Is the site located within the C4 Environmental Living Zone? YES ☐ NO ☐
 If yes, you are required to address WDCP Part D.1.16 and Sydney Regional Environmental Plan (Sydney harbour Catchment) and associated WDCP in your Statement of Environmental Effects.

Q6 Is the site located on the foreshore and will the proposed development be visible from the waterways / Sydney Harbour? YES ☐ NO ☐
 If yes, you are required to provide a photomontage of the proposed development from the waterway (see Willoughby Development Control Plan (WDCP) Part C.10 Foreshore Building Line).

Q7 Is the site located within a Bushfire Prone Area? If unknown, check with the Council’s Customer Service or website. YES ☐ NO ☐
 If yes, you are required to provide a Bushfire Hazard Assessment, or if minor works, (e.g. ancillary structures) provide a statement in your Statement of Environmental Effects which indicates the relevant Bushfire Attack Level (BAL) applicable to the development.

Q8 Is the site affected by Flooding / Overland Flow? YES ☐ NO ☐
 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. For details refer to <https://www.willoughby.nsw.gov.au/Council/Forms/Flood-Information-Certificate-Application/Flood-Information-Availability>

Q8A Is your proposed development likely to have any flood impact on the development site or the surrounding land? YES ☐ NO ☐
 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.

Q9	Does your application comply with all relevant development standards (e.g. Height, Floor Space ratio etc.) contained in the applicable Environmental Planning Instrument including the Willoughby Local Environment Plan (WLEP)? If no , you are required to submit a written request for an Application to vary a Development Standard in accordance with Clause 4.6 of the WLEP. Refer to Schedule 2 of the document entitled "Development Application Supplementary Information" for the relevant application form.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q10	Is the development likely to impact neighbouring properties or natural features including significant trees? If yes , a survey plan is required which, depending on the extent of the works, may be necessary for the whole or just for the area in the vicinity of the works.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q10A	Does the development involve the removal of trees or shrubs. If yes , you are required to provide a Landscape Plan.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q11	Are you altering any existing natural landscape areas as a result of your development? If yes , then a natural landscaped area calculation plan is required for the whole site and a landscape 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"/>
Q11A	Does the development involve an increase in Gross Floor Area (GFA)? If yes , a Floor Space Ratio (FSR) Calculation Plan will be required.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q12	Does the development include: building a new 2 nd storey; additions an existing 2 nd storey or the construction of a new 2 storey dwelling? If yes , you are required to provide shadow diagrams.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q13	Does the proposal: a) involve BASIX affected development having an estimated cost of \$50,000 or more? b) include a swimming pool having a capacity of 40,000 litres or more? c) involve the erection of a dwelling or change of use to create a dwelling. If yes to any of the above , you are required to submit a BASIX Certificate and show the BASIX commitments on the plans.	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>
Q14	Does the development propose a new building, additions to a building, or alterations to roof or impervious areas? If yes , proceed to Q14A otherwise proceed to Q15.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q14A	Does the development drain by gravity to the front boundary and then by gravity to the street, (not charged and with a stormwater system with a 1% minimum grade), directly to Middle Harbour, or directly to Lane Cove River? If yes , show these details on the submitted plans and proceed to Q15.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q14B	Where the site falls away from the street (i.e. stormwater cannot be discharged by gravity to the front boundary and then by gravity to the street), you are required to consult with neighbouring property owners to grant an easement to allow gravity drainage to the street / Council pipe. Following consultation you will need to submit either: (a) evidence that downstream adjoining property owners have granted you an easement for this purpose (see Standard Easement request letter in Appx 6 of Tech Standard No. 1 – Stormwater Management in <i>WDCP</i>), or (b) evidence (i.e. submission of the Standard Easement request letter) that the adjoining property owner is not willing to grant and easement. Has the Standard Easement Request letter been submitted to Council? (If an easement has been agreed to, you are required to lodge a stormwater drainage plan and proceed to Q15).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q14C	If the adjoining property owner is not willing to grant an easement, is the stormwater proposed to be discharged to: (a) an on-site dispersal and/or absorption system? If yes , submit a geotechnical report prepared by a suitably qualified Civil Engineer together with a stormwater drainage plan and details of rainwater tanks and proceed to Q15. (note: an on-site dispersal and/or absorption system is not allowed for dual occupancy development. (b) Council's bushland reserve, natural water course or creek? If yes , submit a stormwater drainage plan, details of the final discharge point, rainwater tanks and details of compliance with Technical Standard 1 and proceed to Q15. (c) Council's drainage easement or pipe on the site? If yes , submit a stormwater drainage plan, rainwater tanks and details of the gravity connection to the existing easement or Council pipe and proceed to Q15. (d) Council's kerb and gutter via a charged system? If yes , design and submit details of a rainwater reuse system incorporating a 10k rainwater tank and proceed to q15. (e) A private drainage easement? If yes, submit a stormwater drainage plan and details of rainwater tanks. Note: For stormwater management and rainwater tank requirements, please refer to Part C5 of <i>WDCP</i> .	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>

Q15	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"/>
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 an Archaeological Assessment Report and the development may be an Integrated Development (see Q17).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q17	Does the property contain a site which is identified as having Aboriginal Heritage Significance and will the proposed development impact the site? If unknown, contact Council's duty planner. If yes , then the application is Integrated Development under the National Parks and Wildlife Act and 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"/>
Q18	Does your application include a swimming pool? If yes , you are required to address WDCP Part D.1.10 and to provide a proposed plan dimensioned at a scale no less than 1:100 showing: layout; relative levels; location of child restraint 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"/>
Q19	Does the site have an approved gravity fed connection into Sydney Water's sewer main? If no , you are required to provide written information on how you propose to dispose of your wastewater e.g. install, use an on-site sewage management system (including pumping to the sewer)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q20	If you are applying for a new dual occupancy, are you intending to subdivide? It should be noted that subdivision of dual occupancy development is not permissible for 5 years after the last date on which an occupation certificate is issued in respect of the dual occupancy dwellings. If yes , you are required to provide a Subdivision Concept plan.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q20A	Does the proposed development involve developing a new dual occupancy or new secondary dwelling (including the conversion / redesign of an existing dwelling to accommodate a new dual occupancy / secondary dwelling)? If YES , answer the below sub-questions. If NO , move to Q21	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	List the number of existing dwelling(s) and the number of bedrooms that they contain. (e.g. 1 detached dwelling with 3-bedrooms; 1 attached dwelling with 2-bedrooms)	e.g. 1 detached dwelling with 3-bedrooms; 1 attached dwelling with 2-bedrooms	
	List the number of bedrooms of the <u>new</u> dual occupancy or <u>new</u> secondary dwelling. (e.g. 1 x new detached / attached dual occupancy containing 1 dwelling with 3-bedrooms and 1 dwelling with 2-bedrooms; or 1 new secondary dwelling with 1-bedroom)	e.g. 1 x new detached / attached dual occupancy containing 1 dwelling with 3-bedrooms and 1 dwelling with 2-bedrooms; 1 new secondary dwelling with 1-bedroom	
Q21	Does the development involve any excavation or digging? If yes , you are required to submit a copy of the responses from Sydney Water and Council obtained from the Dial Before You Dig System.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Q22	Have the following been shown on relevant plans? The responses below do not relate to all applications. Tick N/A if this does not relate to your application (a) All floor plans are dimensioned. (b) All front rear and side boundary setbacks are dimensioned on the floor plans and site plan. (c) The finished floor level RLs are on every floor plan (d) The overall dimensional heights on elevations and sections from ground level (e) N/A – the above does not relate to my type of application <input type="checkbox"/>	YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/>	NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/>

WEBSITES & REFERENCE MATERIAL: WLEP, WDCP, Sydney Regional Environmental Plan (Sydney Harbour Catchment) – 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 RESIDENTIAL DEVELOPMENT CHECKLIST identifies the main requirements for lodging a Development Application for residential 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.

Proceed to matrix and declaration which are required to be completed prior to lodgement.

To be completed by the applicant:

SUBMISSION REQUIREMENTS

- ✓ Documents / plans / Information required
- Documents / plans / Information may be required (as per Q1-21)
- ✗ No documents required

	PvC or SHWU only (Q2)	Ancillary structures (pergolas, decks, etc)	Swimming pools	Demolition	New dwelling	Alterations & additions to existing structures	New secondary dwelling	New dual occupancy	Applicant to complete ✓
PLANS (All plans are to show new work in colour)									
Survey Plan (Q10)	✗	•	•	✗	✓	•	•	✓	
Site Plan (can be combined with site analysis plan)	✗	✓	✓	✗	✓	✓	✓	✓	
Architectural Plans (coloured)*	✓	✓	✓	✗	✓	✓	✓	✓	
Landscape Plan (Q10A) (coloured)*	✗	•	•	✗	✓	•	•	✓	
Natural Landscape Area Calculation Plan (Q11)	✗	•	✓	✗	✓	•	•	✓	
Impervious Area Calculation Plan	✗	✓	✓	✗	✓	✓	✓	✓	
Floor Space Ratio Calculation Plan (Q11A)	✗	✗	✗	✗	✓	•	✓	✓	
Demolition Plan	✗	✗	✗	✓	✗	✗	✗	✗	
Stormwater/Drainage Plan (Q14B- Q14C)	✗	•	✗	✗	•	•	•	•	
Standard Easement Request Letter (Q14A)	✗	•	✗	✗	•	•	•	•	
Geotechnical Report (Q14B)	✗	•	✗	✗	•	•	•	•	
Shadow Diagrams (Q12)	✗	✗	✗	✗	•	•	•	•	
BASIX commitments shown on plans (Q13)	✗	✗	✓	✗	✓	•	•	✓	
Subdivision Concept Plan (Q20)	✗	✗	✗	✗	✗	✗	✗	✓	
Driveway Plan / Longitudinal Section (Q15)	✗	•	✗	✗	•	•	•	•	
SUPPORTING DOCUMENTATION									
Statement of Environmental Effects	✓	✓	✓	✓	✓	✓	✓	✓	
Have you answered Q9 on CI 4.6 variation?	✗	•	•	✗	•	•	•	•	
Heritage Impact Statement (Q3)	✗	•	•	•	•	•	•	•	
Have you answered Q4 and Q17?	✗	•	•	•	•	•	•	•	
Bushfire Hazard Assessment (Q7)	✗	•	•	✗	•	•	•	•	
Flood Information Certificate (Q8)	✗	•	•	✗	•	•	•	•	
Flood Risk Management Report (Q8)	✗	•	•	✗	•	•	•	•	
Flood Impact Study (Q8A)	✗	•	•	✗	•	•	•	•	
BASIX Certificate (Q13)	✗	✗	•	✗	✓	•	•	✓	
External Finishes & Materials	✗	✗	✗	✗	✓	✓	✓	✓	
Waste Management Plan	✗	✓	✓	✓	✓	✓	✓	✓	
Vehicular Crossing Pre-Approval Cert (Q15)	✗	•	✗	✗	•	•	•	•	
Archaeological Assessment Report (Q16)	✗	•	•	•	•	•	•	•	
Demolition Report	✗	✗	✗	✓	✗	✗	✗	✗	
Manufacturer's Details/Specifications	✓	✓	✗	✗	✗	✗	✗	✗	
Have you answered Q20A?	✗	✗	✗	✓	✓	✗	✓	✓	
Dial Before You Dig Data (Q21)	✗	✓	✓	•	✓	✓	✓	✓	
ADDITIONAL DOCUMENTATION									
Development Application Form and owner's consent	✓	✓	✓	✓	✓	✓	✓	✓	
Cost Report	✓	✓	✓	✓	✓	✓	✓	✓	
Photomontage (Q6: to scale; req if visible to waterways)	✗	•	•	✗	•	•	•	✗	
Integrated Development (Q4 & 17 answered?)	•	•	•	•	•	•	•	•	

DECLARATION

* All plans are to show new work IN COLOUR

I (Applicant to print name) _____ declare that:

- a) the electronic copy of plans, supporting documentation and additional documentation has been prepared and submitted according to Council's [Electronic Application Requirements Guideline](#). (PDF Format only)
- b) I have completed the RESIDENTIAL DEVELOPMENT CHECKLIST and submitted all required documentation, including this checklist.
- c) 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
- d) 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