

Development Application Checklist

To be submitted with a Development Application (DA)

Commercial and Industrial Development

Introduction	<ul style="list-style-type: none"> The following table and checklist will help you prepare and lodge a complete application for commercial and industrial development. Please ensure that your application contains all the information listed in the table, tick the column titled "Checklist - Applicant" and include this form with your application to Council.
Pre-Lodgement	<ul style="list-style-type: none"> It is recommended that a pre- application (PAM) meeting be held with Council officers to identify any issues and outline requirements for DA lodgement.
Lodgement	<ul style="list-style-type: none"> All information required by the checklist must be submitted with your DA. Incomplete applications or illegible information will not be accepted by Council. All fees are to be paid at the time of lodgement.
Property	Address: ...South Street, Marsden Park (Lot 2 DP1233067)..... Suburb: Postcode:

Development Application (DA)	Checklist	
	Applicant	Staff
1. DA Form – All relevant sections on the DA form have been properly completed and 3 CDs with electronic copies of all documents provided.	X	
1a. Electronic Documentation – 3 sets of CDs with electronic copies of ALL documentation. <ul style="list-style-type: none"> The size of each PDF file must not exceed 10 megabytes. 	X	
2. Owner's Consent – Owner's names must match those recorded on Council's rates system. If names differ, then proof of change of ownership must be provided (if more than one owner, every owner must sign). <ul style="list-style-type: none"> The consent of all owners have been provided (Company letterhead or seal, Strata Corporation letterhead/seal where applicable). If the DA is signed on behalf of a company without a common seal, the DA must be signed by 2 directors of the company or a director and a company secretary of the company (on letterhead) in accordance with Section 127 of the Corporations Act (Section 127(1) - Execution of Documents). If the DA is signed on the owner's behalf by their legal representative, documentary evidence (e.g. Power of Attorney, Executor, Trustee) must be provided. 	X	
3. Cost of Development – The DA must nominate the estimated cost of development (which includes consultant fees and GST) as defined in Clause 255 of the <i>Environmental Planning and Assessment Regulation 2000</i> . <i>Note: This must be accompanied by either a Cost Summary Report for development costs less than \$500,000 or a Registered Quantity Surveyor's Detailed Cost Report for development costs more than \$500,000.</i>	X	
4. Plans – 8 hardcopies of architectural plans (4 x A1 and 4 x A3) have been submitted. <i>Note: Plans are to be fully annotated/dimensioned</i>	X	
5. Notification Plan – Six (6) hardcopies of A3 size notification plans showing site context and elevations has been submitted. <i>Note: Under the provisions of the Act, the internal layout of the building is not required to be provided for notification purposes of residential properties. Inclusion of the internal layout on notification plans will result in these details being notified. These are sent with notification letters to nearby property owners.</i>	X	
6. Statement of Environmental Effects (SEE) – Six (6) hardcopies of the SEE have been submitted.	X	

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<p>Note: <i>Environmental Planning and Assessment Act 1979 requires the submission of a SEE with all DAs. The SEE describes and discusses the proposal in detail and outlines how the impact of the proposed development has been assessed by the applicant.</i></p> <p><i>The SEE must address the proposal's compliance with relevant planning controls including a detailed table indicating compliance with the relevant numerical standards.</i></p>		
<p>7. Clause 4.6 Exceptions to development standards – If a variation to a statutory development standard is proposed, a written justification against the exception to that development standard has been provided in accordance with the relevant Environmental Planning Instrument (EPI).</p>		
<p>8. Pre-Application Meeting – Has this proposed development been the subject of a pre-application meeting? If so, has a hard copy of the minutes been provided with the DA?</p>	X	
<p>Plans</p>	Applicant	Staff
<p>9. Site Analysis Plan (2 copies) – Site analysis plan addressing energy and water efficiency, site context and topographical features, views, shadows and prevailing winds has been submitted.</p>		
<p>10. Survey Plan (2 copies) – A survey plan prepared by a registered surveyor has been submitted.</p>	X	
<p>11. Site Plan (6 copies) – The plans clearly indicate (as applicable):</p> <ul style="list-style-type: none"> ▪ The entire site, boundary dimensions and true north point ▪ Details of all existing and proposed buildings, including buildings to be demolished ▪ Street numbers, location and uses of buildings on adjoining land ▪ The topography of the land (using contours or height datum) ▪ Details of any right of way (ROW) or easements ▪ The position and species of all trees on the site (including those proposed to be removed or pruned) and trees on adjoining properties ▪ Car parking and/or garaging, including loading facilities, access and exit points, dimensions and ramp gradients ▪ Calculations of all existing and proposed gross floor areas ▪ Property address, plan number and date of preparation ▪ Landscape plan showing landscape calculations, location of planting and turf areas, and position and species of all trees on the site (including those proposed to be removed or pruned) ▪ Shadow diagrams for all development of 2 or more storeys high, four (4) hardcopies of shadow diagrams prepared by an appropriately qualified person been provided. 	X	
<p>12. Floor Plans (6 copies) – Floor plans clearly indicate:</p> <ul style="list-style-type: none"> ▪ The layout of the proposed development on all floors ▪ Internal walls/partitions and room names or uses ▪ Stated dimensions of existing and proposed work (all proposed works are to be highlighted clearly) ▪ All existing fire safety measures including the current operational standard for each such measure on the premises. 		

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<p>13. Elevations and Sections (6 copies) – All elevations and sections have been provided and clearly indicate:</p> <ul style="list-style-type: none"> ▪ Natural ground level and any proposed changes to ground level ▪ Height of the proposed development from natural ground level to finished floor level(s), ceiling and roof ridge levels 		
<p>14. Cut/Fill/Retaining – If cut and fill is proposed, two (2) hardcopies of a separate cut and fill plan with retaining wall detail have been provided.</p> <p>Details of any retaining walls to be constructed on site as part of the development shall be submitted as part of the DA. Please note all retaining walls must be of masonry construction.</p> <p><i>Note: Existing and proposed ground levels retaining walls and boundary fencing must be shown to Australian Height Datum (AHD) on the development plans and all elevations and sections. The height of retaining walls shall be shown in relation to existing ground levels and must be of masonry construction.</i></p>	X	
<p>15. Materials and Finishes – Two (2) hardcopies of details of proposed external colours, materials and finishes has been submitted.</p>		
<p>16. Site Facilities – Details of proposed waste storage facilities and letterboxes have been shown on the plans.</p>		
Documentation	Applicant	Staff
<p>17. Hours of Operation – Proposed hours of operation been clearly stated.</p>		
<p>18. Installation Details – Details of plant or machinery to be installed have been provided.</p>		
<p>19. Manufacturing/Storage – Full details of the type, size and quality of goods to be manufactured, stored or transported have been provided.</p>		
<p>20. Floor Space – Number of offices/units/shops and floor space clearly stated.</p>		
<p>21. Energy Efficiency – An Energy Efficiency Performance Report and site analysis have been provided.</p>		
<p>22. Compliance with Blacktown Development Control Plan 2015 – The proposal has been designed to satisfy Blacktown Development Control Plan 2015, notably: <i>Part D – Development in the Business zones; or</i> <i>Part E – Development in Industrial Zones</i></p>	X	
<p>23. Signage – Details of all proposed signage for the development have been provided. <i>Note: Refer to the State Environmental Planning Policy No 64 - Advertising and Signage and Council's DCP 2014 – Part D Development in Business Zone and Part E Development in Industrial Zone.</i></p>		
<p>24. Heritage – If the property is a heritage item or in the vicinity of a heritage item, two (2) copies of a Statement of Heritage Impact and/or Conservation Management Plan and/or archaeological survey have been provided.</p>	X	
<p>25. Traffic Impact Statement/Report: Two (2) hardcopies of a traffic assessment have been submitted.</p>	X	
<p>26. Bushfire – If the site is bushfire prone, two (2) hardcopies of the Bushfire Assessment report have been submitted.</p>	X	
<p>27. Demolition – Two (2) hardcopies of demolition details including a site works plan and investigation report have been provided in accordance with the Demolition of Buildings Information Sheet (available on Council's website).</p>		
<p>28. Waste Management (WMP) – Two (2) hardcopies of a Waste Management Plan have been submitted. <i>Note: The WMP should identify all waste streams and minimise volumes going to landfill. Refer to Part L of Blacktown City Council's Development Control Plan 2014 for additional information.</i></p>	X	
<p>29. Salinity – Two (2) hardcopies of a geotechnical report including an assessment of saline conditions with appropriate mitigation measures have been provided.</p>	X	

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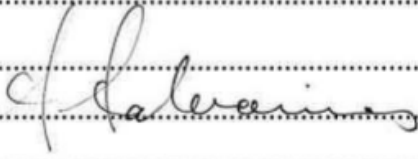
30. Site Contamination – Two (2) hardcopies of an initial investigation report, a preliminary site investigation report, or a detailed site investigation report have been provided.	X	
31. Integrated Development – If the development requires consent from a Statutory Authority (e.g. Rural Fire Service, Office of Water, Roads and Maritime Services, Office of Environment and Heritage etc.), appropriate referral, administration and advertising fees have been paid. <i>Note: An additional copy of a CD with all relevant documentation is required for each separate referral and must be submitted at the time of lodgement.</i>	X	
32. Joint Regional Planning Panel – 4 additional copies of CDs with all relevant documents submitted.		
33. Disabled Access – Two (2) hardcopies of Accessibility Report to demonstrate compliance with the provisions of the Building Code of Australia, Disability Discrimination Act 1992 and Council’s DCP for development in residential, commercial and industrial zones.		
34. General Engineering Information: <ul style="list-style-type: none"> ▪ 2 x A1 hard copy sets of engineering plans and documentation. ▪ 1 x electronic copy of all engineering plans and documentation (including model data files). ▪ Signed plans by designer (stating qualification). ▪ Signed certification letter from designer stating that plans comply with all DCP and engineering requirements. 	X	
34. Stormwater Concept Plan <ul style="list-style-type: none"> ▪ 2 x hard copy sets provided ▪ General Details – title block with Project No., Revision and dated, Drawing index. ▪ Drainage – pits and pipes clearly shown and labelled. ▪ Flooding – if the site is within medium - high flood levels, you may need to provide a flood map, flood study or a copy of Council’s flood advice letter. 	X	
35. Engineering Checklist Number 2 has been completed (attached below) <i>Note: Refer to Blacktown City Council’s Engineering Guide for Development and Council’s DCP 2014 – Part R Water Sensitive urban design and integrated water cycle management.</i>	X	
Additional Requirements – Minor Subdivision ONLY (For larger subdivision applications, complete separate subdivisions checklist)	Applicant	Staff
36. All dimensions and areas of existing and proposed lots are clearly shown.		
37. Full details of any proposed rights of way, drainage easements etc. have been clearly shown on the plans.		

Your Declaration

Applicants should be aware that if all the required information is not provided, the development application MAY NOT be accepted by Council staff.

I/we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied.

Applicant’s Name(s): Tony Salvarinas
 (Please Print)

Applicant’s Signature(s): 

Your Privacy

The supply of personal information is legally required and will assist Council officers in assessing your application. Failure to supply the information may result in delays or rejection. The personal information provided in this application may be inspected by a person under various legislation, which provides that a person who has inspected a document may also request, and be provided

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	with, a copy of that document.
Office Use	<p>Town Planner to check contents of the application and sign:</p> <p>Name:.....</p> <p>Signature:.....Date:.....</p>
Keywords and Guidelines	<p>Blacktown Local Environmental Plan (BLEP) 2015: A plan made by the Minister under Section 70 of the Environmental Planning and Assessment Act. In general BLEP 2015 indicates whether proposed developments are permissible with the consent of Council (requiring a development application or whether they are prohibited) as well as development standards relating to this form of development.</p> <p>Easements and Right of Way (ROW): It is the applicant's responsibility to check the property's title deeds to ascertain whether it is benefited or burdened by easements or ROW's. Where a property is affected by an easement or ROW its exact location in relation to the boundaries of the land, width, length and type; e.g. for water, sewer, vehicular access must be specified.</p> <p>Fire Safety Measures: Any measure (including any item of equipment, form of construction, or fire safety strategy) that is proposed to be implemented in a building to ensure the safety of persons using the building in the event of fire (e.g. exit signs, fire extinguishers, hydrants, fire dampers).</p> <p>Floor Space Ratio (FSR): The ratio of gross floor area of the building(s) to the area of the site on which the building(s) is, or is to be, erected.</p> <p>Height: Indicates the levels of floors, ceilings and ridges in relation to the levels of the site.</p> <p>Joint Regional Planning Panel Criteria</p> <ul style="list-style-type: none"> • Commercial, residential, retail and tourism development with a capital investment value (CIV) of over \$20 million. • Public and private community infrastructure and ecotourism with a value of more than \$5 million CIV (e.g.: schools, community halls & libraries). • "Designated" development as defined under the Environmental Planning and Assessment Regulation (being extractive industries, waste facilities and marinas). • Certain coastal subdivisions. • Where Council is the proponent or has a potential conflict of interest in relation to development greater than \$5 million CIV. <p>Site Analysis Plan: A site analysis plan should address energy and water efficiency issues. The types of information needed to assess these matters include:</p> <ul style="list-style-type: none"> • Site context, e.g. adjacent buildings, roads etc. • The arrangement of new lots and the footprint of buildings for each lot (for major residential subdivision proposals). • Topographical characteristics. • The direction of true north. • Existing causes of overshadowing e.g. adjacent buildings, trees etc. • Other features such as views and any prevailing winds. • Shadow diagrams of the overshadowing created by the proposed development at 9am, 12 noon and 3pm on December 21, June 21 and March 21. <p>4.6 Exceptions to development standards If a proposal does not comply with a development standard under the BLEP 2013, an objection can be made to the consent authority (Council). Council must first be satisfied that the objection is well founded, in that compliance with the standard is 'unreasonable or unnecessary in the circumstances of the case that:-</p> <ol style="list-style-type: none"> a) the proposed departure from the development standard will result in a better environmental planning outcome than that which could have been achieved on the site had the standard been complied with, and b) the proposed development will be in the public interest by being consistent with any aims and objectives expressed in, or implied from: <ol style="list-style-type: none"> i) the zone in which the development is proposed to be carried out, ii) the development standard, or iii) any relevant environmental planning instrument.

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Engineering Commercial/Industrial Checklist 2	Checklist	
	Designer	Staff
General Details		
• Title block , revision numbers, dates and sheet numbers	X	
• Company Information including Contact Detail	X	
• Contours and Levels (existing and proposed)	X	
• Lot Boundaries, Lot and DP Numbers	X	
• Retaining Wall Cross-sections and Top and Bottom Wall levels	N/A	
• North point, AHD benchmark, scale	X	
Vehicular Access Information		
• Vehicular crossing width with minimum of 6 metres at the kerb and gutter and 4 metres at the property boundary (as per Council Standard Drawing A(BS)103S).	N/A	
• Maintains a minimum 1 metre clearance to any existing service, kerb inlet pit and lintel, power pole, light pole, street signage, etc.	N/A	
• Maintains a minimum 6 metre clearance from the tangent point of the kerb return.	N/A	
• Vehicular crossing centreline is perpendicular from kerb and gutter and does not skew or bend across Council's footway area.	N/A	
Drainage Information		
• Pit Numbers with Surface and Invert Levels	X	
• Pipe sizes and types (i.e. 150 diameter uPVC pipe)	X	
• Connection to existing Council system with details	X	
Inter-allotment Drainage Information		
• Signed written consent from affected downstream properties for proposed drainage easement	N/A	
• Pipe flow capacity calculation	X	
• Inter-allotment Drainage Long-section including existing services, obvert and invert levels	X	
• Easement width and distance to building/structures	X	
On-Site Detention Information		
• On-site detention calculation prepared on Council's OSD Spread sheet	N/A	
• Cross-sectional detail of OSD tank and High Early Discharge Control pit	N/A	
• On-site detention catchment area clearly shown including bypass areas	N/A	

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Water Quality Treatment Information			
• Electronic copy of the MUSIC Model (.sqz file) or deemed to comply calculation		N/A	
• Cross-section detail of water treatment device (bio-retention system or manufactured device)		N/A	
• Critical design levels, inlet and outlet levels, weir heights & lengths, surface levels, overflow levels		N/A	
• Levels of bio-filtration media layers		N/A	
• Levels of water treatment manufacturer device		N/A	
Engineering Commercial/Industrial Checklist 2		Checklist	
		Designer	Staff
• Water Quality Catchment plan showing areas draining toward each treatment device (or bypass)		N/A	
• Water Cycle Management report, MUSIC Link Report (Version 6 or later)		N/A	
Surface Runoff from Upstream Properties			
a) Plan of upstream catchment showing contours		N/A	
b) Overland flow paths defined showing concentrated flows		N/A	
c) 1:100yr flow calculations		N/A	
d) Cross-section of swale or piped system		N/A	
Flooding Information – for medium or high flood risk areas			
e) Flood study report		N/A	
f) Flood catchment map		N/A	
g) Council Flood Advice letter		N/A	
h) Electronic hydrology model (e.g. Drains)		N/A	
i) Electronic hydraulic model (e.g. HEC-RAS)		N/A	

Designer Declaration

Designers should be aware that if all the required information is not provided, the development application MAY NOT be accepted.

Designers should also be aware that the abovementioned list is not a comprehensive assessment and additional information may be required. Refer to Blacktown City Council's Engineering Guide for Development and DCP Part J – Water Sensitive Urban Design and Integrated Water Cycle Management.

I/we declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied.

Designer Name(s):
(Please Print)

Morgan Walter

Designer Signature(s):



Date:.....

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Office Use Only	Engineer to check contents of the application and sign: Name: Signature: Date:.....
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Notes:

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