



# MINOR DA CHECKLIST

▪ <b>Demolition only</b>	▪ <b>Dwelling Alterations and Additions</b>
▪ <b>Detached Dwelling at Lakewood</b>	▪ <b>Pools, Decks and Fencing</b>
▪ <b>Detached Dwelling at Nelsons Ridge</b>	▪ <b>Outbuildings (such as detached garages and carports, cabanas and sheds)</b>
▪ <b>New Dwelling</b>	▪ <b>Outdoor Dining</b>
▪ <b>Secondary Dwelling</b>	▪ <b>Family Support Accommodation</b>
▪ <b>Subdivision of buildings</b>	

*Note: The Major DA Checklist should be used for developments that are not listed above.*

**For Commercial or Industrial Uses – Please refer to the Commercial Use, Industrial and Signage Checklist.**

## DECLARATION – TO BE SIGNED BY APPLICANT

I apply for approval to carry out the development or works described in the accompanying Development Application / Construction Certificate application. I declare that all the information in the application and this Checklist is, to the best of my knowledge, true and correct.

**I understand that pursuant to Clause 51 of the Environmental Planning and Assessment Regulation 2000, if the information is incomplete the application may be delayed or rejected. I acknowledge that if the information provided is misleading any approval granted ‘may be void’.**

I acknowledge Council’s right to request, at any time, the information not contained in this Checklist which it deems necessary for its proper consideration of the application (pursuant to Clause 54 & Part 1 of Schedule 1 of the Environmental Planning and Assessment Regulation 2000).

I accept that Council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application. I consent to the use of the plans provided with the application for advertising purposes.

If my development is on land subject to SEPP 59 (Pemulwuy), I confirm that I have read and comply with the submission requirements of Holroyd Development Control Plan 2007.

If my application is for a secondary dwelling, I confirm that the proposal complies with the provisions of State Environmental Planning Policy (Affordable Rental Housing) 2009.

<i>Applicant’s Signature</i>	<i>Date</i>
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## **DISCLOSURE OF POLITICAL DONATIONS OR GIFTS**

If you have made a political donation or gift to or for the benefit of a political party, an elected member, group, candidate, local councillor or council employee, you may be required to make a formal disclosure pursuant to section 147 to the Environmental Planning and Assessment Act 1979 (EP & A Act). For more information on your obligations and to obtain a disclosure form if needed, please visit Council's website at [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au).

## **COPYRIGHT NOTE**

Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Council's Notification Policy. In addition, Council may make further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application and public participation in the development assessment process. This may include making copies of the advertised plans, supporting documentation and the determination available on Council's website. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

## **OTHER INFORMATION MAY BE REQUIRED**

There are various Federal and State Government policies that apply to the Holroyd Local Government Area which might affect your property. Some of these policies create additional information requirements for lodgement of an application. The State Environmental Planning Policies, Sydney Regional Environmental Plans and Regional Environmental Plans that are applicable to the City of Holroyd will be listed on a Section 149 planning certificate. For more information or to obtain a Section 149 planning certificate, please visit Council's website at [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au).

## **BASIX CERTIFICATE**

The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices. A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You need a BASIX Certificate in Holroyd City Council when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction. Where submitted plans or specifications are inconsistent with the relevant BASIX Certificate, Council should require applicants to submit consistent applications before progressing the assessment process, either by amending plans / specifications or by submitting a new BASIX Certificate with commitments that match the rest of the application.

Applicants can generate the BASIX Certificate only on the NSW Department of Planning' BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au). For more information, phone the BASIX Help Line on 1300 650 908.

Refer to the separate Requirements for Development Applications to ensure your plans and documents include all required information.

REQUIRED	APPLICANT			COUNCIL
	Yes	No	NA	Still Required
SURVEY PLAN (also required for Demolition work)				
SITE PLAN (Also required for Demolition work)				
FLOOR / LAYOUT PLAN/S				
ELEVATION PLAN/S				
SECTION PLAN/S				
STREETSCAPE ELEVATION				
SHADOW DIAGRAMS				
EROSION AND SEDIMENT CONTROL PLAN (also required for Demolition work)				
LANDSCAPE PLAN				
STORMWATER & ON SITE DETENTION PLANS AND DOCUMENTATION				
CUT/FILL AND/OR RETAINING WALLS (may be required for Demolition work)				
NOTIFICATION PLAN				
COST CALCULATION SHEET (ATTACHED)				
STATEMENT OF ENVIRONMENTAL EFFECTS (SEE) (also required for Demolition work)				
BASIX DOCUMENTATION				
SPECIFICATIONS (required for CONSTRUCTION CERTIFICATES)				
WASTE MANAGEMENT PLAN (also required for Demolition work)				
HERITAGE REPORT (may be required for Demolition work)				
SCHEDULE OF EXTERNAL COLOURS AND FINISHES				
ARBORIST REPORT or PRE-LODGEMENT ADVICE (may be required for Demolition work)				
REQUIREMENTS FOR DEVELOPMENT IN PEMULWUY (SEPP 59 LAND)				
WRITTEN CONSENT FROM DOWNSTREAM OWNER/S				
CD-ROM COPY OF APPLICATION PLANS/DOCUMENTS				
PHOTOGRAPHIC RECORD				
POOL PLANS AND DETAILS				
SUBDIVISION PLANS				

**6 x copies of plans and documents required for all developments.**

**10 x copies of A4 size Notification Plans required for all developments.**

Council Officer to check: \_\_\_\_\_ Date: \_\_\_\_\_

## MATRIX OF SUBMISSION REQUIREMENTS

	Subdivision of buildings		Detached Dwelling Lakewood	Detached Dwelling Nelsons Ridge	Outbuildings (including pools)	New Dwelling	Dwelling Alterations and Additions	Secondary Dwellings	Council CSO to check
	Demolition Only								
Survey Plan	◆	◆	◆	◆	⊙	◆	⊙	◆	
Site Plan	◆	◆	◆	◆	◆	◆	◆	◆	
Floor Plan/s			◆	◆	◆	◆	◆	◆	
Elevation Plan/s			◆	◆	◆	◆	◆	◆	
Section Plan/s			◆	◆	◆	◆	◆	◆	
Streetscape Elevation			◆	◆		◆	⊙	⊙	
Shadow Diagrams			◆	◆	⊙	◆	⊙	⊙	
Erosion and Sediment Control Plan		◆	◆	◆	⊙	◆	⊙	◆	
Landscape Plan			◆	◆	⊙				
Concept Drainage Plan			◆	◆	◆	◆	⊙	◆	
Stormwater/OSD Plan						⊙		⊙	
Cut/Fill and/or Retaining Walls		⊙	◆	◆	⊙	⊙	⊙	⊙	
A4 Notification Plan			◆	◆	◆	◆	◆	◆	
Cost Calculation Form			◆	◆	◆	◆	◆	◆	
Statement of Environmental Effects	◆	◆	◆	◆	◆	◆	◆	◆	
BASIX Documentation			◆	◆	⊙	◆	⊙	◆	
Specifications			◆	◆	◆	◆	◆	◆	
Waste Management Plan		◆	◆	◆	◆	◆	◆	◆	
Heritage Report		⊙			⊙	⊙	⊙	⊙	
Schedule of External Colours and Finishes			◆	◆	◆	◆	◆	◆	
Arborist Report		⊙	⊙		⊙	⊙	⊙	⊙	
Written Sign-off from Delfin / Stockland			◆	◆					
Building Envelope Plan			◆	◆					
Drainage Easement - Written Consent of Downstream Owners			⊙	⊙		⊙	⊙	⊙	
Plans on CD Rom		◆	◆	◆	◆	◆	◆	◆	
Photographic Record		◆							
Subdivision Plan	◆								
Pool Plan and details									

◆	This information is required
⊙	This information may be required following a preliminary assessment of the proposal and site inspection, which may add time to the assessment of your DA.
◆	This information is required when lodging a Construction certificate currently with DA

# HOLROYD CITY COUNCIL

## DA FEE CALCULATION FORM SINGLE DWELLINGS AND ANCILLARY DEVELOPMENT

Property Address: \_\_\_\_\_

### Calculating Estimated Cost of Development

Please calculate estimated cost of development by completing the following and use the estimated development cost when completing your Development Application form: -

DEVELOPMENT TYPE	TOTAL BUILDING AREA (TBA) in m <sup>2</sup> (All new buildings / additions and alterations + garages)	ESTIMATED BUILDING COST *** (EBC) per m <sup>2</sup> (from Rawlinsons Australian Construction Handbook 2009)	ESTIMATED TOTAL COST OF DEVELOPMENT (TBA x EBC per m <sup>2</sup> )
PROJECT HOUSE		x \$1,325 =	
INDIVIDUAL HOUSE		\$1,500	
ALTERATIONS/ADDITIONS		\$1,325	

Total Building Area is interpreted as the area of all floors enclosed by walls whether or not there are openings due to stairwells, light wells or the like. In this regard, Gross Floor Area may be used to determine the Total Building Area.

The Estimated Total Cost of Development will be used by Council to determine Development Application fees.

Notwithstanding the above calculations, Council reserves the right to review the estimated cost of development submitted and seek additional application fees in the event of any errors in calculation and/or omissions of any other relevant building cost element not specifically listed above.

The above Estimated Building Cost per m<sup>2</sup> may be subject to change in line with the current edition of the Rawlinsons Australian Construction Handbook.

## DRAWING SHEETS

### SIZES & FOLDS

#### Standard Sizes

A0	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297

These sizes all proportional, leading to simple reduction and enlargement; sheets may easily be folded for filing and despatch. Relatively small sizes should lead to easier handling in drawing office and on site. Keep number of sizes to minimum to ease binding and reference.

Original drawings and contact copies should each be of standard sizes; therefore avoiding trimming sheets to less than A sizes.

**The applicant (or their agent) is responsible for ensuring all larger size DA / CC plans that are submitted to Council are folded to A4 size.**

**Delays will occur when receiving information or processing of any application, when unfolded or rolled plans are submitted to Council.**

