



CDC No.

**CHECKLIST FOR COMPLYING DEVELOPMENT
COMMERCIAL USE - CHANGE OF BUILDING USE FROM A SHOP TO A
SHOP OR AN OFFICE TO AN OFFICE AND ANCILLARY INTERNAL FITOUTS**

GENERAL

Read Development Control Plan 2007 Part I - "Exempt and Complying Development".

Complete the Complying Development Certificate Application (CDC) form (filling in all relevant boxes and providing the written consent of all property owners).

Two (2) sets of plans and supporting documentation are required.

Plans are to be folded concertina style to A4 size.

All fees must be paid upon lodgement of the CDC, including Long Service Levy, Footpath damage deposit and inspection fees.

The application cannot be accepted by Council unless ALL required documentation and plans are submitted up front.

SUPPORTING DOCUMENTATION & PLANS

The following information is required for **all** applications:

- Site Plan - showing setbacks, driveways, existing trees, total size, carparking spaces
- Floor Plans indicating layout, position of doors and windows, dimensions and intended use of rooms
- 5 x A4 reduced plans for notification (site plan and elevations all on one page – may be double sided)

Customer Service Officer Signature

Date

OUTCOMES	IS THIS OUTCOME ACHIEVED?		
	YES	NO	N/A
<ul style="list-style-type: none"> Activities referred to in Schedule 5 of this plan require a Section 73 Compliance Certificate from Sydney Water for trade waste purposes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any

NO

 boxes are ticked (in the OUTCOME Section) the proposal is not Complying Development.

N/A can only be chosen where a box exists.

Signed (Applicant)

Date