

## CHECKLIST FOR COMPLYING DEVELOPMENT - DETACHED SINGLE STOREY DWELLING, SINGLE STOREY DWELLING ALTERATIONS AND ADDITIONS & GARAGE/CARPORTS

### 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).

**Minimum of 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 Analysis – see separate Council information sheet "Site Analysis" - dwellings and additions
- Site Plan - showing setbacks, driveways, existing trees on and within 5m of the subject site, courtyard dimensions and total size, carparking spaces
- Elevations indicating external finishes, finished floor and ceiling levels relative to natural/proposed ground levels adjacent to walls
- Sections indicating floor to ceiling height and ridge height
- Floor Plans indicating layout, position of doors and windows, dimensions and intended use of rooms
- Details on cut, fill and retaining walls
- NatHERS certificate and Part B of scorecard / BASIX Certificate - dwellings and additions only
- 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"> <li>The external wall of any structure is at least 900mm from a side or rear boundary and security</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Windows in a habitable room that allow an outlook to a window to a habitable room in the neighbour's house and are within 9 metres: <ul style="list-style-type: none"> <li>Are offset from the edge of one window to the edge of the other window by a distance of 0.5 metres,</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>or</p> <ul style="list-style-type: none"> <li>Have sill heights of 1.5 metres above floor level,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>or</p> <ul style="list-style-type: none"> <li>Have fixed obscure glazing in any part of the window below 1.5 metres above floor level.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Only 1 of the above (3) measures must be provided</i>			
<b>Open space and landscaping</b>			
<ul style="list-style-type: none"> <li>An unbuilt upon rear courtyard area has been provided in a single tract of land having an area of not less than 30% of the total floor area of the dwelling plus 15 square metres.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The principal part of the rear courtyard is contiguous to the main living area of the dwelling and has minimum dimensions of 5m x 5m.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A minimum of 20% of the site is to be soft landscaped, that is, not hard surfaces.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>No more than one-third of the front setback area is paved or sealed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drainage</b>			
<ul style="list-style-type: none"> <li>All impervious and roof area are capable of being connected to Council's piped stormwater disposal system, no stormwater is to be discharged to the ground</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The proposed development will not prevent or impede the natural flow of stormwater drainage/runoff from adjoining sites.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The proposed development will not increase or concentrate existing stormwater flows over adjoining properties.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tree preservation</b>			
<ul style="list-style-type: none"> <li>Any proposed dwelling is situated outside of the drip line of any existing tree having a height greater than 3.5m other than where separate approval has already been obtained from Council for removal of the tree.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>No excavations will take place within 5 metres of any existing tree having a height greater than 3.5m other than where separate approval has already been obtained from Council for removal of the tree.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OUTCOMES	IS THIS OUTCOME ACHIEVED?		
	YES	NO	N/A
<b>Noise &amp; Vibration</b> <ul style="list-style-type: none"> <li>Any development on land adjoining a railway corridor or situated on the opposite side of a public road from a railway corridor; or on any property having frontage to an arterial road shall be designed to comply with the maximum design sound levels recommended by Australian Standard 2107 – 1987 as follows:   Recreation Areas - 40dB(A)  Sleeping Areas - 35dB(A)  Work Areas - 40dB(A)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any  NO boxes are ticked (apart from in the Privacy and Security Section) the proposal is not "Complying Development".

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

\_\_\_\_\_  
Signed (Applicant)

\_\_\_\_\_  
Date