

CHECKLIST FOR COMPLYING DEVELOPMENT BED AND BREAKFAST ACCOMMODATION

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.

Fees must be paid upon lodgement of the CDC.

Long Service Levy can be paid upon lodgement of the CDC, but must be paid prior to release of the CDC by Council.

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, 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
<ul style="list-style-type: none"> Kitchen flooring and benches are to be of impervious material and refrigerators are to maintain food at below 5 degrees Celsius. 	<input type="checkbox"/>	<input type="checkbox"/>

If any NO boxes are ticked the proposal is not "Complying Development".

Signed (Applicant)

Date