



CDC No.

CHECKLIST FOR COMPLYING DEVELOPMENT - MINOR BOUNDARY ADJUSTMENTS

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 Analysis – see separate Council information sheet "Site Analysis" - dwellings and additions
- Site Plan - showing setbacks, existing trees within 5m of the proposed works, courtyard dimensions and total size
- Elevations indicating external finishes, finished levels relative to natural/proposed ground levels
- Floor Plans indicating layout
- Details on cut, fill and retaining walls
- 5 x A4 reduced plans for notification (site plan and elevations all on one page – may be double sided)

Customer Service Officer Signature

Date

