



eco-kithomes

APPROVAL PROCESS – INFORMATION CHECKLIST

Before submitting your application to your local council or the PCA (principal certifying authority, refer to eligibility criteria for a complying development certificate in regard to your building project), you will need to ensure that you have all the information required to assess your proposal. Please use the following checklist - place a cross in the box next to the items you have available:

	YES	NO
A site plan of the land - <i>The site plan must indicate:</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>location of the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>the lot and DP numbers</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>measurements of the boundaries of the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>size of the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>which direction is north</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>existing vegetation and trees on the land and within 2m of any common boundary</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>all trees that are proposed to be removed including the</i> ~ <i>location of the trees</i> ~ <i>species of the trees</i> ~ <i>heights of the trees</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>location of buildings that are already on the land:</i> ~ <i>roads</i> ~ <i>kerbs</i> ~ <i>driveways</i> ~ <i>fences</i> ~ <i>services (power, water, stormwater and sewer)</i> ~ <i>easements and restrictions as to use</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>location and uses of buildings on sites that adjoin the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>location of drainage lines</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>levels and contours to Australian Height Datum in relation to buildings and roads</i>	<input type="checkbox"/>	<input type="checkbox"/>
Plans and elevations of the proposal:	<input type="checkbox"/>	<input type="checkbox"/>
<i>The plans or drawings are to be at an appropriate scale (generally 1:100) and indicate, where relevant:</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>the boundaries of the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>any buildings or structures that are already on the land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>development on adjoining land</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>setbacks to boundaries</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>adjoining buildings</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>the floor plans of all proposed buildings, extensions or additions, showing:</i> ~ <i>window and door locations (and those windows/doors which are specifically treated/tinted)</i> ~ <i>finished floor levels</i> ~ <i>room dimensions</i> ~ <i>floor areas</i> ~ <i>nomination of use of each room</i> ~ <i>location and type/model of hot water system</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>elevations from all sides showing</i> ~ <i>existing ground levels</i> ~ <i>proposed ground levels</i> ~ <i>finished floor levels</i> ~ <i>height of the proposed building/s</i> ~ <i>the building height plane</i> ~ <i>building materials and finishes proposed for walls and roof (refer to eco kithomes specification)</i> ~ <i>colours of external walls</i>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
~ colour of the roof		
▪ insulation to be used in walls, ceilings and roof (refer to eco kithomes specification)	<input type="checkbox"/>	<input type="checkbox"/>
▪ cross sections showing the internal structure of the proposal and any changes that will be made to the level of the land (i.e. extent of cut and fill)	<input type="checkbox"/>	<input type="checkbox"/>
▪ calculations to show the Floor Space Ratio	<input type="checkbox"/>	<input type="checkbox"/>
▪ arrangements made for parking of cars: ▪ plan of the driveway plan showing location and width ▪ a longitudinal section plan of the driveway showing levels and slope of the driveway in relation to the roadway, kerbs, car parking areas and/or garage.	<input type="checkbox"/>	<input type="checkbox"/>
▪ if the dwelling is setback less than 6 metres to the front boundary, the location and species of vegetation that will be used in landscaping the site (including height and maturity)	<input type="checkbox"/>	<input type="checkbox"/>
▪ connection of the stormwater system to Council's drainage system or road or to an absorption pit.	<input type="checkbox"/>	<input type="checkbox"/>
One additional A4 or A3 sized set of all drawings with any floor plans removed and Statement of Environmental Effects for Public Notification/ Exhibition purposes – Public Exhibition and Notification of Development Applications • If the proposal is not a CDC (complying development certificate) it may require advertising and notification for a period of not less than two weeks	<input type="checkbox"/>	<input type="checkbox"/>
A Statement of Environmental Effects containing the information stipulated in Step 7 of the Help Guide (5 copies). Refer to Council's form 'Statement of Environmental Effects – Secondary Dwellings', also: ▪ A preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines and State Environmental Planning Policy No 55 —Remediation of Land	<input type="checkbox"/>	<input type="checkbox"/>
A NSW Building Sustainability Index (BASIX) Certificate obtained via an on-line assessment at www.basix.nsw.gov.au (for works over \$50,000)	<input type="checkbox"/>	<input type="checkbox"/>
Indication of other approvals under the Local Government Act 1993 and the Roads Act, 1993, and all stipulated supporting documents. You can apply for those approvals now or at a later time, including: ▪ supporting documents that you need approval for provision of water supply, sewer drainage and stormwater. ▪ supporting documents if you need approval for on-site sewer management.	<input type="checkbox"/>	<input type="checkbox"/>
A completed Construction Certificate application Form and the stipulated additional information if you are applying for a Construction Certificate with Council	<input type="checkbox"/>	<input type="checkbox"/>
Application fees – required for all applications	<input type="checkbox"/>	<input type="checkbox"/>
Development Application Form, fully completed in accordance with the instructions contained in your Local Council Help Guide.	<input type="checkbox"/>	<input type="checkbox"/>

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PLEASENOTE:

1. This development checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist to expedite processing of applications.
2. The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposed will be approved.