

# Document Submission Guide

The documents listed below should accompany your application. If you need further information please refer to the glossary of terms or book a pre-lodgement meeting with Council.

## Documents should be submitted as:

1 full set of hard copies – No larger than A3

### or

Electronic files on a USB or CD - Unlocked PDF Format – Files titled with the document name and address (I.e. Site Plan – 209 Comur St).

**Note:** your USB or CD will not be returned.

- Mandatory for DA or CDC
- May be required
- △ Mandatory for CDC

	Animal Shelter (Domestic)	Bed & Breakfast	Carport	Change of Use	Driveway	Dwelling	Earthworks / Retaining Walls	Farm buildings	Fences	Function Centre	Garden shed / Gazebo	Garage	Granny Flat	Home Business/ Industry/ Occ.	On-Site Sewage Management	Rainwater Tanks	Solid Fuel Heater	Subdivision	Swimming Pool (Domestic)	Transportable Dwellings	Commercial Building	
Application Form	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Statement of Environmental Effects	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		●	○	○	○	○
Survey Plan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				○	○	○
Site Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●	●	●	●
Floor Plan	●	●	●	●		●		●		●	●	●	●	●			●			●	●	●
Elevations/Sections	●	○	●	○	○	●	●	●	●	●	●	●	●	○		○	●		●	●	●	●
BASIX Certificate and Commitments		○				●							●						○			
Window and Door Schedule		○				●							●									
Demolition Plan	○	○	○	○		○	○	○		○	○	○	○	○				○		○	○	○
Shadow Diagram		○				○				○			○	○						○	○	○
Site and Soil Assessment for OSSM		○		○		○		○		○			○	○	●				○	○	○	○
OSSMF System Details		○		○		○		○		○			○	○	●					○	○	○
Subdivision Plan																		●				
Bushfire Threat Assessment	○	○	○	○		○		○		○	○	○	○	○				○		○	○	○
Cultural Heritage Due Diligence Assessment	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○			○	○	○	○
Flora and Fauna Assessment	○	○	○		○	○	○	○		○	○	○	○	○				○	○	○	○	○
Biodiversity Development Assessment Report (BDAR)	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○			○	○	○	○
Flood Report		○		○		○				○			○	○	○				○		○	○
Arborist Report	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○			○	○	○	○
Structural Engineer's Details	△	△	△	○		△	△	△		△	△	△	△	○						△		△
Landscape Plan						△○		△○		△○			△○						○		○	△○
Erosion and Sediment Control Plan	△		△		△	△	△	△			△	△	△							△		△
Waste Management Plan	△		△		△	△	△	△			△	△	△							△		△
Part J Report														○								△
Cost Summary Report	△		△		△	△	△	△			△	△	△							△		△
BCA Upgrade / Fire Safety Report				○																		△
Schedule of Colours and Finishes	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○				○	○	○
Stormwater Drainage Plan	○	○	○	○		○	○	○		○	○	○	○	○		○				○	○	○
Acoustic Report		○		○						○				○				○				○
Traffic Impact Assessment				○						○				○					○			○
Heritage Assessment	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○			○	○	○	○
Contamination Report	○	○	○	○		○	○	○		○	○	○	○	○		○			○	○	○	○
Disability Access Report		○		○						○				○								○
Building Specifications	△	△	△	○		△	△	△		△	△	△	△	○						△		△
Fire Safety Measures		○		○																		○
Pool pump and Filter Details																			●			
Cut and fill plan	○	○	○		○	○	○	○		○	○	○	○	○		○			○	○	○	○