

Development Application

Supplementary Information and Checklist

APPLICATION DETAILS

Applicant's Name	
Address of Development	
Description of Development	

PROVIDE DELEGATED AUTHORITY IF REQUIRED

If you would like Council to liaise with another person in relation to the details of this application, please provide their contact information and your authorisation below.

I authorise the following person/company to act on my behalf in relation to this Development Application.

Name	
Company	
Phone	
Email	

COMPLETE AND SUBMIT THIS CHECKLIST WITH YOUR APPLICATION

Please ensure that you have completed this checklist prior to uploading this document to the Planning Portal as part of your application.

Please ensure that you have also uploaded all necessary documentation (plans, reports, etc.) with your application as outlined on page 4 of this checklist.

By providing all information required under this checklist, you will ensure that any potential delays in the processing and assessment of your Development Application are minimised.

LODGE YOUR APPLICATION VIA THE NSW PLANNING PORTAL

All development applications to Wagga Wagga City Council need to be lodged via the NSW Planning Portal. Click [here](#) to view further information on the lodgement process.

NEED FURTHER INFORMATION?

Enquiries relating to the operation of the Planning Portal should be directed to:

Service NSW – Telephone 1300 305 695

For other enquiries, please contact Council's Customer Service Team:

Phone us on 1300 292 442

Visit us at Civic Centre Cnr Baylis St & Morrow St Wagga Wagga

Hours 8:30am to 5pm Monday to Friday

OTHER APPLICATIONS RELATING TO THIS DEVELOPMENT

Please identify other applications that you have applied for at the same time as this Development Application?

A Construction Certificate

A Section 68 Activity Approval (under the *Local Government Act 1993*) to:

- Part B4 - Carry out (private internal) sewerage work
- Part B5 - Carry out (private internal) stormwater drainage work
- Part F4 - Install a domestic oil or solid fuel heating appliance
- Part A1 - Install a manufactured home, moveable dwelling or associated structure
- Part F2 - Operate a caravan park or camping ground
- Part F3 - Operate a manufactured home estate

YOUR PROPOSAL MAY BE SUBJECT TO ENVIRONMENTAL HEALTH LEGISLATION

YES
NO Does the development propose food establishment construction or skin penetration activities?

(If YES) I understand that my proposal may be subject to the requirements of the *Food Act 2003*, *Local Government Act 1993* and the *Public Health Act 2010* and that additional information may be required as part of the application to demonstrate compliance with the legislation. I also understand that any approval granted may include conditions requiring additional detail prior to works and final compliance prior to operation.

It is recommended that you confirm any requirements by contacting Council's Environmental Health team. You can also click [here](#) for further information.

YOUR PROPOSAL MAY BE SUBJECT TO DEVELOPMENT CONTRIBUTIONS

I understand that my consent may be subject to the requirement to pay monetary contributions under the provisions of Section 7.11 or 7.12 of the *Environmental Planning and Assessment Act 1979* and/or under Section 64 of the *Local Government Act 1993*

Click [here](#) for further information regarding Council's adopted contribution plans.

COMPLETE A COST SUMMARY REPORT IF REQUIRED

This report must be provided when the estimated cost of works is greater than \$100,000. Further information on the requirements for a Cost Summary Report can be obtained by clicking [here](#).

A template cost summary report is available at the following link. Once complete, this form must be uploaded to the Planning Portal as part of your application.

[Link – Cost Summary Report Template](#)

The information that you supply in this form assists Council in calculating the contribution to be levied on your development under Section 7.12 of the *Environmental Planning and Assessment Act 1979*. For further information on Section 7.12 contributions, please refer to Wagga Wagga Local Infrastructure Contributions Plan 2019-2034 which is available by clicking [here](#).

DISCLOSE ANY REPORTABLE DONATIONS AND GIFTS

Political donations and gifts must be disclosed under Section 10.4 of the *Environmental Planning and Assessment Act 1979*. Further information relating to disclosure requirements can be obtained by clicking [here](#). The following form may be used to record any disclosure. Once complete, this form must be uploaded to the Planning Portal as part of your application.

[Link - Reportable Donations and Gifts Disclosure Form](#)

NOTICE OF LAND OWNER(S) CONSENT

If the applicant is not the **sole landowner of the subject land to which this application relates**, a Notice of Land Owner(s) Consent must be obtained and must be uploaded to the Planning Portal as part of your application. The notice must comply with the following requirements:

Single or multiple owners	Notice must include the written consent of <u>all</u> landowners.
Company ownership <i>An Australian Securities & Investments Commission (ASIC) register search is required for company ownership</i>	Notice must include written consent of, the following company officers and must be accompanied by an ASIC register search providing proof of company officers (visit asic.gov.au): a) two (2) directors of the company; or b) a director and a company secretary of the company; or c) for a proprietary company that has a sole director who is also the sole company secretary – that director.
Other	Refer to requirements detailed on Pages 12 & 13 of the Development Application Preparation and Lodgement Guide for other forms of ownership such as Owners Corporation (Strata plan), or involving Power of Attorney, Executor or Trustee arrangements, or where a property is in the process of changing ownership.

The statement contained within the Notice of Land Owner(s) Consent should include the following:

1. The name of all owners (or as per ASIC search if it is a company)
2. A description of the land over which the consent is given (address and legal description)
3. The name of the person that consent is given to (i.e. the applicant).
4. A brief description of the development (e.g. a dwelling, swimming pool, etc)
5. Signature of owner(s)
6. Date consent given

I/we, (1...), being the owner(s) of land described as (2...) give consent to (3...) for the making of a development application in relation to this land for (4...). Signed (5...). Dated (6...).

CONFLICT OF INTEREST

This declaration is required to allow Council to process this Development Application in accordance with the provisions of Council Policy 046 (titled "Processing Development Applications lodged by Councillors, staff and individuals of which a conflict of interest may arise, or on Council owned land"). The policy provides for a transparent protocol for the determination of Development Applications lodged by Councillors, Council Staff and their respective relatives.

Definitions – definitions of "Councillor", "Relative" and "Staff" can be found at page 13 of the Development Application Preparation and Lodgement Guide.

Is the applicant or landowner:	Applicant	Landowner
1. A Wagga Wagga City Councillor?		
2. A Wagga Wagga City Council staff member?		
3. A company where a director is a person referred to at 1 or 2 above?		
4. Acting on behalf of a person or company referred to at 1, 2 or 3 above?		-
5. A relative of a person referred to at 1 or 2 above?		
6. A company where a director is a relative of a person referred to at 1 or 2?		
7. Acting on behalf of a person or company referred to at 5 or 6 above?		-
8. None of the above?		

DOCUMENT MATRIX

The matrix identifies the minimum information (plans and supporting documents) required for the most common types of development.
The matrix is a guide only and Council reserves the right to request additional information as necessary.

Document / Information	Select development type													Applicant to Complete	
	Residential Dwelling	Alterations or Additions to Dwellings	Sheds, Outbuildings, Awnings, Carports, etc.	Swimming Pool	Dual occupancy and Secondary Dwellings	Multi Dwelling Housing	Land Use or Change of Land use (not involving building work or other works) (See Note 2)	Commercial, Industrial, Medical or Educational Development (See Note 2)	Alterations & Additions - Commercial, Industrial, Medical or Educational Development (See Note 2)	Signage	Demolition	Subdivision of Land	Events	Uploaded to Portal as separate file	Uploaded to Portal in Plan Set or SEE
✓ Indicates this document or information must be provided															
○ Indicates this document or information is more commonly required with respect to the development type (refer to relevant policies or contact Council to confirm)															
Other documents or information listed below may still be required in certain circumstances															
Note 1: Further information on documentation requirements can be found in the Development Application Preparation and Lodgment Guide by clicking here .															
Note 2: This includes any developments for food and skin penetration developments. Information requirements can be found here .															
Completed Checklist (this checklist)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Notice of Land Owner(s) Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Political Donations and Gifts Disclosure															
Cost Summary Report	○	○	○	○	○	○	○	○	○	○	○	○			
Statement of Environmental Effects (SEE)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Plan Set (site, floor, elevations, sections)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Site Plan							✓				✓	✓			
Demolition Plan		○	○						○		✓				
Subdivision Plan					○	○		○				✓			
Lloyd (Urban Release Area) Requirements	○				○	○									
Landscape Plan						✓		✓	○						
Native Vegetation Cover Requirements	○											○			
Signage Details							○	○	○	✓		○			
Shadow Diagrams	○	○			○	○		○	○						
Colours, Materials & Finishes Schedule	○	○	○		○	○		○	○						
Concept Stormwater Drainage Plan	✓	✓	✓		✓	✓		✓	✓			○			
Concept Sewer Drainage Plan	✓	✓	○	○	✓	✓		✓	✓			○			
Erosion and Sediment Control Plan	✓	✓	✓	✓	✓	✓		✓	✓		✓	○			
Site Survey															
Design Verification Statement (SEPP 65)						○									
Clause 4.6 Variation Request															
Heritage Impact Statement	○	○	○		○	○		○	○	○	○				
BCA Compliance Statement						○		○	○						
Access Report						○		○	○						
Civil Engineering Plan						○		○	○			○			
Bushfire Report	○	○	○		○	○	○	○	○			○	○		
Flood Impact Assessment	○	○	○		○	○	○	○	○			○	○		
Land Contamination Reports	○	○	○	○	○	○	○	○	○	○	○	○	○		
Traffic Impact Assessment						○	○	○	○			○	○		
Acoustic Report							○	○	○			○			
Air Quality Report								○	○						
Waste Management Plan							○	○	○		✓				
Land and Water Management Plan												○			
Arborist Report / Tree Report												○			
Biodiversity Assessment Report												○			
Species Impact Statement												○			
Aboriginal Cultural Heritage Report												○			
Social Impact Assessment															
Event Management Plans												✓			