

Development Application

Supplementary Information and Checklist

APPLICATION DETAILS

Applicant's Name	
Address of Development	
Description of Development	

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

From 1 July 2021 all development applications to Wagga Wagga City Council need to be lodged via the NSW Planning Portal. This online tool allows you to lodge applications anywhere, anytime and without the need for paper.

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

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	

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 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 is contained within the Cost Summary Report template (see link below).

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.

[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.

[Reportable Donations and Gifts Disclosure Form](#)

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)	Commercial, Industrial, Medical or Educational Development	Alterations & Additions - Commercial, Industrial, Medical or Educational Development	Signage	Demolition	Subdivision of Land	Events	Uploaded to Portal as separate file	Uploaded to Portal in Plan Set or SEE
✓ <i>Indicates this document or information must be provided</i>															
○ <i>Indicates this document or information is more commonly required with respect to the development type (refer to relevant policies or contact Council to confirm)</i>															
<i>Other documents or information listed below may still be required in certain circumstances</i>															
<i>Further information on documentation requirements can be found in the Development Application Preparation and Lodgment Guide by clicking here</i>															
Completed Checklist (<i>this checklist</i>)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			-
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													✓		