



Application to Modify Development Consent

Supplementary Information and Checklist

APPLICATION DETAILS

Applicant's Name	
Address of Development	
Development Consent to be Modified	
Description of Modification	
Type of Modification under Section 4.55 or Section 4.56 of the Environmental Planning and Assessment Act 1979	
4.55(1) - Modifications involving minor error, misdescription or miscalculation	
4.55(1A) - Modifications involving minimal environmental impact	
4.55(2) - Other modifications	
4.56 - Modification by consent authorities of consents granted by the Court	

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.

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	

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?		

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

DOCUMENT REQUIREMENTS

This table identifies the minimum information (plans and supporting documents) required for an application to modify consent. This is a guide only and Council reserves the right to request additional information as necessary.

Document / Information <i>Further information on documentation requirements can be found in the Development Application Preparation and Lodgment Guide by clicking here</i>	Applicant to Complete	
	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 may be required depending on original documentation submitted and modification proposed</i>		
✓ Completed Checklist (<i>this checklist</i>)		
○ Political Donations and Gifts Disclosure		
○ Modified Cost Summary Report, where the proposed modification alters the cost of the development		
✓ Statement of Modification clearly describing the modification proposed and the type of modification sought under section 4.55 or section 4.56 of the Act		
✓ Amended Statement of Environmental Effects (SEE) or an associated addendum addressing the environmental effects of the modification		
○ Amended Plans (may include one or more of the following plan types depending on proposed development and modification)		
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		
Civil Engineering Plan		
Erosion and Sediment Control Plan		
○ Amended Specialist Reports (may include one or more of the following report types depending on proposed development and modification)		
Design Verification Statement (SEPP 65)		
Clause 4.6 Variation Request		
Heritage Impact Statement		
BCA Compliance Statement		
Access Report		
Bushfire Report		
Flood Impact Assessment		
Land Contamination Report		
Traffic Impact Assessment		
Acoustic Report		
Air Quality Report		
Waste Management Plan		
Land and Water Management Plan		
Arborist Report / Tree Report		
Biodiversity Assessment Report		
Aboriginal Cultural Heritage Report		