

Development Application

Description of Works & Checklist

Complete and submit this checklist with your application

Before uploading this document to the Planning Portal as part of your application, please complete this checklist in full.

Make sure all required supporting documents, such as plans and reports, are also uploaded with your application, as outlined on page 5 of this document.

Providing all required information will help minimise delays in the processing and assessment of your application.

Lodge your application via the NSW Planning Portal

You can find more information about lodging applications via the Planning Portal on our [Applying for Development](#) webpage.

Need further information?

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

Service NSW: 1300 305 695

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

Email: council@wagga.nsw.gov.au

Phone: 1300 292 442

In person: Civic Centre customer service, 243 Baylis Street Wagga Wagga NSW 2650

Hours: 8:30am to 5pm Monday to Friday

1. Application Details

Applicant's Name:	
Address of Development:	
Description of Development:	

2. 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 all applications under this form:

Name:	
Company:	
Phone:	
Email:	

3. Other applications relating to this development

Please identify other applications that you have applied for at the same time as this Development Application?
<input type="checkbox"/> A Construction Certificate
A Section 68 Activity Approval (under the Local Government Act 1993) to:
<input type="checkbox"/> Part B4 - Carry out (private internal) sewerage work
<input type="checkbox"/> Part B5 - Carry out (private internal) stormwater drainage work
<input type="checkbox"/> Part F4 - Install a domestic oil or solid fuel heating appliance
<input type="checkbox"/> Part A1 - Install a manufactured home, moveable dwelling or associated structure
<input type="checkbox"/> Part F2 - Operate a caravan park or camping ground
<input type="checkbox"/> Part F3 - Operate a manufactured home estate

4. 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

For further information regarding Council's adopted contribution plans, visit our [Infrastructure Contributions webpage](#).

5. Your proposal may be subject to Environmental Health Legislation

<p>Does the development propose food establishment construction or skin penetration activities?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><input type="checkbox"/> (If YES) <i>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.</i></p>
<p>It is recommended that you confirm any requirements by contacting Council's Environmental Health team. You can also find further information on our Environmental Health Construction and Fit-out webpage.</p>

6. Complete a cost summary report if required

A cost summary 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](#). Once complete, this form must be uploaded to the Planning Portal as part of your application.

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](#).

7. 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 found on our [Disclosure of Donation webpage](#). The [Political Donations and Gifts Disclosure Statement Form](#) may be used to record any disclosure. Once complete, this form must be uploaded to the Planning Portal as part of your application.

8. Notice of Landowner(s) Consent

<p>If the applicant is not the sole landowner of the subject land to which this application relates, a Notice of Landowner(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:</p>	
<p>Single or multiple owners:</p>	<p>Notice must include the written consent of all landowners.</p>
<p>Company ownership: An Australian Securities & Investments Commission (ASIC) register search is required for company ownership</p>	<p>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):</p> <ul style="list-style-type: none"> a) two (2) directors of the company; or b) a director and a company secretary of the company; or c) c) for a proprietary company that has a sole director who is also the sole company secretary – that director.

Other:	Refer to requirements detailed in Council's 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.
<p>The statement contained within the Notice of Landowner(s) Consent should include the following:</p> <ol style="list-style-type: none"> 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 <p><i>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...).</i></p>	

9. 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 in Council's Development Application Preparation and Lodgement Guide.

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

Document Matrix

The document 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	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?
<p>✓ - Indicates this document or information must be provided</p> <p>○ - Indicates this document or information may be required depending on original documentation submitted and modification proposed</p> <p>Note 1: Further information on documentation requirements can be found in the Development Application Preparation and Lodgment Guide.</p> <p>Note 2: This includes any developments for food and skin penetration developments. Information requirements can be found on our website.</p>															
Completed Checklist (this checklist)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	-
Notice of Landowner(s) Consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	-
Political Donations and Gifts Disclosure														<input type="checkbox"/>	-
Cost Summary Report	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	-
Statement of Environmental Effects (SEE)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	-
Plan Set (site, floor, elevations, sections)	✓	✓	✓	✓	✓	✓		✓	✓	✓				<input type="checkbox"/>	-
Site Plan							✓					✓		<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate	✓	○		○	✓	✓	○							<input type="checkbox"/>	<input type="checkbox"/>
Demolition Plan		○	○							○	✓			<input type="checkbox"/>	<input type="checkbox"/>
Subdivision Plan					○	○		○			✓			<input type="checkbox"/>	<input type="checkbox"/>
Lloyd (Urban Release Area) Requirements	○				○	○								<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan						✓		✓	○					<input type="checkbox"/>	<input type="checkbox"/>
Native Vegetation Cover Requirements	○										○	○		<input type="checkbox"/>	<input type="checkbox"/>
Signage Details							○	○	○	✓		○		<input type="checkbox"/>	<input type="checkbox"/>
Shadow Diagrams	○	○			○	○		○	○					<input type="checkbox"/>	<input type="checkbox"/>
Colours, Materials & Finishes Schedule	○	○	○		○	○		○	○					<input type="checkbox"/>	<input type="checkbox"/>
Concept Stormwater Drainage Plan	✓	✓	✓		✓	✓		✓	✓		○			<input type="checkbox"/>	<input type="checkbox"/>
Concept Sewer Drainage Plan	✓	✓	○	○	✓	✓		✓	✓		○			<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan	✓	✓	✓	✓	✓	✓		✓	✓		✓	○		<input type="checkbox"/>	<input type="checkbox"/>
Site Survey														<input type="checkbox"/>	<input type="checkbox"/>
Design Verification Statement (SEPP 65)						○								<input type="checkbox"/>	<input type="checkbox"/>
Clause 4.6 Variation Request														<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement	○	○	○		○	○		○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
BCA Compliance Statement						○		○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
Access Report						○		○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
Civil Engineering Plan						○		○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Report	○	○	○		○	○	○	○	○	○		○	○	<input type="checkbox"/>	<input type="checkbox"/>
Flood Impact Assessment	○	○	○		○	○	○	○	○	○		○	○	<input type="checkbox"/>	<input type="checkbox"/>
Land Contamination Reports	○	○	○	○	○	○	○	○	○	○	○	○	○	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Assessment						○	○	○	○	○		○	○	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Report							○	○	○	○		○		<input type="checkbox"/>	-
Air Quality Report								○	○	○				<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan							○	○	○		✓			<input type="checkbox"/>	-
Land and Water Management Plan												○		<input type="checkbox"/>	<input type="checkbox"/>
Arborist Report / Tree Report												○		<input type="checkbox"/>	-
Biodiversity Assessment Report												○		<input type="checkbox"/>	<input type="checkbox"/>
Species Impact Statement												○		<input type="checkbox"/>	-
Aboriginal Cultural Heritage Report												○		<input type="checkbox"/>	<input type="checkbox"/>
Social Impact Assessment														<input type="checkbox"/>	-
Event Management Plans												✓		<input type="checkbox"/>	<input type="checkbox"/>