

Application to Modify Development Consent

Description of Works & Checklist

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 application are minimised.

Lodge your application via the NSW Planning Portal

You can find more information about lodging applications via the 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:	
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	<input type="checkbox"/>
4.55(1A) - Modifications involving minimal environmental impact	<input type="checkbox"/>
4.55(2) – Other modifications	<input type="checkbox"/>
4.56 - Modification by consent authorities of consents granted by the Court	<input type="checkbox"/>

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. 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](#).

4. 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](#).

5. 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.

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 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"/>	<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"/>	<input type="checkbox"/>
8. None of the above?	<input type="checkbox"/>	<input type="checkbox"/>

7. 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	Applicant to Complete	
<p>Further information on documentation requirements can be found in the Development Application Preparation and Lodgement Guide.</p> <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>	Uploaded to Portal as separate file?	Uploaded to Portal in Plan Set or SEE?
✓ Completed Checklist (this checklist)	<input type="checkbox"/>	
○ Political Donations and Gifts Disclosure	<input type="checkbox"/>	
○ Modified Cost Summary Report, where the proposed modification alters the cost of the development	<input type="checkbox"/>	
✓ 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	<input type="checkbox"/>	<input type="checkbox"/>
✓ Amended Statement of Environmental Effects (SEE) or an associated addendum addressing the environmental effects of the modification	<input type="checkbox"/>	<input type="checkbox"/>
○ Amended Plans (may include one or more of the following plan types depending on proposed development and modification)		
Plan Set (site, floor, elevations, sections)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<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"/>
Civil Engineering Plan	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
○ Amended Specialist Reports (may include one or more of the following report types depending on proposed development and modification)		
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"/>
Bushfire Report	<input type="checkbox"/>	<input type="checkbox"/>
Flood Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Land Contamination Report	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Acoustic Report	<input type="checkbox"/>	<input type="checkbox"/>
Air Quality Report	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Land and Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Arborist Report / Tree Report	<input type="checkbox"/>	<input type="checkbox"/>
Biodiversity Assessment Report	<input type="checkbox"/>	<input type="checkbox"/>
Aboriginal Cultural Heritage Report	<input type="checkbox"/>	<input type="checkbox"/>