

# Development Application Checklist

Strata Subdivision

# 17



The following checklist will help you prepare your application. Please confirm that your application contains all the information listed within the table below by placing a crossing in the appropriate Yes/No/NA column titled 'Applicant'. Incomplete applications will not proceed past the pre-lodgement stage on the NSW Planning Portal.

**Council reserves the right to request further information, if necessary, upon formal assessment of the proposal.**

Item	See DA Guide	Applicant		
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ALWAYS REQUIRED		Y	N	NA
<b>Owners Consent</b> - signed form required.	5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Statement/Covering Letter</b> describing in detail the full extent of the works, including any proposed staging.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan of the Proposed Strata Subdivision.</b>	A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of approved plans of original development consent where applicable.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of the original development consent where applicable.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of Construction Certificate</b> , including any correspondence in relation a final Building Inspection/Occupation Certificate - where applicable.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED IN CERTAIN CIRCUMSTANCES		Y	N	NA
<b>Advertising and Notification</b> - see Community Engagement and Participation Plan.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any draft S88B Instruments.</b>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bushfire Management Assessment Report</b> <b>When:</b> land is identified as being bushfire prone. If clearing is required for Asset Protection Zones also refer to the <i>Biodiversity Conservation Act 2016</i> requirements	A.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biodiversity Conservation Act 2016 requirements</b> <b>When:</b> if a proposal includes clearing of native vegetation or prescribed impacts on biodiversity. The following information must be provided with an application at a minimum: <ul style="list-style-type: none"> <li>- Printout of the Biodiversity Values Map and Threshold Tool signed and dated the day of or day before submission of application; and</li> <li>- Access NSW BioNet (free online tool) to see if any threatened species have been recorded on the lot and provide a comment in the application; and</li> <li>- Plan showing the clearing threshold calculations including incidental required clearing e.g. driveways, Land Application Areas (LAA) and Asset Protection Zones (APZ).</li> </ul> A Biodiversity Development Assessment Report (BDAR) may be required in certain circumstances.	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>