

DEVELOPMENT APPLICATION CHECKLIST



Minor Residential Development Application Checklist

Information Required	New Single-Dwelling House/Alts & Adds	Sheds/Carports/Minor Structures	Dual Occupancies/Secondary Dwellings	Swimming Pools	Applicant Checklist Y/N
✓ Information required	? Information may be required (refer to Information Guide)				X Information not required
Cost Summary Report	✓	✓	✓	✓	
Owners Consent	✓	✓	✓	✓	
Arborist Report	X	?	?	?	
BASIX Certificate	✓	X	✓	?	
Biodiversity Development Assessment Report	?	?	?	?	
Ecologist Report	?	?	?	?	
Bush Fire Report	?	?	?	X	
Acoustic Report	?	X	?	X	
Demolition Plan	?	?	?	?	
Elevations	✓	✓	✓	?	
Erosion and Sediment Control	?	?	?	?	
Flood Impact and Risk Assessment	?	?	?	?	
Floor Plans	✓	✓	✓	X	
Heritage Impact Report	?	?	?	?	
Materials and Colours Details	✓	✓	✓	X	
Sections	✓	✓	✓	✓	
Shadow Diagrams	?	?	?	X	
Site Plan	✓	✓	✓	✓	
Site levels/contours	✓	✓	✓	✓	
Statement of Environmental Effects	✓	✓	✓	✓	
Stormwater Drainage	✓	✓	✓	?	
OSSM Requirements	?	?	?	?	
Waste Management Plan	✓	✓	✓	✓	
Cut & Fill Details	✓	✓	✓	✓	
Contamination Report	?	?	?	?	

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Information	Requirements	When is the Information Required?
Arborist Report	An arborist report from a suitably qualified arborist, is a detailed assessment of trees on a property. it usually contains the following: • Site details, observations and date of inspection, • Map of the site showing location of trees, any structures, trees numbered to correspond with the report, • A detailed description of each tree including common and scientific names, height, canopy spread, condition. • Feasibility assessment, • Recommendations	Refer to matrix
Acoustic Report	An acoustic report is a detailed acoustic assessment incorporating external noise exposure measurements or modelling of the proposed building design to demonstrate suitable design responses can achieve the specified noise levels.	Refer to matrix
Cost Summary Report	The information supplied assists Council in calculating the contribution to be levied on your development under Section 7.12 of the Environmental Planning and Assessment Act 1979.	• Between \$0-\$100,000 can be submitted by the applicant or suitably qualified person • Greater than \$100,000- \$3 million, required to be prepared by a suitably qualified person • Greater than \$3 million, required to be prepared by a quantity surveyor
Owners Consent	Completed and signed by ALL owners, form available on Council's website.	Required if the applicant is not the owner
BASIX Certificate	A certificate which certifies that the development will achieve the NSW Government's energy and water reduction targets and specifies design commitments required to be undertaken. The certificate must be obtained via the online BASIX assessment tool . All BASIX commitments that the certificate states must be shown on the proposed plans for the development, must be shown on those plans. The BASIX Certificate may needed to be accompanied by a NatHERS Certificate (National House Energy Rating Scheme) if the simulation method is selected (refer to	For new residential development and conversions of an existing building into a dwelling; excluding renovations to an existing dwelling with a value less than \$50,000 and

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	https://www.planningportal.nsw.gov.au/basix for further information).	swimming pools or spas with a capacity less than 40,000 litres. Manufactured homes are not required to have a BASIX
Biodiversity Development Assessment Report (BDAR)	An assessment (part of the SEE) must initially be made under the Biodiversity Conservation Act, as to whether the development's clearing triggers the Biodiversity Offsets Scheme Threshold or is likely to significantly affect threatened species based on the test of significance in section 7.3 of the <i>Biodiversity Conservation Act 2016</i> . If the Scheme does apply to the development, the proponent must retain an accredited assessor to apply the Biodiversity Assessment Method (BAM) to the proposal to produce the report (BDAR).	For developments that the Biodiversity Offsets Scheme threshold applies to.
Bush Fire Report	A report which demonstrates how the development on bush fire prone land and/or exposed to bushfire vegetation will comply with Planning for Bush Fire Protection 2019 ; and the Bushfire Attack Level (BAL) the building will be required to be constructed to. For BAL Flame Zone and BAL-40 exposures the report must be prepared by a Bushfire Planning and Design Accredited Practitioner .	For certain developments (refer to matrix) on designated bush fire prone land, and those sites exposed to grassland vegetation
Cut/fill and retaining walls	Plan or sufficient details to address the following: • Location of retaining walls to be shown on site plan • Height of retaining wall/fill to show existing and proposed levels to AHD, including levels of the area surrounding the affected land • Details of material to be utilised for construction of retaining wall/fill • Elevation of retaining wall/cross-section of batters.	For applications proposing cut/fill and/or retaining walls
Demolition Plan	Identified on site plan, which detail all buildings and structures to be demolished.	For developments that include demolition
Ecologist Report	A report that identifies all potential threatened species and/or ecological communities located on the development site and the surrounding landscape.	Refer to matrix
Elevations	Plans with dimensions and to scale which show: • an elevation of each side of the development, • orientation of each elevation (North, South, East, West), • the locations of all doors and windows, • existing and finished ground levels (to Australian Height Datum where available), and • eave and ridge levels and roof pitches, • colours and materials • BASIX commitments	Refer to matrix

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Erosion and Sediment Control Plan	A plan which details erosion and sediment control measures for the development.	Refer to matrix
Flood Impact and Risk Assessment	A Flood Impact and Risk Assessment (FIRA) which demonstrates how the development on flood prone land will comply with the requirements of the NSW Government Flood Risk Management Manual, the DLEP 2014 and Council's Development Control Plan – Chapter C8 - Managing Our Floodplains. The report must be prepared by a consultant suitably qualified and experienced in the field of flooding and hydrology.	For certain developments (refer to matrix) on flood prone land
Floor Plans	Plans to scale which show: - a plan of each floor level of the development, and - room names, dimensions, areas and finished floor levels (to Australian Height Datum where available). - Alterations and additions- existing floor plan and proposed additions, any BASIX commitments.	Refer to matrix
Materials and Colours Details	Details showing the materials and colours proposed for the development. A physical sample board may be required in some circumstances.	Refer to matrix
Heritage Impact Statement	A document which assesses and manages the development's heritage impacts in accordance with the applicable LEP and DCP provisions. The document must be prepared by a suitably qualified and experienced heritage consultant.	For developments involving: - heritage items or on sites within heritage conservation areas, - development within the vicinity of heritage items or heritage conservation areas.
Sections	Plans which show: - a section through the development along each axis, - existing and finished ground levels (to Australian Height Datum where available), and - eave and ridge levels and roof pitches.	Refer to matrix
Shadow Diagrams	Diagrams that show at 9 am, 12 pm and 3 pm: - the extent of shadows that will result from the development (including fencing) between 9 am and 3 pm on 21 June, and - the extent of shadows that will impact the development from surrounding development (including fencing) between 9 am and 3 pm on 21 June.	For developments two storeys high and above that may impact upon surrounding residential development; and residential

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		developments where compliance with solar access DCP requirements need to be confirmed
Site Plan	A plan to scale with dimensions which shows the location of the proposed development and information pertaining to the site including; - the site's boundaries and contours (to Australian Height Datum where available), - north point - easements burdening/benefiting the site, - setbacks from all boundaries, - building envelope (if applicable), - any existing buildings, structures topography and vegetation on the site, - any vegetation proposed for removal including APZs, species and maturity, - other important site features, e.g. watercourses, river/creeks (both named and unnamed), - street names and location of driveway (proposed and existing), - location of OSSM, - applicable bushfire requirements including manoeuvring areas and water tanks, - Hunter Water stamped plans (to determine if your site is affected by any Hunter Water assets) Building Plan Stamping - Hunter Water <u>NOTE: Hand written drawings are unable to be accepted</u>	For all developments
Statement of Environmental Effects	The statement must: - describe the site and development, - detail the development's consistency with all applicable legislation including the Dungog Development Control Plan, Dungog Local Environmental Plan and State Planning Policies, - describe the environmental impacts of the development, and - describe the steps to be taken to protect the environment or lessen the expected harm to the environment.	For all developments
Stormwater Drainage	A plan which shows the development's method of stormwater drainage and disposal (roof and surface water) may include contours (to Australian Height Datum where available). This can be provided on the site plan, or as a Separate Stormwater Drainage Plan (Dual Occupancies must provide separate Stormwater Drainage Plan)	Refer to matrix
OSSM	- Details of the proposed nominated OSSM location are to be included on the site plan. - A Waste Water Report is required in most developments where a lot does not have direct access to the reticulated sewer system and requires an On-Site Sewage Management System.	For all developments on unsewered sites

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	A wastewater management report addresses the capability of the land to deal with on-site treatment and disposal of sewerage and household waste water. It must be prepared by a suitably qualified and experienced consultant who can determine how the sewerage produced on-site will be managed, treated and disposed.	
Waste Management Plan	A report which demonstrates how demolition, construction and/or operational waste will be managed and appropriately disposed of. Chapter 24, Part C Dungog DCP provides a template for a waste management plan https://www.dungog.nsw.gov.au/files/assets/public/v/1/building/part-c/attach-7-part-c.24-site-waste-minimisation-and-management_1.pdf	For all developments

Other applications which may be required:

Application Type	Explanation
Construction Certification	Consent under Section 6.7 of the <i>Environmental Planning and Assessment Act 1979</i> , is required before any building work is carried out in accordance with a development consent. Building work is defined as any physical activity involved in the erection of a building, including alterations and additions. It certifies that building work will be completed in accordance with specified plans and specifications will comply with any requirements in the regulations.
Occupation Certificate	Consent under Section 6.9 of the <i>Environmental Planning and Assessment Act 1979</i> , is required for the commencement of the occupation or use of the whole or any part of a new or existing building. An Occupation Certificate verifies that the Principal Certifying Authority (PCA) is satisfied that the building is suitable for occupation or use in terms of the requirements of the Building Code of Australia.
Building Information Certificate	Division 6.7 of the <i>Environmental Planning and Assessment Act 1979</i> , specifies if a Building Information Certificate is issued by Council that Council will not issue an order, or take proceedings for an order or injunction, for the repair, demolition, alteration, addition or rebuilding of the building for unapproved works or structures. The certificate is issued for seven (7) years and only covers such matters which exist or occur at the time of issue of the certificate.
Subdivision Works Certificate	Consent under Section 6.13 of the <i>Environmental Planning and Assessment Act 1979</i> , is required before you can carry out subdivision work in accordance with a development consent. It certifies that subdivision work will be completed in accordance with specified plans and specifications will comply with any requirements in the regulations.
Subdivision Certificate	Consent under Division 6.4 of the <i>Environmental Planning and Assessment Act 1979</i> , is required for all subdivision whether or not the subdivision involves building works. A subdivision Certificate certifies that a plan of subdivision has been completed in accordance with the relevant development consent conditions or complying development certificate (in the case of complying development). It also authorises the registration of the plan of subdivision with NSW Land Registry Services.

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Section 68 Approval	Consent under <i>Section 68 of the Local Government Act 1993</i> is required, but not limited to, carry out sewerage work, operate an onsite sewerage management system, operate a camping ground, installation of a manufactured home and operate a mobile food van from a public place.
Section 138 Approval	Consent under <i>Section 138 of the Roads Act 1993</i> is required for any works or activities in a public reserve, public road way or footpath (nature strip). Section 138 of the NSW Roads Act requires that all activities undertaken within Council's road reserve be approved by Council prior to the activities being undertaken.

Note: All plans must be drawn to an appropriate scale to ensure legibility and dimensional accuracy.

Council may require additional information to that listed in the checklist due to site constraints, unique development proposals and evolving policy requirements. For further information or a fee quote please contact shirecouncil@dungog.nsw.gov.au or Customer Service on (02) 4995 7777.

Lodgement of all Development Applications is through the NSW Planning Portal.

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DOCUMENT CONTROL

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Policy Category	Planning & Environment		
Publication	☒ Website ☐ Intranet ☐ Notice Boards ☐ Other <i>(Please specify)</i>		
*The Government Information (Public Access) Act 2009 (the GIPA Act) requires that all current Council policy documents be made available on the website (unless there are overriding public interest reasons why that should not be done).			

Document approval

Authorised By:	Section Manager Development Services	Council/Management:	Management
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Dungog Shire Council
PO Box 95
DUNGOG NSW 2420
T: (02) 4995 7777 **F:** (02) 4995 7750
E: shirecouncil@dungog.nsw.gov.au
W: dungog.nsw.gov.au
ABN 62 610 350 056