



Commercial building additions Checklist

CHECKLIST OF REQUIRED PLANS AND INFORMATION

- Completed and signed [development application form](#) including the Office of the Technical Regulator Powerline Declaration (ensure you fill in all sections); and
- Copy of Certificate of Title, deposited plan or other instrument evidencing title in relation to the land (can be purchased from the Council for a fee); and
- Site Plan drawn to a metric scale of not less than 1:500 (refer notes) showing;
 - The boundaries and dimensions of the site and any relevant easements; and
 - The positions and dimensions of any proposed building addition (including retrospective work not previously approved) shown highlighted ; the existing buildings on the land; the distance to the boundaries of the site from the building addition and any other buildings, site features such as car parking spaces/access, outdoor dining, signage or trees and trees on adjoining land or public places that might be affected by the work; and
 - The purpose for which any existing building on the site is used and for which any proposed building on the site is intended to be used; and
 - The levels of the site and of the finished floor level of the proposed building addition in relation to the street, and
 - The location of stormwater drainage, grease traps and services proposed to be used; and
 - Details of entertainment and licensed area sought (if applicable); and
 - The approximate north point; and
 - Sewer or effluent disposal area location
- Dimensioned elevations and sections of the proposed building additions including existing building, existing ground level and details of excavation ; at a scale of not less than 1:100 (refer notes over page) and
- Dimensioned floor plans showing proposed additions and existing floor plan including toilets; at a scale of not less than 1:100 and
- Information about the material and external colours to be used; and
- Details of the licensed numbers, operating hours and entertainment sought
- Floor and site plan showing proposed licensed area and entertainment area
- Planning fee applies as well as the application lodgement fees; and
- Completed and signed [development application checklist](#); and

IF LODGING FOR BUILDING RULES CONSENT AS WELL AS DEVELOPMENT PLAN CONSENT THE FOLLOWING IS ALSO REQUIRED:

- The size and location of footings and other structural components ; and
- Engineering specifications (to a scale of not less than 1:20) describing materials and standards of work; and

- Engineering calculations or reports showing that the building work will, if performed in accordance with the calculations and reports, comply with Building Code of Australia ; and
- Building work involves the installation, alteration, relocation or removal and reinstatement of a roof truss – requires details relating to the truss/s required by Minister’s Schedule 5 roof framing checklist; and
- Written details of any foundation investigations that have been carried out ; and
- Receipt demonstrating payment of the separate Construction Industry Training Levy (only applies where the development exceeds \$40,000 in value). Can be paid on-line at www.citb.org.au; and
- Building Rules assessment fees.

Notes:

1. Please complete this checklist and attach to your development application.
2. Planning fees of \$116.00 if work between \$10,001 and \$100,000. Contact the duty planner on 8408 0400 to determine fees outside this range.
3. Plans may be provided at a smaller scale if an enlargement drawing is also provided that shows the development location in greater detail.