



Dwelling Alterations & 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 positions and dimensions of any proposed building work and its distance to the boundaries of the site and any other buildings and trees on the site or, on adjoining land or public places, that might be affected by the work or affect the work proposed to be performed; 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 floors of the proposed building in relation to any street drainage channel or council drain; and
 - The method of drainage and services proposed to be used; and
 - If a new vehicle access point is to be established, documentary evidence that it has been authorised under Section 221 of the *Local Government Act (1999)*; and
 - The location and gradient of any driveway or proposed driveway and its location in relation to an existing or proposed vehicle access point under Section 221 of the *Local Government Act (1999)*; and
 - The amount and location of private open space to remain on the site; and
 - The location of any Regulated Tree on the site or on adjoining land (refer notes); and
 - The approximate north point; and
 - Location of the effluent disposal area/s and septic tank/main sewer/CMWS connection points and underground pipes to ensure that the proposed development does not interfere with these services.
- Elevation and section drawings of the proposed dwelling additions including existing dwelling, existing ground level and details of excavation; at a scale of not less than 1:100 ; and
- Plan of each floor level and existing floor plan; and
- Information about the material and external colours to be used; and
- Planning fee as well as the application lodgement fees; and
- Completed and signed [development application checklist](#).

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 other such information as may necessary to show that the building work will, if performed in accordance with the specifications and drawings, comply with the *Development Act (1993)* and provide satisfactory levels of safety on or about the site ; 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
- Written details of any foundation investigations that have been carried out ; and
- Building work involves the installation, alteration, relocation or removal and reinstatement of a roof truss – details relating to the truss/s required by Minister’s Schedule 5 roof framing checklist; 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
- A copy of the Home Owners Warranty Certificate must also be included in the application documents where a licensed builder has been engaged to perform work with a value greater than \$12,000. The builder is required to obtain Indemnity Insurance coverage for the project and should provide a copy to you; and
- Building Rules assessment fees.

Notes:

1. Please complete and sign 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.
4. If you do not know if the property contains a Regulated Tree contact the duty planner on 8408 0400.