

# DA Checklist and Applicant Declaration

For use when lodging a Development Application, Modification Application or Review of Determination Application through the NSW Planning Portal

## Pruning / Removal of Trees on Public Land

A permit is required to prune or remove a tree on public land. If you select yes, you will need to complete the Application to Prune/Remove Trees on Public Property – Development Application and lodge it with Council with the applicable fee. The appropriate permit will be issued by Council in the event the Development Application is approved.

Does the proposal require the pruning of a tree on public land?	Yes	No
Does the proposal require the removal of a tree on public land?	Yes	No

## DA Checklist

The DA Checklist outlines what must be included in the plans and documentation that is required to be submitted with an application and provides guidance on when to submit certain documents.

### Plans and Documentation

To allow Council to process your application in a timely and efficient manner, please ensure documents are submitted in accordance with the following:

Completed Owners Consent form and DA Checklist and Applicant Declaration	N/A	Supplied
A master set of plans uploaded as <b>one</b> file in the NSW Planning Portal (Document Type 'Architectural Plans'). Note: Landscape and stormwater plans are to be uploaded as separate files in the portal	N/A	Supplied
The maximum file size of any document or plan set are less than 100MB	N/A	Supplied
Documents are uploaded separately and titled in the below naming format examples:	N/A	Supplied
Documents are to be titled in the below naming format examples:	N/A	Supplied
<ul style="list-style-type: none"> <li>▪ Owners Consent</li> <li>▪ DA Checklist and Applicant Declaration</li> <li>▪ Builders Quote</li> <li>▪ Cost Summary Report</li> <li>▪ Statement of Environmental Effects</li> <li>▪ Plans – Master Set</li> <li>▪ Plans – Landscape</li> <li>▪ Plans – Stormwater</li> <li>▪ Report – Geotechnical</li> <li>▪ Report – Bushfire</li> </ul>		

### Strata Title / Owner's Corporation

If the property is strata titled or community titled, provide a copy of the resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the proposal

N/A Supplied

### Statement of Environmental Effects

Describe the site in detail and provide a written explanation of the proposal including reference to the proposed use, hours of operation if applicable etc

N/A Supplied

Address how the proposal responds to the relevant provisions of applicable State Environmental Planning Policies, Mosman Local Environmental Plan 2012 and the relevant Development Control Plan	N/A	Supplied
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### Request to Vary a Development Standard

Required for all development applications where a development standard within Mosman Local Environmental Plan 2012 is proposed to be varied. The request must identify the development standard to be varied and the grounds for the request, pursuant to Clause 4.6 of the LEP. **A separate written request is required for each development standard being varied.** Relevant development standards include:

Clause 4.1 Subdivision Lot Size	N/A	Supplied
Clause 4.3 Height of Buildings	N/A	Supplied
Clause 4.3A Height of Buildings – Wall Height	N/A	Supplied
Clause 4.4 Floor Space Ratio	N/A	Supplied
Clause 6.3 Foreshore Building Line	N/A	Supplied

### Site Analysis

Show key site features and constraints including orientation, topographical features, existing site and street trees, existing and surrounding buildings, living rooms and outdoor recreation areas on adjoining sites, access and parking, nearby heritage items, view corridors, easements, direction and distances to transport and local services	N/A	Supplied
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### Detailed Survey Plan (except applications for internal works only)

Prepared by a registered surveyor at a scale of 1:100	N/A	Supplied
Show boundary dimensions and area of lot	N/A	Supplied
Show location of all existing buildings	N/A	Supplied
Show adjoining buildings including window location near the development, floor, eave and ridge levels	N/A	Supplied
Show all driveway, footpath, swimming pool and hard surface areas	N/A	Supplied
Show location and heights of existing fencing	N/A	Supplied
Show 0.5m contour intervals measured to Australian Height Datum	N/A	Supplied
Show driveway, kerb location, and kerb RL	N/A	Supplied
Show figured dimensions for building setbacks	N/A	Supplied
Show location of easements, rights of way etc	N/A	Supplied
Show location of underground and overhead utility service	N/A	Supplied
Show the location, height and canopy spread for all existing trees including street trees over 5m in height as well as trees on adjoining lots within 5m of works	N/A	Supplied
Show the location of watercourses, rock outcrops and other topographical features	N/A	Supplied

### Site Plan – at a scale of 1:100

To be coloured in accordance with AS1100.301 to depict new works	N/A	Supplied
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Show the location of all proposed structures, driveways and hard surface areas together with existing structures, driveways and paved area to be retained	N/A	Supplied
Show building setbacks to boundaries	N/A	Supplied
Show contour overlay (to assist with height calculations)	N/A	Supplied
Show established trees indicating whether they will be retained or removed	N/A	Supplied
Show waste storage area, waste collection area, on-site stormwater detention tanks and rainwater tanks	N/A	Supplied
Show volume of any new swimming pool	N/A	Supplied
Provide floor space ratio and landscaped area calculations	N/A	Supplied
<b>Floor and Roof Plans (levels) – at a scale of 1:100</b>		
To be coloured in accordance with AS1100.301 to depict new floor areas / alterations	N/A	Supplied
For alterations and additions, show the existing floor layout and nominate room use	N/A	Supplied
Show proposed floor layouts for each level and nominate room use	N/A	Supplied
Show setbacks from boundaries	N/A	Supplied
Show adjoining buildings including their window openings, doors and private open space areas	N/A	Supplied
Show dimensions of parking spaces and access aisles	N/A	Supplied
Show roof plan	N/A	Supplied
<b>Elevations and Sections – at a scale of 1:100</b>		
To be coloured in accordance with AS1100.301 to depict proposed alterations/ additions	N/A	Supplied
Show elevations of all sides of the building or structure depicting all architectural features (including on common boundary for semi-detached dwellings)	N/A	Supplied
Nominate materials and exterior finishes	N/A	Supplied
Show streetscape elevation including adjoining buildings where works are proposed along the street boundary which depicts window location, roof profiles, floor, and eave levels	N/A	Supplied
Show front boundary fencing including top of fence RL if proposed	N/A	Supplied
Show existing and finished ground levels	N/A	Supplied
Show eave, ridge, floor and ceiling levels	N/A	Supplied
Show a dotted outline of the existing building	N/A	Supplied
Show section(s) through new works including floor and ceiling levels	N/A	Supplied
<b>Landscape Plan</b> (all applications except for internal works)		
Plan to be coloured and at a scale of 1:100	N/A	Supplied

Show existing plant species to be retained including established trees, existing spot levels at the base of all trees, which trees are proposed to be removed, retained, relocated or pruned	N/A	Supplied
Show contact details of the landscape designer	N/A	Supplied
Show a planting schedule including proposed species, mature height, pot size and number to be planted (refer to Guide for Native Plant Species for Mosman Gardens)	N/A	Supplied
Show proposed ground surfaces (paving, turf etc - to be consistent with site plan)	N/A	Supplied
Show finished ground levels	N/A	Supplied
Show retaining wall location, height and materials	N/A	Supplied
<b>Concept Drainage Plan</b> (all applications except for internal works)		
Plan at a scale of 1:100	N/A	Supplied
<b>BASIX (Building Sustainability Index) Certificate</b>		
For new dwellings, semi-detached dwellings and boarding houses or hotels that are under 300sqm	N/A	Supplied
For all new multiple dwelling developments	N/A	Supplied
For all dwelling alterations and additions valued at \$50,000 or more	N/A	Supplied
For swimming pools (or pool & spa) with a capacity > 40,000 litres (volume of pool must be shown on plans)	N/A	Supplied
<b>Subdivision Plan</b> (for boundary adjustments and additional lots)		
Provide draft plan of subdivision demonstrating proposed lot sizes, all boundary dimensions, relationship to road and adjoining lot layout, existing or proposed easements/rights of way etc. and vehicular and pedestrian access to all lots	N/A	Supplied
Show the location of existing structures to be retained and setbacks to proposed boundaries	N/A	Supplied
<b>Strata Plan</b> (where strata lots are to be created or modified)		
Show proposed lots, common property and any easements or restrictions	N/A	Supplied
<b>Shadow Diagrams</b> (for development of 2 storeys or greater) - at a scale of 1:100 or 1:200		
Show existing and proposed overshadowing for 9am, 12 noon and 3pm on June 21	N/A	Supplied
Show elevational shadow cast diagrams for any affected north facing living rooms in adjoining properties	N/A	Supplied
<b>Photomontage</b>		
For new buildings or other development that has an estimated value over \$1.5 million or when directed by Council, provide a photomontage depicting the proposal in relation to the streetscape	N/A	Supplied
Where views are an issue, show impacts on a photomontage	N/A	Supplied

### Electronic 3D Model

For new buildings or other development that has an estimated value over \$1.5 million or when directed by Council, provide two electronic 3D models in a MP4 or WebM format. The electronic 3D models must not contain audio nor include an internal fly through and should seek to include adjoining buildings and be 50 – 90 seconds in duration. Electronic 3D models are not able to be uploaded to the NSW Planning Portal. If you will be supplying 3D models tick the relevant boxes below. A council officer will contact the applicant to submit the models as part of the application review. The file names must match the naming convention listed below:

- Electronic 3D Model - Fly Around
- Electronic 3D Model - Street Level Fly Around

A 360 degree fly around of the building

N/A To be supplied

A street level fly around that depicts the development as viewed from 1.6m above street level for the full street frontage to 45 degrees past the site boundaries

N/A To be supplied

### Schedule of Materials and Finishes

For new buildings provide a schedule of materials and finishes

N/A Supplied

### Heritage Impact Statement

For development of a heritage listed item or within a conservation area, provide a written assessment (heritage management document) of the impact on the item or area

N/A Supplied

### Site Waste Minimisation and Management Plan

For change of use only

N/A Supplied

### Traffic and Parking Impact Study

Applications for development of a type identified in the relevant Development Control Plan as requiring a TPIS or where otherwise determined by Council

N/A Supplied

Development identified as traffic generating development under State Environmental Planning Policy (Infrastructure) 2007

N/A Supplied

### Arborist's Report (report must include the following detail of all trees)

Tree name (botanical and common name/s)

N/A Supplied

Health and structure

N/A Supplied

Height and width of canopy

N/A Supplied

Diameter at breast height (DBH) measured at 1.4m height

N/A Supplied

Tree Protection Zone (TPZ) and Structural Root Zone (SRZ)

N/A Supplied

Incursion/s into TPZ & SRZ and accompanying affected percentages

N/A Supplied

Protection measures

N/A Supplied

Proposed pruning works to roots and/or canopy

N/A Supplied

Site plan with identified trees plotted

N/A Supplied

Provide report where trees are to be removed and where works are proposed within 5m of the trunk (neighbouring sites included)	N/A	Supplied
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### Species Impact Statement

Prepare a statement in accordance with Part 6 Division 2 of the Threatened Species Conservation Act 1995 for land that is a part of critical habitat or for development that is likely to affect threatened species, populations, ecological communities or their habitats	N/A	Supplied
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Provide a statement in accordance with Part 7A Division 12 of the Fisheries Management Act 1994 for development that is likely to affect threatened species, populations, ecological communities or their habitats	N/A	Supplied
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### Biodiversity Development Assessment Report

Provide a Report in accordance with Part 7 of the Biodiversity Conservation Act 2016 for development that is likely to affect threatened species, populations, ecological communities or their habitats, or if the development exceeds the biodiversity offsets scheme or if the development is being carried out in a declared area of outstanding biodiversity value	N/A	Supplied
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### Acoustic Report

For noise generating developments	N/A	Supplied
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For residential development on Spit and Military Roads	N/A	Supplied
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### Geotechnical Report

For development of land at or near cliff faces.	N/A	Supplied
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For development on significantly sloping sites and where excavation is proposed	N/A	Supplied
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For development involving excavation greater than 1.5m in depth within a distance of 1.5m or less from a property boundary	N/A	Supplied
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Where otherwise determined by Council	N/A	Supplied
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### Bush Fire Certificate

For development of land shown to be affected on the Bushfire Prone Land Map, a Certificate by a person who is recognised by the NSW Rural Fire Service as a qualified consultant in bush fire risk assessment stating that the development conforms to the relevant specifications and requirements of Planning for Bush Fire Protection 2019	N/A	Supplied
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### Acid Sulfate Soils Assessment

For excavation of land shown to be potentially affected on the Acid Sulfate Soils Map	N/A	Supplied
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### Contamination Land Report

For development on land that is or may potentially be contaminated having regard to the provisions of State Environmental Planning Policy No. 55 - Remediation of Contaminated Land	N/A	Supplied
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### Crime Risk Assessment

For applications comprising 20 or more dwellings, having regard to Crime Prevention through Environmental Design principles for new residential development	N/A	Supplied
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### Fire Safety Schedule

Provide a fire safety schedule (Part 10 of EP&A (Development Certification and Fire Safety) Regulation 2021) for applications involving a change of use for BCA class 1b and 2-9 buildings where no building work is proposed	N/A	Supplied
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## Signs

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Show location, dimensions, wording, colouring and whether or not it is illuminated

N/A Supplied

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## Access Report

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An access report is required for all development applications for commercial, business, mixed use and large scale residential developments

N/A Supplied

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## Adaptable Housing Certification

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For a new multiple dwelling development adaptable units must be certified as “adaptable housing units”

N/A Supplied

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## Residential Apartment Development

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For residential apartment development, provide a statement by a qualified designer in accordance with the requirements of Section 29 of the EP&A Regulation 2021.

N/A Supplied

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## Social Impact Assessment

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For applications for larger developments including major retail, sports or social infrastructure proposals, and/or controversial uses (for example, brothels, liquor outlets, restricted premises or increases in intensity of those uses)

N/A Supplied

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## National Quality Framework Assessment Checklist

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For new and existing centre-based child care facilities a completed National Quality Framework Assessment Checklist and plans demonstrating how the proposal is consistent with the Childcare Planning Guideline 2017

N/A Supplied

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## Applicant Declaration

This application is accompanied by a completed checklist. I/We understand that failure to provide all required documentation to an acceptable standard will result in the return of the application.

Yes

I/We understand that the estimated cost of work must be based on industry recognised prices, including cost for materials and all labour for construction and/or demolition and GST. I/We understand that Council will check the estimated cost provided by the applicant and that if the estimate is understated, the figure will need to be adjusted and additional application fees may then be needed.

Yes

## Conflict of Interest

For Council to ensure the integrity of the Development Application process, applicants are to advise if they, the landowner and/or anyone with a financial interest in this application is a Council employee or Councillor, or is related to a Council employee or Councillor:

Neither I, the landowner or any other person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of Mosman Council.

I am an employee/Councillor or relative of an employee/Councillor of Mosman Council. I have stated the relationship below.

The landowner is an employee/Councillor or relative of an employee/Councillor of Mosman Council. I have stated the relationship below.

Another person with a financial interest in the application is an employee/Councillor or relative of an employee/ Councillor of Mosman Council. I have stated the relationship below.

Name and Relationship

**Disclaimer – Documents on Public Exhibition**

By lodging the application you acknowledge and agree to the use of all relevant plans and reports lodged with the application for public exhibition purposes and note that they will be made available to the public on Council's website.

Note: Council will not remove signatures or owner's details from documentation lodged, this is the responsibility of the applicant prior to lodgement of the application.

Applicants Name	Applicant's Signature	Date
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Applicants Name	Applicant's Signature	Date
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