

Application Lodgement Guide and Matrix

Application Lodgement Guide

The Application Lodgement Guide provides information relevant to the lodgement of Development Applications, Review Applications and Modification Applications, and includes information on method of lodgement, lodgement requirements, types of development, Local Government Act approvals and copyright.

DA Matrix

The DA Matrix identifies the minimum information required for the most common types of development.

Application Lodgement Guide

Method of Lodgement

Development Applications, Modification Applications and Review Applications are required to be submitted via the NSW State Government Planning Portal.

Steps to lodge an application:

1. Complete the DA Checklist and Applicant Declaration.
2. Access the [NSW Planning Portal](#) and either login to your account or register for an account.
3. Review the NSW Government Guide [Submit a Development Application Online](#).
4. Follow the prompts to lodge your application.

Once you have submitted the application through the Portal, Council will undertake a review of the application. Council will make a decision to accept the application, request additional information or return the application to you. Should additional information be required, you will receive an email via the NSW Planning Portal outlining the required information.

If the application documentation is found to be in order, Council will calculate and advise the applicant via email of the required fee and the application reference number. The fee can be paid by online payment, in person at Council or by mail. On payment of the fee, the application will be formally lodged, a tax invoice/receipt will be emailed to the applicant, and the assessment of the application will commence.

The application can then be tracked on Council's DA Tracker, where the name and phone number of the assessment officer will be available.

Lodgement Requirements for Development Applications

The following form is required to be submitted with all development applications:

- DA Checklist and Applicant Declaration. The checklist outlines what must be included in the plans and documentation and provides guidance on when to submit certain documents.

Calculating the estimated cost of the development

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. Please note that Council will check the estimated cost provided by the applicant. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be needed. The NSW Government requires the following to establish the estimated cost of the development:

Value of Development	Method of Cost Assessment	
Equal to or less than \$100,000	Estimated cost and methodology provided by either the applicant or a suitably qualified person*	*a suitably qualified person is: a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a registered quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing development works at least to a similar scale and type as is proposed.
Greater than \$100,000 and equal to or less than \$3 million	Estimated cost and methodology provided by a suitably qualified person*	
Greater than \$3 million	A detailed cost report provided by a registered quantity surveyor	

Lodgement Requirements for Modification Applications

The majority of modification applications will be made under s4.55(2). If the applicant nominates s4.55(1) or s4.55(1A), this will be reviewed by Council's Manager Development Services, or their delegate prior to lodgement, as part of the application review. Modification applications will be returned where the application type is required to change.

Modification applications under s4.55(1), (1A), (2) or s4.56(1) of the *Environmental Planning and Assessment Act 1979* must contain the information required under Part 5 Division 1 of the Environmental Planning and Assessment Regulation 2021. Including, but not limited to:

- The plans submitted with the modification application must be at a scale of 1:100 and show all the changes in colour in accordance with AS1100.301.
- The Statement of Modification must describe the approved development, include a Schedule of Changes, a description of the expected impacts of the modification and an undertaking to the effect that the development (as sought to be modified) will remain substantially the same as the development that was originally approved.
- Where necessary supporting expert reports will be required as nominated on the checklist within the DA Checklist and Applicant Declaration.
- If a BASIX Certificate accompanied the original DA, provide the current BASIX Certificate if it remains consistent with the proposed development OR if the current BASIX certificate is no longer consistent with the proposed development, provide a new BASIX certificate.

Lodgement Requirements for Review Applications

Section 8.2(3) of the Environmental Planning and Assessment Act 1979 provides that in requesting a Review, the applicant may amend the proposed development the subject of the original application for development consent or for modification of development consent. The consent authority may review the matter having regard to the amended development, but only if it is satisfied that it is substantially the same development.

If amended plans are submitted with the review application the plans must be at a scale of 1:100 and show all the changes in colour in accordance with AS1100.301. The application shall include written justification as to why Council should change its determination and where necessary provide supporting expert reports as nominated on the checklist within the DA Checklist and Applicant Declaration.

Types of Development

Integrated Development

Integrated Development is local development that needs a licence, permit or other approval from another public authority before consent can be granted. The applicant must identify all approvals it is seeking to obtain, in accordance with Division 4.8 of the Environmental Planning and Assessment Act 1979.

Act	Provision	Approval
Fisheries Management Act 1994	s 144	aquaculture permit
	s 201	permit to carry out dredging or reclamation work
	s 205	permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease
	s 219	permit to: (a) set a net, netting or other material, or (b) construct or alter a dam, floodgate, causeway or weir, or (c) otherwise create an obstruction, across or within a bay, inlet, river or creek, or across or around a flat
Heritage Act 1977	s 58	approval in respect of the doing or carrying out of an act, matter or thing referred to in s 57 (1)
Mine Subsidence Compensation Act 1961	s 15	approval to alter or erect improvements within a mine subsidence district or to subdivide land therein
Mining Act 1992	ss 63,64	granting of mining lease
National Parks and Wildlife Act 1974	s 90	grant of Aboriginal heritage impact permit
Petroleum (Onshore) Act 1991	s 16	grant of production lease
Protection of the Environment Operations Act 1997	ss 43(a), 47 and 55	environment protection licence to authorise carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity
Roads Act 1993	s 138	consent to: (a) erect a structure or carry out a work in, on or over a public road, or (b) dig up or disturb the surface of a public road, or (c) remove or interfere with a structure, work or tree on a public road, or (d) pump water into a public road from any land adjoining the road, or (e) connect a road (whether public or private) to a classified road
Rural Fires Act 1997	s 100B	authorisation under section 100B in respect of bush fire safety of subdivision of land that could lawfully be used for residential or rural residential purposes or development of land for special fire protection purposes
Water Management Act 2000	ss 89, 90, 91	water use approval, water management work approval or activity approval under Part 3 of Chapter 3

An application for integrated development must include an additional fee to Council.

Designated Development

Designated development is subject to a higher level of assessment and scrutiny due to the potential risk it poses to the environment. Development is declared to be designated development by either an environmental planning instrument or the Environmental Planning and Assessment Regulation 2021. Development Applications for designated development require an Environmental Impact Statement.

Concurrence

The applicant is required to identify if an application requires concurrence under a State Environmental Planning Policy or any relevant legislation. The application will then be referred to the relevant authority. Examples may include:

- Roads and Maritime Service (SEPP (Infrastructure), SEPP64 (Advertising and Signage) and SEPP (Educational Establishments and Child Care Facilities))
- NSW Department of Education (SEPP Educational Establishments and Child Care Facilities)

Approval under S68 of the Local Government Act 1993

Section 68 of the Local Government Act 1993 outlines the activities that require the approval of Council. Approvals may either be sought with a Development Application or at a later date. If consent is sought with the Development Application, the applicant is required to specify which approval/s are sought when submitting the application via the NSW Planning Portal. Some common examples of activities include:

- Placing waste/waste storage container in a public place
- Water supply, sewerage and stormwater drainage work
- Swing or hoist goods across or over any part of a public road
- Install a domestic oil or solid fuel heating appliance
- Install or operate amusement devices

Further Information

If you require further information on what documents to submit with a Development Application, Review Application or Modification Application, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

If you encounter difficulties logging in to the NSW Planning Portal or registering your planning portal account, refer to the NSW Department of Planning, Industry & Environment's [FAQ web page](#), call Service NSW on 1300 305 695 or email info@service.nsw.gov.au.

The DA Checklist and Applicant Declaration is regularly updated. You are required to complete the current version of the form at the time of lodgement.

Please note any information submitted with an application will be publicly available, including through Council's website, in accordance with Council's Access to Information Policy.

Copyright Note

The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the notification requirements of the Mosman Community Participation Plan. In addition, Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This may include making copies of plans available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

DA Matrix

Matrix of information to accompany application	Dwellings Houses and Semi-detached Dwellings	Alterations and/or Additions to Dwellings Houses and Semi-detached Dwellings	Garage, Carport, outbuilding etc	Swimming Pool	Dual Occupancy (New or Alterations)	Multi-Unit Housing (New or Alterations)	Commercial Building (New or Alterations)
DA Checklist and Applicant Declaration	■	■	■	■	■	■	■
Statement of Environmental Effects	■	■	■	■	■	■	■
Site Analysis Plan	■	■	■	■	■	■	■
Survey Plan	■	■	■	■	■	■	■
Site Plan	■	■	■	■	■	■	■
Floor/Roof Plans	■	■	■	■	■	■	■
Elevations and Sections	■	■	■	■	■	■	■
Landscape Plan	■	■	■	■	■	■	■
Concept Drainage Plan	■	■	■	■	■	■	■
BASIX Certificate	■	■	■	■	■	■	■
Subdivision Plan	■	■	■	■	■	■	■
Shadow Diagrams	■	■	■	■	■	■	■
Photomontage	■	■	■	■	■	■	■
Electronic 3D Model	■	■	■	■	■	■	■
Schedule of Finishes	■	■	■	■	■	■	■
Heritage Impact Statement	■	■	■	■	■	■	■
Traffic and Parking Impact Study	■	■	■	■	■	■	■
Arborist Report	■	■	■	■	■	■	■
Species Impact Statement	■	■	■	■	■	■	■
Biodiversity Development Assessment Report	■	■	■	■	■	■	■
Acoustic Report	■	■	■	■	■	■	■
Geotechnical Report	■	■	■	■	■	■	■
Bush Fire Certificate	■	■	■	■	■	■	■
Acid Sulfate Soils Assessment	■	■	■	■	■	■	■
Contamination Land Report	■	■	■	■	■	■	■
Crime Risk Assessment	■	■	■	■	■	■	■
Fire Safety Schedule	■	■	■	■	■	■	■
Access Report	■	■	■	■	■	■	■
Adaptable Housing Certification	■	■	■	■	■	■	■
Social Impact Assessment	■	■	■	■	■	■	■

The matrix identifies the lodgement requirements for the most common types of developments. Refer to the DA Checklist and Applicant Declaration for further information.

- Indicates this information must be provided.
- Indicates this information may be required. The DA Checklist and Applicant Declaration outlines when this information is required.