



DEVELOPMENT AND BUILDING PLAN CHECKLIST

Bogan Shire Council
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This checklist has been developed to ensure you provide the relevant plans and documents for your application.

Name and Property Details	
Applicant(s) Name	Owner(s) Name(s)
Property No.....	Street/Road Name.....
Property Name.....	Town/Locality..... Postcode

THIS CHECKLIST SHOWS YOU EVERYTHING THAT YOU NEED TO LODGE WITH YOUR DEVELOPMENT APPLICATION AND CONSTRUCTION CERTIFICATE

If you are unsure of any of the requirements below, please refer back to the “Development Application & Construction Certificate Guide”

Council encourages consultation prior to the lodgment of your application. Council staff are available to meet with you to discuss your proposal and assist with any questions you may have. This initial meeting also is an opportune time to ensure your application contains all the necessary information to enable assessment of your proposal.

To organise your Pre DA Meeting please complete the *Pre DA Advice Form – BOG013* and return it to Council with relevant documentation. Council staff will then contact you regarding an appointment time.

The table below shows the relevant sections in this document that you will need to complete.

Development Types	Applicable Checklist Sections	
	DA	CC
Single Dwellings, alterations & additions (<i>swimming pools, garages</i>)	1, 2, 3, 4	10
Subdivision	1 & 7	11
Dual Occupancy, Villas, Town houses, Residential Flat Buildings & Mixed Use Development up to 3 Storey’s	1, 2, 3, 4 & 5	10
Commercial & Industrial Development	1, 2, 4 & 6	10
If your application is Integrated Development also complete	9	N/A

Section 1

The table below indicates the **minimum information required** for your proposed development. **Please note that the development application will not be accepted without this minimum information.**

- ✓ Indicates this information is compulsory.
- ◆ Indicates this information is required if you are applying for a Construction Certificate or Complying Development Certificate.
- ▲ Indicates this information may be required.

Certain applications may require the submission of additional information that has not been listed below.

	Garage, Outbuilding, Awning, Carport, etc	Alterations & Additions to Residential Dwellings	Residential Dwellings	On Site Wastewater	Subdivision of land	Farm Shed	Swimming Pool	Demolition	Change of Use	Place of Public Entertainment	Advertising Sign	Dual Occupancy	Multi Unit Housing	Seniors Living	Flood Mounds/ Earthworks/Retaining Walls	Commercial/Industrial Building/retail/shoptop residential	Alteration and additions to Commercial/Industrial	Home Business	Applicant Checklist	Office Use
Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Site Plan/Site Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Floor Plan	✓	✓	✓	✓		✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓		
Elevation Plan	✓	✓	✓			✓	✓		▲		✓	✓	✓	✓	✓	✓	✓	◆		
Section Plan	✓	✓	✓			✓	✓		▲		▲			✓	✓	✓		◆		
Specifications	◆	◆	◆			◆	◆		◆		▲	◆	◆	✓	◆	◆	◆	◆		
Statement of Environmental Effects/Specialist Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
BASIX Certificate	▲	▲	✓				▲		▲			✓	✓	▲		▲				
Owner/Builder Permit or Home Owners Warranty Insurance	▲	▲	▲			▲	▲										▲			
Shadow Diagrams		▲	▲									▲	▲	▲		▲	▲			
Neighbour Notification Plan A4	▲	▲	▲		▲	▲			▲			✓	✓	✓	✓	▲	▲	✓		
Landscaping Plan	▲	▲	▲									✓	✓	✓		✓	▲			
Erosion/Sediment Control Plan	▲	✓	✓	▲	▲	▲	▲	✓			▲	✓	✓	✓		✓	▲			
Stormwater Concept Plan	▲	✓	✓		▲	▲			▲			✓	✓	✓	✓	✓	✓			
Long and cross sections of proposed roads					◆															
Fire Safety Schedule									▲				▲	◆		◆	◆			
Onsite Waste System Details		▲	▲				▲					▲	▲	▲		▲				
Bushfire Threat Assessment		▲	▲		▲							▲	▲	▲		▲				
Geotechnical Report			▲	▲	▲		▲					▲	▲	▲		▲				
Flood Statement	▲	▲			▲	▲	▲		▲			▲	▲		✓	▲				
SEPP 1 Objection			▲		▲															
Waste Management Plan		▲	▲										▲	▲		▲	▲			
Water & Sewerage Plan	▲	▲	✓		▲						✓		▲	▲	▲	✓	✓			
Liquid Trade Waste Application									▲							▲	▲	▲		

Please see the relevant application form for a more detailed explanation of the above table.