

Development-specific checklist

The following table provides a checklist of the minimum mandatory documents required for a range of common development types.

If your development type is not listed in one of the tables, please contact Council's Duty Planning Service on 02 9392 5000 to confirm what documents are required to be submitted with your application.

You can also access a downloadable copy of the checklists on our [Forms](#) webpage.

Legend:



Required



May be required



Not required

Landscape Plan*: Applications for new dwelling houses, semi-detached dwellings, residential flat buildings, townhouses, new commercial/industrial buildings, or the like, must include a landscape plan prepared by a suitably qualified landscape architect or designer.

Tree Reports*: Applications involving tree pruning or removal may include any one or combination of the following reports; Arboricultural Impact Assessment Report, Plumbing Report, Root Mapping Report, Structural Engineering Report, Tree Assessment and Pruning Specification, Tree Protection Plan and Specification, and Tree Risk Assessment Report.

Lodgement following a Pre-DA Application* If your proposal has had a previous pre-da application with Council then all documents detailed as being required within the pre-da minutes are required to be submitted with the DA.

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Access Report	✓	✓	✓	✓	✓	✗	✓	✓	✗
Acoustic Report / Noise Impact Assessment	✓	✓	✓	✓	✓	✗	✓	✗	✗
Approval from other Government Agencies	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arborists Report	✓	✓	✓	✓	✓	✓	✓	✓	✓
BASIX Certificate	✓	✓	✓	✓	✓	✗	✓	✓	✗
Car Parking and Vehicle Access Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗
Contamination / Remediation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Cost Summary Report	✓	✓	✓	⊘	⊘	⊘	⊘	⊘	⊘
Design Verification Statement	⊘	⊘	⊘	⊘	⊘	⊗	⊗	⊗	⊘
Elevation and Section Plans	✓	✓	✓	⊘	✓	⊘	⊘	⊘	✓
Flood/ Foreshore Risk Management Report	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊗
Floor and Roof Plans	✓	⊘	✓	✓	✓	⊘	⊘	✓	⊘
Full Set of Architectural Plans	✓	✓	✓	⊘	✓	⊘	⊘	⊘	⊘
Geotechnical Report	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Heritage Impact Statement (HIS)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Landscape Area Calculation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✗
Landscape Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✗
Lodgement following a Pre-DA Application*	✓	✓	✓	✓	✓	✓	✓	✓	✓
NABERS Embodied Emissions Materials Form	✓	✓	✓	✓	✓	✗	✓	✗	✗
NCC (former BCA) Report	✓	✓	✓	✓	✓	✗	✓	✓	✓
Net Zero Statement	✓	✓	✓	✓	✓	✗	✗	✗	✗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Owner/s consent	✓	✓	✓	✓	✓	✓	✓	✓	✓
Photomontage	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Plan of Management (POM)	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Schedule of Materials, Colours, and Finishes	✓	✓	✓	⊗	⊗	⊗	⊗	✓	✓
Shadow Diagrams	✓	✓	✓	⊗	⊗	⊗	⊗	⊗	⊗
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Impact Assessment (SIA)	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Statement of Environmental Effects (SEE)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stormwater Drainage Concept Plan	✓	✓	✓	⊘	⊘	⊘	⊘	⊘	⊘
Structural Engineers Report/ Party Wall Consent	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
Subdivision Plan	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Survey Plan	✓	✓	✓	⊘	✓	⊘	✓	✓	⊘
Traffic and Parking Assessment Report	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
Tree Reports*	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘	⊘

Document	Residential	Shop top housing	Mixed use	Commercial fit out / Change of use	Commercial / Industrial alts & ads	Tree works	Subdivision	Off street parking	Signage
Waste and Recycling Management Plan	✓	✓	✓	✓	⊘	⊘	⊘	✓	✓
Water Management Statement	⊘	✓	✓	⊘	⊘	⊗	⊘	⊘	⊗
3D Model	⊘	⊘	⊘	⊘	⊘	⊗	⊘	⊘	⊘
3D Rendered Image	⊘	⊘	⊘	⊘	⊘	⊗	⊘	⊘	⊘