



## Development application lodgement checklist

- INDUSTRIAL & COMMERCIAL DEVELOPMENT
- CHANGE OF USE OF PREMISES

**NOTE: All required items listed must be provided before Council will accept the application. Please submit completed checklist with application.**

Requirements	Applicant Check	Customer Service Check
<b>Development Application Form</b> with all required fields completed		
<b>Development Application Fee</b>		
<b>Land Owner's Consent</b>		
<b>Plans of Proposal</b> (3 copies on A3) including, where relevant: <ul style="list-style-type: none"> <li>▪ Site plan; including lot boundaries and existing infrastructure or development</li> <li>▪ Proposed new buildings and structures</li> <li>▪ Floor plans</li> <li>▪ Proposed operational areas</li> <li>▪ Proposed property access and driveway locations</li> </ul>		
<b>Statement of Environmental Effects</b> (2 copies) Must address the following: <ul style="list-style-type: none"> <li>▪ Description of site, surrounds, proposed development and operations/activities</li> <li>▪ Anticipated environmental impacts and proposed mitigation measures</li> <li>▪ Assessment against relevant parts of Kyogle LEP 2012</li> <li>▪ Assessment against relevant State planning instruments, such as SEPPs</li> <li>▪ Assessment against relevant parts of DCP 2014</li> </ul>		
<b>On-site Wastewater Assessment</b> (2 copies) in accordance with Council's policy (where the proposed use will generate effluent and sewer connection is not available)		
<b>Preliminary Bushfire Hazard Assessment</b> (2 copies) (where property is located within a mapped bushfire hazard zone)		
<b>Assessment of Potential Land Contamination</b> check sheet		
Any related pre-DA advice from Council		

NOTE: Council may require additional studies and reports to fully consider the impacts of the proposal where the characteristics of the site and subdivision proposal warrant. Required studies may include flood impact assessments, geotechnical reports, contaminated land assessments, traffic impact assessments and the like. Any additional information required will be requested through a written request for further information.