



Planning and Environment Department

Minor Residential Development – Information Sheet

The following information is to be submitted with DA's for minor residential development such as alterations, additions, sheds, garages and swimming pools:

1. Three (3) copies of a **site plan**. The plan is to be to scale and fully dimensioned and show:
 - Allotment boundaries
 - Site area in square metres
 - Location of public road/s adjoining the property
 - Any rights of carriageway, easements
 - Proposed driveway from public road to dwelling. Show driveway grade on steep sites
 - Building footprint of proposed building
 - Side, rear and front setbacks of proposed building from all boundaries
 - Existing trees near dwelling site. Indicate any trees to be removed
 - North point, date and draftperson's name
 - Any significant features such as watercourses, dams, levees and rock outcrops
 - The location and uses of any existing buildings on the property including any to be demolished
 - On sloping or flood prone sites contours or spot heights
 - Extent of any cut and fill or retaining walls
 - Basix commitment
2. Three (3) copies of the **elevations** of the proposed building. These are to be to scale and show:
 - External materials and finishes, window and door locations
 - Overall height of the building and wall height to top plate from lowest point of natural ground adjacent to the wall of the building
 - Existing and proposed finished ground levels including cut and fill details
3. Three (3) copies of the **floor plans** of the proposed building. These are to be to scale, fully dimensioned and show:
 - Dimensions of rooms, walls etc, direction in which doors swing
 - The use of each room, location and size of windows and doors
 - Position of fixtures in bathrooms and kitchens
4. Three (3) copies of a **section** through the proposed building indicating construction materials and ceiling heights.

5. One (1) copy of a **Basix Certificate** where development exceeds \$50,000 in value or a swimming pool exceeds 40,000 litres in volume. The NSW Government Building Sustainability Index (Basix) assesses the water and energy efficiency of buildings. Go to www.basix.nsw.gov.au to generate a certificate. All Basix commitments must be indicated on the plans.
6. A completed Statement of Environmental Effects or Minor Development SEE (2 copies).
7. A completed Principal Certifying Authority Appointment and Service Agreement (2 copies).
8. If the application seeks to **vary the requirements** of Council's Development Control Plan (eg setback) you will need to provide a letter giving reasons to justify the variation sought.

If a **Construction Certificate** is being applied for the following additional information is required at time of lodging the application:

- Two (2) copies of the specifications of building materials.

Prior to issue of a construction certificate the following information may be required:

- Structural Engineers details for footings, slabs, structural steel, etc
- Details of tie downs and wind bracing
- Home owners warranty insurance certificate or owner builder permit. See the Department of Fair Trading for more information.