



DEVELOPMENT APPLICATION CHECKLIST

CHANGE OF USE, SHOPS & OTHER APPLICATIONS

DESCRIPTION	NOTES	Copies Required	Submitted
Application Form & Consent of Owners	Correctly completed - with applicants details & signatures of ALL owners.	1	
CD ROM	All plans & all docs. on CD ROM, Please refer to " CD ROM Requirements " for more detail.	1	
A4 Notification Plans	Site plan & elevations reduced to A4 size	8	
Australian Bureau of Statistics	If application includes Construction Certificate	4	
Building Specifications (If App Inc C.C.)	Detailed specifications of structure in accordance with Building Code of Australia (BCA)	4	
Correct Fee	In accordance with Councils schedule of fees	1	
External Finishes and Materials	Samples Required / Colour Charts etc.	8	
Fitout Details	Required for all food premises	8	
Heritage Impact Statement	If Heritage Item or in a Conservation Area - See Heritage LEP/DCP www.parracity.nsw.gov.au	8	
Site Plan	Full drawings of site (1:100 Scale / 1:200)	8	
Statement of Environmental Effects	Full description & an assessment of the potential environmental impact of the proposal	8	
Waste Management Plan	Required For All Applications - See appendix (3) DCP 2001	8	

Development General Enquiries - 9806 5524

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