

DA 2013/0143

Office Use: CSO



Hurstville City Council

CD-ROM OR USB LODGED ONLY

Office use only /DA- ID No.: \_\_\_\_\_

**Development application**

Environmental Planning and Assessment Act 1979 Section 78A

Development Applications must be lodged before 4.00pm each day

**Land to be developed**  
(See General Note 1)  
Address and Parcel details

Unit No.: \_\_\_\_\_ Street No.: 2-4 Street: Dora Street  
Suburb: Hurstville Post Code: 2220  
Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Plan: DP / SP  
Vol: \_\_\_\_\_ Folio: \_\_\_\_\_ Nearest Cross Street: Queens Road

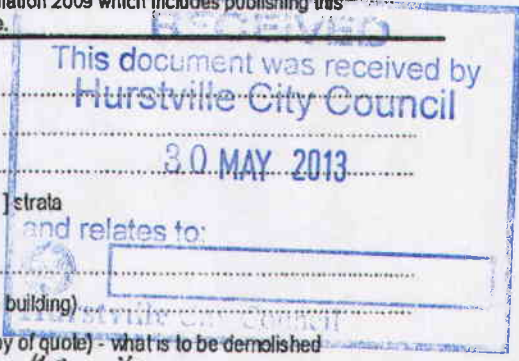
**Applicant**  
Family or Business Name  
Address  
  
Contact numbers  
Email address  
Contact for companies  
  
Signature of Applicant  
(Refer General Note 14 & 22)

Company/ Surname: HURSTVILLE BAPTIST CHURCH First Name: \_\_\_\_\_  
No. 6 Street: DORA ST  
Suburb: HURSTVILLE Post Code: 2220  
Phone: 95463468 Fax: n/a Mobile: 0425287910  
giaz @ bbc.org.au  
Name: GIAZ MACHMUTER ABN No.: \_\_\_\_\_ Position: TASK FORCE CHAIRMAN  
Signature: \_\_\_\_\_ Date: 27.05.13  
The applicant must sign and where the applicant is a company, the company seal must be affixed  
I consent to Council copying this development application, and any supporting material, for the purpose of obtaining public comment and/or making the information available under the provisions of Section 6 of the Government Information (Public Access) Act 2009 and Schedule 1 of the Government Information (Public Access) Regulation 2009 which includes publishing this information electronically on Council's web-site.

**Proposed development**  
Type of development



Use of land or building for .....  
 New building / structure .....  
 Alterations / addition to .....  
 Subdivision of land / building [ ] torrens [ ] strata  
..... existing lots ..... new lots  
 Relocation of dwelling .....  
 Carrying out work (other than erection of a building) .....  
 Demolition (if costing < \$10,000 attach copy of quote) - what is to be demolished  
All existing buildings on the site.  
 Advertisement (sign) .....  
 Conversion to dwelling .....  
 Other (please detail e.g. hoarding) .....  
 Refurbishment / fitout of .....  
 Units [ ] 1 bedroom [ ] 2 bedroom [ ] 3 bedroom [ ] 4 bedroom  
Total: ..... new ..... Existing  
Commercial / industrial / retail .....



**Description of work to be carried out**

Demolition of all existing structures.  
Have you completed a SEPP1 objection to development standard  yes  no  N/A

**Total cost \***

\$ 10,000 i.e. Contract price or estimate including GST on commercial valuation of works to be undertaken.  
\* This cost must be accurate otherwise reassessment by Council may delay processing of your application.



## Hurstville City Council

<input type="checkbox"/>	Have you had a pre-lodgement consultation with Council?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, with whom? .....
<input type="checkbox"/>	<b>Activity approvals</b> i.e. other activities under Section 68 of the Local Government Act 1993 as described in Attachment 1.	Are you seeking approval to carry out any activity which requires Council approval in accordance with Section 68 of the Local Government Act 1993? <input type="checkbox"/> Yes - complete attachment 1 <input checked="" type="checkbox"/> No - go to next question
<input type="checkbox"/>	<b>Integrated development</b> Refer to Attachment 2.	Are you seeking approval for any activity as detailed on Attachment 2 from State Government Authorities? <input type="checkbox"/> Yes - complete attachment 2 <input checked="" type="checkbox"/> No - go to next question
<input type="checkbox"/>	<b>Commercial, Industrial or retail use</b>	Are you seeking approval for any commercial, industrial or retail use? <input type="checkbox"/> Yes - complete attachment 3 <input checked="" type="checkbox"/> No - go to next question
<input type="checkbox"/>	<b>Construction certificate</b> You must obtain one before commencing any construction work.	<b>New jobs created by Proposal</b> How many new ongoing employment positions will this proposal create? ..... (Do not include positions which are only for the construction of this proposal.) Are you lodging a construction certificate application with this application for development consent? <input type="checkbox"/> Yes - complete a separate Construction Certificate Application Form <input checked="" type="checkbox"/> No - you will need to obtain a Construction Certificate from Council or an Accredited Certifier  <b>Note:</b> Before commencing construction you must also appoint a Principal Certifying Authority (for inspections) and lodge a Notification of Commencement with Council
<input type="checkbox"/>	<b>Type of consent</b>	<input checked="" type="checkbox"/> Immediate commencement (recommended for most developments subject to construction certificate and notice of commencement) <input type="checkbox"/> Deferred commencement (this is recommended if there are many issues existing which may affect the approval of the consent - please seek our advice) <input type="checkbox"/> staged development (recommended for very large complex developments - seek our advice)
<input type="checkbox"/>	<b>DA Checklist requirements</b>	<input checked="" type="checkbox"/> I have supplied the correct number of copies of the plans and documents required by the relevant DA Checklist, including additional copies required by the JRPP and the Design Review Panel. <input checked="" type="checkbox"/> As a minimum, two (2) hard copies of the architectural plans and one (1) hard copy of the A4 Neighbour Notification Plan has been submitted with this application.
<input type="checkbox"/>	<b>Digital Lodgement Requirements CD-ROM or USB</b> From 1 July 2012, Council will accept development applications (DAs) on a CD-ROM or USB.  Applications without a correctly formatted digital data disc will not be accepted.	<input checked="" type="checkbox"/> The CD-ROM or USB contains PDF files which are compliant with the requirements outlined on the Fact Sheet - Electronic lodgement requirements published on Council's website. <input checked="" type="checkbox"/> The CD-ROM or USB contains all the plans and documents required by the relevant DA Checklist. <input checked="" type="checkbox"/> Each plan or document is provided as a separate PDF (e.g. Floor Plan, Elevation, Acoustic Report, BASIX Certificate) <input checked="" type="checkbox"/> Plans are to scale and rotated to landscape orientation. The scale and original sheet size is indicated on the title block of the plans, preferably 1:100@A3. <input type="checkbox"/> Photos or photomontages are to be provided as a jpeg file. <input checked="" type="checkbox"/> I verify that the content of the disk or USB exactly matches the hard copies lodged with this application.





# Hurstville City Council

## Environmental Impact Note 9

Environmental Impact Statement (EIS) is attached (designated or state development), or

Statement of environmental effects is attached for all other development (see Note 9)

## Probity

Are you a staff member, councillor, or contractor of Hurstville City Council or related to someone who is a staff member, councillor, or contractor of Hurstville City Council?

No  Yes If Yes (if yes, state relationship) .....

## Political donations and gifts

If you have made political donations or gifts you may need to complete a statement. For more details refer to the Development - Political Donations and Gifts page on our website. Have you attached a statement?

Yes  No

## Consent of ALL LAND

**owner(s)** as shown on Council's Records. All names and signatures must be displayed where applicable.

### Contact Numbers

### Email

### Contact for companies

As the owner(s) of the above property, I / we consent to this application. Two directors' signatures and capacity to be shown (faxes / copies of consent letter / s not accepted).

Company / Surname: HURSTVILLE BAPTIST CHURCH First Name: [Signature]

Street: 6 DORA ST

Suburb: HURSTVILLE

Post Code: 2220

Phone: 95463468

Fax: -

Mobile: 0425287910

grae @ hbc.org.au

Name: GRAE McWHIRTER ABN No.:

Position: TRUCK FORCE CHAIRMAN

Signature: [Signature]

Date: 27-05-13

Signature: .....

Date: .....

The applicant/s must sign and where the applicant is a company, the company seal must be affixed.

## Our details

Address the application to:

The General Manager  
Hurstville City Council

Mall:  
PO Box 205, HURSTVILLE BC 1481

Courier or in person:  
Civic Centre  
MacMahon Street, Hurstville

How to contact us:  
Ph: 9330 6222 - 24 hours 7 days  
Fax: 9330 6223  
[hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au)  
[www.hurstville.nsw.gov.au](http://www.hurstville.nsw.gov.au)

Advice - If you wish to discuss a proposal with one of our officers, you can speak to the Duty Officer or arrange an appointment. We recommend that you consult with us before submitting an application.

Fees, charges, contributions and bonds payable are shown in the Schedule of Fees and Charges available on our website.

Payments can be by cash, cheque, EFTPOS and some credit cards (subject to a fee). Do not post cash. It is best to confirm fees before writing cheques.

Dishonoured cheques will result in an application being cancelled.

Acknowledgement of development / certificate applications will be provided upon payment and you will receive an application number to quote for all dealings.

ABN No.: 24782671133



## Hurstville City Council

### General notes

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1. A **description of the land** to be developed can be given in the form of a map which contains details of the lot number, Deposited Plan no., volume/folio.
2. The **fee for building work** is based on the estimated cost including materials/labour/gst.
3. The application must be accompanied by such information as would be required under S 81 of the Local Government Act 1993 if approval was to be sought under that Act. Please seek our advice before lodging this application.
4. For **integrated development** refer to Attachment 2
5. A **plan of the land** must indicate:
  - a) location, boundary dimensions, site area and north point of the land
  - b) existing vegetation and trees on the land
  - c) location and uses of existing buildings on the land
  - d) existing levels of the land in relation to buildings and roads
  - e) location and uses of buildings on sites adjoining the land
6. **Plans or drawings** describing the proposed development must indicate (where relevant):
  - a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the lands boundaries and adjoining development
  - b) floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
  - c) elevations and sections showing proposed external finishes and heights
  - d) proposed finished levels of the land in relation to buildings and roads
  - e) building perspective, where necessary to illustrate the proposed building
  - f) proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
  - g) proposed landscaping and treatment of the land (indicating plant types and their height and maturity)
  - h) proposed methods of draining the land.
7. **Plans colouring** for alterations/additions/amendments: indicate materials of additions coloured as follows: brick: red, terracotta roof tile: dark red, fibre cement: light green, concrete roof tile: green, concrete: dark green, timber: yellow, metal: black, glass: blue.
8. **Other information** must indicate (where relevant - on attachment 3):
  - a) in the case of **shops, offices, commercial or industrial development**:
    - i) details of hours of operation
    - ii) plant and machinery to be installed
    - iii) type, size and quantity of goods to be made, stored or transported
    - iv) loading and unloading facilities.
  - b) in the case of a **change of building use** (except where the proposed change is to a class 1a or class 10 building) where no alterations or additions to the existing building are proposed:
    - i) a list of any fire safety measures in the building or on the land on which the building is situated in connection with the proposed change of building use, and
    - ii) a separate list of such of those measures as are currently implemented in the building or on the land on which the building is situated. The list must describe the extent, capability and basis of design of each of the measures concerned.
  - c) in the case of **subdivision**:
    - i) details of the existing and proposed subdivision pattern (including the number of lots and location of roads)
    - ii) details of consultation with public authorities responsible for provision or amplification of utility services required by the proposed subdivision
    - iii) preliminary engineering drawings indicating proposed infrastructure including roads, water, sewerage, easements, right of ways and earthworks
    - iv) existing and finished ground levels.



## Hurstville City Council

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- d) in the case of **demolition**:  
details of age and condition of buildings or works to be demolished
  - e) in the case of **advertising signs and structures**:  
details of the size, type, colour, materials and position of the sign board or structure on which the proposed advertisement is to be displayed (Council will require structural engineers details for larger signs)
  - f) in the case of development relating to an **existing use** - details of the existing use
  - g) in the case of development that requires **consent under the Wilderness Act 1987**:  
a copy of the consent under the Wilderness Act 1987
  - h) in the case of development involving the **erection of a building, work or demolition**:  
details of the methods of securing the site during the course of construction.
9. **Where a proposed development is not designated development**, the application must be accompanied by a Statement of Environmental Effects (attach separate form) demonstrating that the environmental impact of the development has been considered, and setting out steps to be taken to protect the environment or to mitigate any harm.
10. **Additional information** - may be required if that information is necessary for the determination of the application or if that information is required by a concurrence authority.
11. **Additional material** - the application may be supported with a photomontage, model, or the like to illustrate the proposed development and its context.
12. **Long service leave levy** - for more details visit [www.lspc.nsw.gov.au](http://www.lspc.nsw.gov.au) or call 13 14 41.
13. **Crown land** - within the meaning of the Crown Lands Act 1989, the owner's consent must be signed by an officer of the Department of Infrastructure Planning and Natural Resources, authorised for these purposes by the Governor-in-Council, from time to time.
14. **Inaccurate, false or misleading information** - it is an offence to provide false/misleading information, signing the application is a declaration that all information is true and correct. Inaccurate/unclear/incomplete applications will not be accepted/returned/refused.
15. **BASIX certificate** - required from 1 July 2004 for certain residential buildings - for implementation dates and information visit [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au) or call 1300 650 908.
16. **Fees** - failure to submit the correct fees will result in refusal to accept/delays/refusal of your application. A copy of our Schedule of Fees and Charges is on our website [www.hurstville.nsw.gov.au](http://www.hurstville.nsw.gov.au) on the Forms/Fees/Charges page under the heading Development.
17. **Help** - if you are not sure about completing any part of this application form call Customer Service on 9330 6222 - for detailed queries ask to speak to the Duty Officer.
18. **Legislation** - a copy of any of the legislation referred to in this form is available from the website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)
19. **Complying Development** - simpler forms of development complying with Development Control Plan (DCP) on Exempt and Complying Development are subject to a simpler approval process. It is important that you check to see if your proposal meets the criteria in that DCP. This form is not for Complying Development. Use the Complying Development Certificate Application Form.
20. **Privacy** - the details provided in this form may contain information that is personal information, such as information that identifies you etc., for the purposes of the Privacy and Personal Information Protection Act. The purpose of collecting this information is to enable the Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's records system.
21. A Company Search fee of \$20 will be required if the applicant and/or owner is a Company.
22. **Government Information (Public Access) Act 2009** - Council will publish the details contained in this Application and supporting documentation electronically on its website in accordance with Section 6 of the Government Information (Public Access) Act 2009 and in accordance with Schedule 1, Government Information (Public Access) Regulation 2009





**Attachment 1 - must be completed for activity application(s) - if applicable**

(Section 68 of the Local Government Act 1993)

Council approval is required before commencing the following activities. Please indicate which activities you are seeking approval for under this development application by placing a tick in the appropriate box.

**Attachment 1 - notes**

1. Separate application fees apply to each and every one of the below activity applications.
2. If you seek any of these approvals now you must provide all information necessary to allow Council to assess each application.
3. You can seek these approvals by separate application(s) at a later date.

**Part A Buildings, temporary structures or moveable dwellings**

- Install a manufactured home, moveable dwelling or associated structure on land
- Install a temporary structure on land
- Use a building or temporary structure as a place of public entertainment or permit its use as a place of public entertainment

**Part B Water supply, sewerage and stormwater drainage work**

- Carry out stormwater drainage work

**Part C Management of waste**

- For fee or reward, transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place
- Dispose of waste into a sewer of the Council
- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

**Part D Community land (as defined by the Local Government Act 1993)**

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

**Part E Public roads**

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

**Part F Other activities**

- Operate a public car park
- Operate a caravan park or camping ground
- Operate a manufacture home estate
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- Install or operate amusement devices
- Use a standing vehicle or any article for the purpose of selling any article in a public place
- Carry out an activity prescribed by the Local Government Act Regulations or an activity of a class or description prescribed by the Local Government Act Regulations



**Attachment 2 - must be completed for Integrated Development - if applicable**

Nominate here other approvals which must be obtained for your proposal under Section 90 Environmental Planning & Assessment Act 1979 by placing a tick in the relevant box(es):

Approval being sought	Act & Section Reference	Responsible Authority
<input type="checkbox"/> erect a structure or carry out a work in, or over a public road	S 138 Roads Act 1993	Council or RTA for classified roads
<input type="checkbox"/> dig up or disturb the surface of a public road	S 138 Roads Act 1993	Council or RTA for classified roads
<input type="checkbox"/> remove or interfere with a structure, work or tree on a public road	S 138 Roads Act 1993	Council or RTA for classified roads
<input type="checkbox"/> pump water into a public road from any land adjoining the road	S 138 Roads Act 1993	Council or RTA for classified roads
<input type="checkbox"/> connect a road (whether public or private) to a classified road	S 138 Roads Act 1993	Council or RTA for classified roads
<input type="checkbox"/> carry out aquaculture	S 144 Fisheries Management Act 1994	NSW Fisheries Department
<input type="checkbox"/> carry out dredging	S 201 Fisheries Management Act 1994	NSW Fisheries Department
<input type="checkbox"/> cut, remove or destroy marine vegetation or net/dam/weir	S 205 or 219 Fisheries Management Act 1994	NSW Fisheries Department
<input type="checkbox"/> revocation/modification conservation orders/state heritage item	s 58 Heritage Act 1977	Heritage Council of NSW
<input type="checkbox"/> works with area of relics or Aboriginal place	S 90 National Parks & Wildlife Act 1974	National Parks & Wildlife Service
<input type="checkbox"/> scheduled development	S434/47/55 POEO Act 1997	Environment Protection Authority
<input type="checkbox"/> scheduled activities	S434/48/55 POEO Act 1997	Environment Protection Authority
<input type="checkbox"/> non scheduled activities	S434/55/122 POEO Act 1997	Environment Protection Authority
<input type="checkbox"/> carry out works with 40m of river foreshores	Part 3A Rivers & Foreshore Improvement Act 1948 or Water Act 1912	Department of Infrastructure Planning and Natural Resources
<input type="checkbox"/> licence controlled waste facility	Waste Management Act 2000	Environment Protection Authority
<input type="checkbox"/> bushfire safety of subdivision of land	S100B Rural Fires Act 1997	Rural Fire Service
<input type="checkbox"/> water use, management	Water Management Act 2000 Pt3 Ch 3	Various
<input type="checkbox"/> other *		

**Attachment 2 - notes**

1. **Other categories** - \* listed above are those categories of Integrated Development most likely to be applicable to work with the Hurstville City Council area. If the Act requires you to obtain consent for any other type of Integrated Development you must specify this next to 'other' in the table above. For legislation information see General note 18.

2. **Before you lodge an Integrated Development Application** with us it is recommended that you contact each of the above authorities and establish the information they need with the referral.

Each authority will consider a referral and advise Council if additional information is required, and comments on the proposal. Council must take these into consideration in determination of an Integrated Development Application.

3. **Extra plans:** An extra copy or copies of application/plans is required for each referral above in addition to the "minimum number of plans" specified under Other attachments on page 2 of this application.

4. **Fees:** Two Integrated Development fees apply as follows:

\* a concurrency fee which must be paid by cheque made out separately to each referral authority - we will forward same to the authority with the referral

\* a referral fee payable to Council

If you do not meet this requirement we will not accept your application.

Our website [www.hurstville.nsw.gov.au](http://www.hurstville.nsw.gov.au) has details of the Schedule of Fees and Charges, more information on integrated development, and links to each relevant Government department.

5. **Referral** - Council will forward a copy of this Development Application to the authorities you have selected on this attachment together with your cheque(s) you have attached to this application as required by the Act.

6. **No concurrence:** If other authorities refuse to give approval or consent or issue licences where required your development application is likely to be refused on this basis irrespective of compliance or otherwise with Council's Policies or relevant Environmental Planning Instruments. Please seek the advice of other authorities before proceeding with an Integrated Development Application.

7. **Incomplete applications** will not be accepted.



**Attachment 3 - must be completed for commercial, industrial or retail use - if applicable**

Details of proposed commercial, industrial or retail use: \_\_\_\_\_

Is the use of this building in full compliance with an existing development consent?  Yes  No

If you answered yes or no to the above question please quote the Development Consent No. \_\_\_\_\_

Existing gross leasable commercial, industrial or retail floor area: \_\_\_\_\_

Gross increase in leasable commercial, industrial or retail floor area: \_\_\_\_\_

Proposed hours of operation:

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_

N/A

Plant/machinery to be installed (size, horsepower, rating): \_\_\_\_\_

Number of employees: \_\_\_\_\_

Number of car parking spaces for :

employees: \_\_\_\_\_

visitors: \_\_\_\_\_

disabled persons: \_\_\_\_\_

delivery vehicles: \_\_\_\_\_

If there was insufficient space to complete the description and proposed use detail on page 1 of the application please provide this detail below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Office use only

Fees / charges / bonds / contributions

Fees/charges/bond/contributions type	Fee Code	Amount \$	Receipt No.	Date	CSO Signature
Development Application Fee	DA1	200 -	2003242	30/5/13	J
PlanFIRST Fee-jobs > \$50,000 @ 0.064c in the \$ fr1/11/2	AP35				
Demolition Application Fee	DA1				
Notification fee (for development not advert in newspaper)	AP12	220 -	2003242	✓	TO
Subdivision Application Fee – Torrens – Public Road	SUB1				
Subdivision Application Fee – Torrens –Private Road	SUB2				
Subdivision Application Fee - Strata	SUB3				
Subdivision Certificate	SUB1				
Subdivision S88B checking fee	SUB1				
Activity Application Fee(s) (incl hoardings) Rental	S683				
Hoarding occupancy fee	DA1				
Long Service Levy @ 0.35% ( Contract \$ => \$25,000 )	AP34				
PCA Service Fee	DA6				
Construction Certificate Application Fee	CC1				
CC Imaging Fee	AP165				
Advertising Fee (for development advert in newspaper)	DA2				
Advertisements	DA1				
Urban Design Review Panel	RCUD				
Integrated/designated referral – Admin fee	CNC1				
Occupation Certificate – Interim Fee (if required)(HCC)	AP22				
Occupation Certificate (PC)	CC2				
DA Imaging fee (not required for CD-ROM or USB lodgement)	AP165				
Company Search fee if applicant and/or owner is a Company	AP39	\$20.00			
<b>BONDS</b>					
Damage Deposit (Minor Work <\$20,000)	Bon 1				
Damage Deposit (Work > \$20,000)	Bon 2				
Damage Deposit (Com. Industrial. Med. Units)	Bon 3				
Security against storage of material public land	Bon 5				
Bonds Miscellaneous					
<b>SECTION 94 CONTRIBUTIONS</b>					
S94 Traffic Management - Hurstville CBD - Plan no. 1	Cont 10				
S94 Deficient Car Parking - Hurstville CBD - Plan no. 1	Cont 1				
S94 Deficient Car Parking - Riverwood - Plan no. 1	Cont 2				
S94 Deficient Car Parking - Beverly Hills - Plan no. 1	Cont 11				
S94 Open Space & Community Recreation - Plan no. 2	Cont 9				
S94 Drainage Services - Georges River - Plan no. 3	Cont 5				
S94 Drainage Services - Wollibardwell Cks Plan no. 3	Cont 6				
S94 Community Services & Facilities - Plan no. 4	Cont 3				
S94 Management - Plan no. 5	Cont 8				
S94 Library/info services Infrastructure - Plan no. 6	Cont 7				
S94 Library Bookstock - Plan no. 6	Cont 4				
S94 Urban Spaces - Plan no. 7	Cont 13				



This checklist is required to be completed and submitted with all Development Applications including Section 96 and Section 82A applications. The application may be rejected at the counter or the assessment may be delayed if the required information is not submitted. For any enquiries regarding the required documentation please contact Council's Development Enquiry Officer on (02) 9330 6278.

Development Application lodgement requirements	Yes	No	Office
<b>CD-ROM or USB (Electronic lodgement)</b>			
Contains PDF files which are compliant with the requirements outlined on the <i>Fact Sheet - Electronic lodgement of DAs</i> published on Council's website.	✓		
The content of the CD-ROM or USB is an exact replica of any hard copies lodged with this application	✓		
Each plan or document is provided as a <u>separate</u> PDF	✓		
Plans are drawn to scale and rotated to landscape orientation. The scale and original sheet size must be indicated on the title block of the plans (Preferably able to be printed to scale of 1:100 or 1:200 at A3)	✓		
<b>Plans- 2 Copies (All new work in colour)</b>			
Survey Plan (All new buildings and extensions to existing buildings)	—		
Site Plan (All applications)	—		
Site Analysis Plan (New development)	—		
Elevations (New development and external changes)	—		
Floor Plans (All new development. For all alterations and additions both existing and proposed floor plans must be submitted)			
<b>Note:</b> Floor Plans for residential developments must be on a <u>separate page</u> to any other plan	—		
Sections (All new development and external changes)			
<b>Note:</b> Sections for residential development must be on a <u>separate page</u> to any other plan	—		
Shadow Diagrams & Elevational Shadows (any development of 2 storeys or more)			
<b>Note:</b> shadow diagrams to indicate overshadowing at 9am, 12pm & 3pm on the winter and summer solstice	—		
Landscape Plan (New residential and mixed use developments)	—		
Concept Stormwater Plan (for all developments involving new external building works – including alterations and additions to dwellings)			
<b>Note:</b> Stormwater plans must clearly indicate where stormwater is proposed to discharge to. If development is proposed to connect to existing systems the plans must indicate where the existing system is and where it drains to	—		



Development Application lodgement requirements	Yes	No	Office
Schedule of colours and finishes (All new buildings)	—		
Subdivision Plan (Torrens Title and Strata Subdivision)	—		
A4 Plans for Notification- 1 copy (Site Plan & Elevations only)	—		
Supporting Documentation- Electronic copy only			
Statement of Environmental Effects (Required for all applications, including s96 modifications)	✓		
BASIX Certificate (Residential development only)	—		
Heritage Impact Statement (Heritage listed sites only)	—		
Bushfire Risk Assessment Report or the Single Dwelling Application Kit issued by the NSW Rural Fire Service (bushfire prone sites only)	—		
Waste Management Plan (All new residential, commercial, mixed use developments and change of use applications)	—		
SEPP 1 Objection (Required for any non-compliance with LEP)	—		
Business Details (for commercial, industrial or retail developments. Include proposed hours of operation, number of staff, plan of management, car parking arrangements and any expected amenity impacts)	—		
Photomontage of development site, including in context with adjoining sites at A3 size (for all new residential flat buildings and new commercial buildings in any business zone)	—		
Design Review Panel Package (SEPP 65 Applications) - 5 Copies	—		
SEPP 65- Design Verification Statement prepared by a Registered Architect	—		
Complete Set of Architectural Plans in A3 size	—		
Joint Regional Planning Panel (Regional Development) -2 Copies	—		
Complete Set of Architectural Plans	—		
All other Supporting Documentation	—		

Applicants Signature:

Date: 27.05.13

Council Officer (Print name):

Date:





## ELECTRONIC LODGEMENT OF DEVELOPMENT APPLICATIONS

From 1 July 2012, Hurstville City Council will introduce electronic lodgement of Development Applications (DA).

Applicants can supply plans and supporting documentation for DAs in digital form as PDFs stored on a CD-ROM or USB.

This is part of Council's goal to streamline the lodgement and assessment process associated with DAs and to make it easier for customers.

As an interim measure, two paper copies of Architectural Plans and one paper copy of the Neighbour Notification Plan are still needed as Council is staging the changeover to electronic lodgement. This will cease from early 2013.

Council will waive the imaging fees for those customers who electronically lodge their DAs.

Once a development application has been processed, customers will be given an electronic copy of the stamped plans and consent or refusal.

### DA Checklist

All plans and documents listed on the relevant DA checklist must be lodged. The electronic documents must be exact reproductions of the original hard copy documents or plans.

### PDF Format

All forms, plans and documents must be submitted as PDF files. Security settings including passwords and editing restrictions must not be applied to electronic documents.

### Documents

All documents need to be A4 and be able to be published online. Files larger than 5MB should be separated logically and supplied as separate PDF files. For example, separate the Statement of Environmental Effects from the Acoustic Report.

### Plans

Plans must be to scale and rotated to landscape. Each plan need to be provided as a separate PDF. One PDF file containing all plans and drawings will not be accepted.

Plans should be converted to PDF electronically rather than printed and scanned to ensure accuracy.

Draw plans to scale of 1:100 or 1:200 at A3 landscape size. If this is not possible, show the scale (e.g. 1:100) and separately state the original sheet size (e.g. A1).

All black and white plans are to be at a resolution of 400dpi. Coloured plans may be at a lower resolution.

Plans and drawings each require a separate PDF file.

It would be ideal, if the plans could be printed to scale at A3 landscape.

# FACT SHEET

Location address: Civic Centre, MacMahon Street, Hurstville NSW 2220

Mailing address: PO Box 205, Hurstville BC NSW 1481 Telephone: 02 9330 6222 (8.30 am - 4.30 pm, Monday to Friday)

Facsimile: 02 9330 6223 Email: [hccmail@hurstville.nsw.gov.au](mailto:hccmail@hurstville.nsw.gov.au) Web: [www.hurstville.nsw.gov.au](http://www.hurstville.nsw.gov.au)



## Multi-page Documents

Multi-page documents are to be provided as a single document and have bookmarks for each section.

## Photos/Photomontages

Photos need to be provided as jpeg files.

## Public Exhibition of your DA

Council will publish details of your DA on its website under DAs Online. If required by law, Council may also advertise your DA in the local newspaper. The documentation you provide can also be accessed by the public through the Government Information Public Access (GIPA) Act 2009.

## Instructions for File names

File naming conventions apply to all electronic documents submitted. File names are to match the document requirements listed in the relevant checklist.

Please following the below samples exactly (i.e. title of the plan or document followed by the address of the development site).

### Development Applications

Title of Plan/Document	Address of Property
Development Application Form	Address of Property.pdf
Political Donations Disclosure Statement	Address of Property.pdf
A4 Neighbour Notification Plans	Address of Property.pdf
Survey Plan	Address of Property.pdf
Site Plan	Address of Property.pdf
Site Analysis Plan	Address of Property.pdf
Floor Plans	Address of Property.pdf
Elevation	Address of Property.pdf
Sections	Address of Property.pdf
Roof Plan	Address of Property.pdf
Stormwater Concept Plan	Address of Property.pdf

### Section 96 Modifications or Section 82A Reviews

Application	Title of Plan/Document	Address of Property
Section 96	Development Application Form	Address of Property.pdf
Section 96	Political Donations Disclosure Statement	Address of Property.pdf
Section 96	A4 Neighbour Notification Plans	Address of Property.pdf
Section 96	Survey Plan	Address of Property.pdf
Section 96	Site Plan	Address of Property.pdf
Section 96	Site Analysis Plan	Address of Property.pdf
Section 96	Floor Plans	Address of Property.pdf

### Section 82A Reviews

Application	Title of Plan/Document	Address of Property
Section 82A	Development Application Form	Address of Property.pdf
Section 82A	Political Donations Disclosure Statement	Address of Property.pdf
Section 82A	A4 Neighbour Notification Plans	Address of Property.pdf
Section 82A	Survey Plan	Address of Property.pdf
Section 82A	Site Plan	Address of Property.pdf
Section 82A	Site Analysis Plan	Address of Property.pdf
Section 82A	Floor Plans	Address of Property.pdf

### Amended Plans

Application	Title of Plan/Document	Address of Property
Amended Plans	Site Plan	Address of Property.pdf
Amended Plans	Site Analysis Plan	Address of Property.pdf
Amended Plans	Floor Plans	Address of Property.pdf

### Further information

For more information or for assistance please contact Council's Executive Planner on (02) 9330 6160 or the Development Enquiry Officer on (02) 9330 6278.

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