

# CHECKLIST

## MANDATORY INFORMATION REQUIRED ON THE APPLICATION FORM

- Applicant's Phone Number (between 9am and 5pm)
- Full Description of Land (including the rural road or street number )
- Description of Use – (attach additional information such as hours of operation, employee numbers, type of business, etc)
- Cost of Development
- Signatures (A, B, C, D & E) and the declaration that all information is true

## MANDATORY ATTACHMENTS REQUIRED

- Application Fee (contact Planning Dept on 5832 9730 for fees)
- Full Copy of Title ***must be printed within the last two months*** (including any recent plan of subdivision) and details of any relevant easements or covenants.
- Three Sets of Plans (Minimum) - (if supplying A1 Plans provide 2 sets plus 1 set of A3.)
- Site Plan (showing driveway/accessway, car parking areas, landscaping, signage details, all proposed & existing buildings and drainage plan)
- Locality Plan (showing the property in relation to the nearest main road)

## FURTHER INFORMATION TO SUPPORT YOUR APPLICATION (IF RELEVANT)

- Internal Layout Plan of any Proposed Buildings
- Elevation of any Proposed Buildings
- Extra Information as necessary (such as site analysis report , which addresses the likely effects on the neighbourhood and environment( including noise, air, or water pollution, flood and traffic management issues) setbacks from the boundaries of the land, drainage provisions, landscaping, and car parking).
- Has neighbours' consent been provided (*if required*)?