



APPLICATION TO REVIEW A DA DETERMINATION OR DECISION CHECKLIST

The purpose of this checklist is to ensure that an Application to Review a Determination or Decision is accompanied by adequate information to allow the prompt assessment and determination of your request to review Council's decision.

[Murray River Council](#) (Council) now only accepts DA's (and Review of Determination) via the Portal. Please see <https://pp.planningportal.nsw.gov.au/applicant-resources> to register an account on the Portal along with additional information. Once registered, you can gain access to a digital dashboard which helps you to manage your applications through the online system.

Registration requires you to register your details with a valid email address. The Portal is not a Council owned platform, therefore if you are having issues with the system itself, please contact the support service at www.planning.nsw.gov.au/Contact-Us or call 1300 305 695.

Please be aware the tables below outline the minimum requirements to lodge a Review of DA Determination with Council, if such information is not provided, it is considered incomplete and will be returned. Applicants may find it useful to engage a Private Consultant or a suitably qualified person to assist in the preparation of documentation.

Council reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application.

For each item identified below, please confirm (by ticking the appropriate column) that your application contains the required information. If in doubt, please contact Council's Planning & Building Team on 1300 087 004.

Please note the information which is listed as "Always Required" is in accordance with Schedule 1 of the [Environmental Planning and Assessment Regulation 2000](#) (the Regulations). It is further noted the documentation listed is reflective of information required to lodge an application on the Portal.

Where a section refers to "Attachment (PDF)" this means the document is required to be uploaded in support of the DA. Where reference is made to "Fields to be completed on the Portal" this means that information is required to be entered digitally into the Portal.

If your application is incomplete it may be rejected or refused. Council reserves the right to request additional information if it is deemed necessary following a detailed assessment of the application. This checklist must be completed for all applications.

ALWAYS REQUIRED		YES	N/A	Office Use
Completed Development Application Checklist Attachment (PDF)	<p>All sections completed – This Form outlines the requirements to lodge a Development Application of such type on the NSW Planning Portal and should be uploaded concurrently with the Development Application.</p> <p>To understand the development constraints on the site, access the NSW Planning Portal ePlanning Spatial Viewer to generate a Property Report.</p>			
File Format	<p>All documents, plans and application forms must be supplied as PDF files in unprotected PDF/A format (max file size is 10 mb) and must be clear and legible. Security settings must not be applied to documents. All relevant drawings must be drawn to a suitable scale (i.e. 1:100 or 1:200 at A3 Paper size).</p> <p>Plans must be rotated to landscape orientation with scaling marked.</p> <p>Electronic documents must not be saved in subfolders. The data must be able to be read on a standard Windows-based system.</p> <p>Photos/Photomontages must be provided as jpeg files at a high resolution.</p>			
Payment of Fees Fields to be completed on the Portal	<p>Payment must be made in accordance with Council's current Adopted Fees and Charges Schedule available at Council's website (https://www.murrayriver.nsw.gov.au/).</p>			
Estimated Cost Report Attachment (PDF) and/or Fields to be completed on the Portal	<p>If the review application is providing amended plans, the Review of Determination must nominate a genuine estimated cost of development (inclusive of consultant fees) as defined in Section 255 of the Environmental Planning and Assessment Regulation 2000.</p> <p>Note: This must be accompanied by either a Cost Summary Report for development costs less than \$500,000 or a registered Quantity Surveyor's Detailed Cost Report for development costs more than \$500,000.</p> <p>Refer to Cost Estimate Template on Council's website.</p>			

<p>Site Details Fields to be completed on the Portal</p>	<p>To include:</p> <ul style="list-style-type: none"> • Property name, unit/house number, primary street address, and town. • Area of the land (square meters/hectares). • Title details, Lot(s)/ Section(s)/ DP(s) or SP(s). • Any security or site conditions which may impact on inspections (animals/locked gates etc.) 			
<p>Applicant details Fields to be completed on the Portal</p>	<p>To include:</p> <ul style="list-style-type: none"> • Applicant details. • Contact details, phone, email, and address. • Landowner details. • Name of the owner(s), company details, phone number, email, and address. ABN or ACN for each owner. 			
<p>Owner Consent Attachment (PDF)</p>	<p>Owner's Consent – Owner's names must match those recorded on Council's rates system. If names differ, then proof of change of ownership must be provided (if more than one owner, every owner must sign).</p> <ul style="list-style-type: none"> • The consent of all owners must be provided (Company letterhead or seal, Strata Corporation letterhead/seal where applicable). • If the application is lodged on behalf of a company without a common seal, the application must be signed by 2 directors of the company or a director and a company secretary of the company (on letterhead). • If the application is signed on the owner's behalf by their legal representative, documentary evidence (e.g., Power of Attorney, Executor, Trustee) must be provided. <p>Form A on Council's Website must be completed.</p>			

<p>Details of the proposed development Fields to be completed on the Portal</p>	<p>To include:</p> <ul style="list-style-type: none"> • A detailed description of the development proposed. • Is the development a direct result of an emergency and/or natural disaster as declared by the Government? • Number of dwellings proposed. • Vegetation removal proposed. 			
<p>Review details Attachment (PDF)</p>	<p>A detailed description of the reasons for the request for review. If the original application was refused the request for review must address each of the reasons for refusal</p>			

Notes:

Council officers will review plans and supporting documents at the time of DA lodgement for adherence to the specifications. If your proposed development type is not listed in the matrix above please contact Council and speak with the Duty Planning/Building officer who can advise of lodgement requirements.

Please note Form A and Form B on Council's website are required to enable lodgement into Council's system regardless of the information submitted on the NSW Planning Portal. If there are any discrepancies the information in Council's DA Fact Sheets will take precedence.

Payment of Fees

Council will not commence processing of your application until such time all fees are paid. Please note payment is required within 7 days from the date of lodgement regardless of any due date on an invoice issued. If payment has not been received in due course the application will be rejected and returned to you.

The following information should be included on all plans and documentation:

- applicants name.
- unit/house number.
- street/road name, town, or locality.
- lot Number, Section Number, DP/SP Number.
- measurements in metric.
- the position of true north.
- designer's/Architect's name and date.
- Revision number (if applicable).



Privacy Policy

The information you provide in this application will be held and used by Murray River Council, and any relevant State agency, to enable the assessment of your application under the [Environmental Planning and Assessment Act 1979](#) (EPA Act), the [Local Government Act 1993](#) (LG Act) or other applicable State legislation.

The information you provide may also be used by the Council in exercising its functions under other legislation, including the [Government Information \(Public Access\) Act 2009](#) (GIPA Act) under which the Council may be required to release information which you provide to us where it is in the public interest.

In completing this form, you will be prompted to supply information that is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act). The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide the information sought, your application may not be able to be accepted or Council may not be able to process your application. The information supplied with your application may be made available to the public for comment if the development is designated development or is required to be advertised under Council's Development Control Plan or Community Participation Plan.

All documents will also be made publicly available at Council's Offices. Written notification of the application may also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. If you require any further information about how your personal information is being collected, held, or used please contact Council.

Applicant's signature: _____

Date: _____

Council Officer: _____

Date: _____