



DEVELOPMENT APPLICATION (DA) CHECKLIST For CHANGE OF USE

The following checklist will assist you to prepare and lodge a Development Application (DA) for a change of use application on the [NSW Planning Portal](#) (the Portal).

[Murray River Council](#) (Council) now only accepts DA's 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 DA 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.

The purpose of this checklist is to ensure that the development application is accompanied by adequate information to allow the prompt assessment and determination of your proposal.

ALWAYS REQUIRED		YES	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). 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>The DA 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>Title Documentation / Certificate of Title Attachment (PDF)</p>	<p>A certificate of title is an official document issued to a land buyer by relevant authorities as proof of ownership of the property. Must include:</p> <ul style="list-style-type: none"> • Deposited Plan (DP) / Strata Plan (SP). • (Details of any easements/covenants burdening/benefiting the subject allotment/s). • Section 88B Instrument (if relevant to the site). <p>Please refer to the NSW Land Registry Service (LRS) website (https://www.nswlrs.com.au/) to obtain a Certificate of Title</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). <p>Any security or site conditions which may impact on inspections (animals/locked gates etc.)</p>		
<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>Site Plan (Existing) Feature Survey Attachment (PDF)</p>	<p>A Site Plan (Existing) Feature Survey is a birds-eye view to identify the existing conditions (including any development) on site specifically including:</p> <ul style="list-style-type: none"> • Site dimensions and all lot boundaries. • North point and legend. • Existing features (buildings and associated structures) and services including details of any registered easements and connections to drainage and utility services. • Built form of adjoining developments. • Existing vehicle access points (i.e. driveway/crossover etc.). • Landscaping features and existing vegetation. • Topography and spot levels/contours (to Australian Height Datum). <p>The plan must be prepared by a Registered Surveyor.</p>		
<p>Site Plan (Proposed) Attachment (PDF)</p>	<p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring development. The proposed site plan must include (where applicable):</p> <ul style="list-style-type: none"> • location of the new and existing buildings in relation to site boundaries (i.e. setbacks in metres to all boundaries shown). • Location of any development which is to be demolished or removed. • Location and species of any vegetation proposed to be removed. • location/position of all buildings/structures on adjoining land (showing street number and street address). • location of any existing and proposed fences and landscaping features such as retaining walls, paved areas and driveways. • relative location of adjoining buildings. • contour lines of site and spot levels at all the corners of the building. • location of any adjoining owner's windows facing the development. • location of vehicle access and car parking (indicating extent of cut and fill and gradients). 		

	<ul style="list-style-type: none"> • location of stormwater drainage pipes including downpipes and gutter, connection and discharge points. • Land use zone boundaries if multiple zoning applies. • Site fencing during construction. • Proposed Sediment and Erosion control measures. 		
<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>Statement of Environmental Effects (SEE) Attachment (PDF)</p>	<p>This is a written statement which explains the likely impacts of the proposed development both during and after construction and how the impacts will be minimised.</p> <p>The statement includes written information about the proposal and states whether the proposal complies with Council's planning controls.</p> <p>The objectives of Council's Local Environmental Plan and relevant Development Control Plan must be discussed in detail within the report. If your proposal is not in accordance with all the policy requirements, you must provide a justification as to why (referring to the planning controls) the application does not demonstrate compliance with the relevant requirement and justification of how the development meets performance criteria.</p> <p>Note: A Statement of Environmental Effects Checklist is available from Council's website, identified as 'Form B' and must be completed.</p>		

<p>Floor Plan Attachment (PDF)</p>	<p>A floor plan is a birds-eye view of your existing and/or proposed layout of rooms within the building. The required Floor plan must include:</p> <ul style="list-style-type: none"> • Outline of existing building/development on site (shown dotted). • Layout. • Partitioning. • Room sizes (in square metres). • Intended uses for each part of the dwelling, areas and dimensions. • Window and door locations and sizes. • Wall structure type and thickness. • Gross Floor Area (GFA) in square metres. 		
<p>Elevations Attachment (PDF)</p>	<p>Elevation plans are a side-on view of your proposal. Elevations of all four sides (north, south, east, and west facing) of your proposed development must be included in your application and labelled accordingly. Elevation plans must include:</p> <ul style="list-style-type: none"> • Outline of existing building/development on site (shown dotted). • Location/position of all proposed buildings/structures (shown in solid lines). • Window sizes and location. • Total height of building shown. • Exterior cladding type and roofing material/colour. • Details of eaves, wall heights, roof ridge levels and natural ground levels, floor levels and steps in floor levels (RL's), along with any chimneys, flue exhaust vents, duct inlet or outlet. 		
<p>Sections Attachment (PDF)</p>	<p>A section is a diagram showing a cut through the development at the most typical point. Sections should include:</p> <ul style="list-style-type: none"> • Outline of existing building/development on site (shown dotted). • Section names and where they are shown on plan (i.e., A/A, B/B, etc). • Room names. • Room and window heights. • Details of any chimneys, fireplaces, and stoves. • Roof pitch and covering. • Site works, finished and proposed floor and ground levels in long section (indicate cut, fill, and access grades). • Construction material details. 		

Colours and Materials	Provide a schedule of proposed colours and materials.		
Attachment (PDF)			
Category 1 Fire Safety Provisions	<ul style="list-style-type: none"> • a list of the Category 1 fire safety provisions that currently apply to the existing building, and • a list of the Category 1 fire safety provisions that are to apply to the building following its change of use. 		
Attachment (PDF)			



REQUIRED IN CERTAIN CIRCUMSTANCES		YES	N/A	Office Use
(Please contact Council prior to lodgement to ascertain requirements for your specific application)				
Demolition Work Plan Attachment (PDF)	<p>A plan which details all buildings and structures proposed to be demolished. The following is also required:</p> <ul style="list-style-type: none"> Details outlining how the waste material will be disposed of. Is there any known asbestos material on the site that will be disturbed because of the demolition works? <p>If YES, please provide details of how this will be disposed of.</p>			
Bushfire Assessment Report Attachment (PDF)	<p>If the site of the proposed development is mapped as being Bushfire Prone Land a report must be provided addressing the extent to which the proposed development conforms with or deviates from the specifications set out in Planning for Bushfire Protection (PBP) 2019.</p> <p>Please see the NSW ePlanning Spatial Viewer to ascertain if the site of the proposed development is mapped as Bush Fire Prone Land.</p> <p>Please also see the NSW Rural Fire Service document 'Building in Bush Fire Prone Areas – Single Dwelling Application Kit' for more information.</p>			
Variations to Controls in the Development Control Plan Attachment (PDF)	<p>If a variation to a development control is proposed, a written justification against the exception to that development control must be provided in accordance with the Development Control Plan.</p>			

<p>Biodiversity Attachment (PDF)</p>	<p>A Biodiversity Offsets Scheme Entry Threshold Tool (BOSET) Report to calculate the impact of the development on native vegetation may be required.</p> <p>A step-by-step guide is available: https://www.environment.nsw.gov.au/research-andpublications/publications-search/biodiversity-values-map-andthreshold-tool-user-guide-2019.</p> <p>Depending on the result of the BOSET, a 'Test of Significance' along with a detailed Biodiversity Assessment Report may also be required. These must be prepared by an accredited assessor.</p>			
<p>Flood Report (when land is classed as Flood Liable Land) Attachment (PDF)</p>	<p>A report which demonstrates how the development on flood prone land will comply with Council's Flood Risk Management Policy. The report must be prepared by a suitably qualified (NSW accredited) and experienced civil engineer for developments on flood prone land and should detail proposed finished floor levels 500mm above freeboard.</p>			
<p>Contamination Report Attachment (PDF)</p>	<p>For proposals that involve a change in land use and/or where contamination is known to be a potential issue of concern a contamination report must be prepared. This report must be prepared by a suitably qualified environmental consultant in accordance with State Environmental Planning Policy 55 - Remediation of Land (SEPP 55) and the associated guidelines. Where a preliminary investigation (Stage 1) demonstrates the potential for, or the existence of contamination, a detailed investigation should be undertaken as per the protocols of SEPP 55 and Council's Contaminated Land Policy.</p>			

<p>Heritage Impact Statement Attachment (PDF)</p>	<p>For applications involving or adjacent to heritage items, within or adjoining a conservation area.</p> <p>This statement must be prepared by a suitably qualified person (i.e., Heritage architect/planner) to assess the impact of the proposed works on the heritage significance of the building.</p> <p>Applications adjoining or in the vicinity of a Heritage item must address these items within the Statement of Environmental Effects.</p>			
<p>Aboriginal Cultural Heritage Attachment (PDF)</p>	<p>A report which completes a detailed investigation and assessment of Aboriginal cultural heritage that may be affected by the development in accordance with the Guide to Investigating, Assessing and Reporting on Aboriginal Heritage Culture in NSW and the Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW.</p> <p>The report must be prepared by a suitably qualified and experienced Aboriginal heritage consultant. An AHIMS (Aboriginal Heritage Information Management System) Search of the subject area will also be required.</p> <p>Please see https://www.heritage.nsw.gov.au/search-for-heritage/aboriginal-heritage-information-management-system/ for more information.</p> <p>An inspection report from the relevant Local Aboriginal Land Council (LALC) may also be required.</p>			
<p>Acoustic Report Attachment (PDF)</p>	<p>A report which assesses the noise impacts of and to the development in accordance with the development control plan applicable to the site and the relevant EPA noise guidelines.</p> <p>The report must be prepared by a suitably qualified and experienced acoustic consultant</p> <p>If the development is likely to create impacts upon residential amenity, involves extended trading hours in proximity to residential uses, vehicular movement; placement of air conditioners, pumps or is sensitive to external noise sources.</p>			

<p>Landscape Plan Attachment (PDF)</p>	<p>Information to be included:</p> <ul style="list-style-type: none"> • description of ground preparation, arrangement and nomination of plantings, procedures, and ongoing maintenance. • location and type of any trees to be removed. • schedule of plantings cross-referenced to site plan indicating species, massing and mature height. • details of restoration and treatment of earth cuts, fills, mounds, retaining walls, fencing and screen walls. • erosion and sedimentation control measures to be undertaken during and after construction. • name of Landscape Architect or Consultant. • stormwater harvesting techniques to be utilised onsite. <p>Landscaping must be provided in accordance with the applicant Development Control Plan (DCP).</p>			
<p>Traffic and Parking Report / Justification Attachment (PDF)</p>	<p>If the development involves variation to Council car parking requirements (DCP) or the development has the potential to adversely impact upon the road network.</p>			
<p>Liquid Trade Waste details Attachment (PDF)</p>	<p>Details as to if commercial/industrial liquid waste is to be generated. Note: A separate Liquid Trade Waste Application may be required to be lodged to Council if liquid trade waste is proposed to be generated</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: _____