

## Development Application Checklist - Planning

### Baseline documentation for development applications requiring planning consent

When development applications are lodged under the *Planning, Development and Infrastructure Act 2016*, baseline documentation may need to be provided with the application. Baseline documentation is required for any application that requires a planning consent. The documentation required depends on the type of development that is proposed and is outlined in Schedule 8 (Plans) of the *Planning, Development and Infrastructure Regulations 2017*. If an application is lodged without its required baseline documentation, the relevant authority may request additional information before proceeding further. Alternatively, a relevant authority may choose to waive the documentation requirement if it is deemed appropriate to do so.

If applying for both planning consent and building rules consent, some of the required documentation will be the same. Please refer to the Development Application Checklist – Building.

*\*Relevant authority - the decision-maker who assesses the development application. This could be an Assessment Manager from council, an independent accredited professional, State Planning Commission or relevant panel.*

**Key:**

✓ Required

○ May be requested

		Types of Development								
		New dwellings	Alterations Additions	Sheds	Garages Carports	Verandah Pergola	Swimming pools	Multi-unit housing	Mixed use development	Signs
Document Type	Showing									
<b>Application details</b>		✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Site plan</b> drawn to scale, including appropriate bar and ratio scales, showing-	boundaries and dimensions	✓	✓	✓	✓	✓	✓	✓	✓	✓
	position of any existing or proposed building	✓	✓	✓	✓	✓	✓	✓	✓	✓
	minimum distance between the proposed building or structure and the front, side and rear boundaries of the site	✓	✓	✓	✓	✓	✓	✓	✓	✓
	location of any regulated tree on the site or on adjoining land	✓	✓	✓	✓	✓	✓	✓	✓	✓
	location and finished ground level at each end of any existing/proposed driveway and access point	✓	✓	✓	✓					
	location of car parking spaces on the site	✓	✓	✓	✓	✓		✓	✓	✓
	north point	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Key:**

✓ Required

○ May be requested

		Types of Development								
Document Type	Showing	New dwellings	Alterations Additions	Sheds	Garages Carports	Verandah Pergola	Swimming pools	Multi-unit housing	Mixed use development	Signs
<b>Site plan</b> drawn to scale, including appropriate bar and ratio scales, showing-	existing or proposed tanks for on-site sewerage or waste disposal system	✓	✓	✓	✓	✓	✓			
	private open space	✓	✓	✓	✓	✓				
	water tank location, capacity, connections	✓	✓	✓	✓	✓				
<b>Floor plan</b> (drawn to scale) showing-	location and purpose of rooms and other areas	✓	✓	✓	✓	✓		✓	✓	
	internal dimensions of any proposed carport or garage	✓	✓		✓			✓	✓	
	roof area, including any eaves and verandahs	✓	✓	✓	✓	✓		✓	✓	
<b>Elevations</b> drawn to scale (including appropriate bar and ratio scales)	the front, rear and side views of the proposed building or structure	✓	✓	✓	✓	✓		✓	✓	✓
	existing ground level, proposed floor level (if relevant), roof pitch and building or structure height (both to the gutters and to the maximum roof ridge)	✓	✓	✓	✓	✓		✓	✓	✓
	ceiling heights	✓	✓					✓	✓	
	Dimensions of eave overhangs, external doors and windows and privacy measures (if relevant)	✓	✓	✓	✓	✓		✓	✓	
<b>Landscape plans</b>		○	○				○	○	✓	
<b>Car parking plan</b>								○	✓	
<b>Traffic report</b>								✓	✓	
<b>Tree survey</b>		○	○	○	○	○	○	○	○	○
<b>Tree management plan</b>		○	○	○	○	○	○	○	○	○
<b>Shadow diagram</b>		○	○					✓	✓	
<b>Statement against relevant criteria</b>		○	○					✓	✓	
<b>Water sensitive urban design</b>								○	✓	
<b>Waste and recycling management plan</b>								○	✓	
<b>Contamination assessment/statement</b>								○	○	
<b>Noise management plan</b>									○	
<b>Demolition plan</b>		○	○	○	○	○	○	○	○	
<b>Assessment of environmental impacts</b>									○	
<b>Colour sample schedule</b>			✓	✓	✓	✓				