

## STRATA SUBDIVISION AND MISCELLANEOUS COMPLYING DEVELOPMENT CERTIFICATE LODGEMENT CHECKLIST

This checklist is to be completed and submitted with your COMPLYING DEVELOPMENT CERTIFICATE (CDC) application for the following types of development:

- Use of dwelling as a bed and breakfast accommodation
- Stages and platforms for community events
- Use of dwelling as a home business
- Waterways structures
- Tents for community events
- Strata subdivision

For detailed information on plan/document requirements please consult the COMPLYING DEVELOPMENT CERTIFICATE APPLICATION – SUPPLEMENTARY INFORMATION and Council’s ELECTRONIC APPLICATION REQUIREMENT documents.

**DISCLAIMER – This COMPLYING DEVELOPMENT CERTIFICATE CHECKLIST identifies the main requirements for lodging a CDC Application for the above type of development. Any person using the checklist must do so on the basis that not every scenario and issue can be addressed, and discussion with the relevant Council staff may be required. These documents are subject to change without notice.**

Property Address: \_\_\_\_\_

Q1: Have you had a pre-CDC meeting for this development? YES  NO   
 If yes, a) what was the date of the meeting? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 b) what was the name of the officer you met with? \_\_\_\_\_

Q2: Does your application comply with all requirements contained in the applicable Environmental Planning Instrument including: YES  NO   
 i) State Environmental Planning Policy SEPP (Exempt & Complying Development Code)?  
 ii) SEPP (Infrastructure)?  
 If yes, you are required to submit a complying development compliance statement.  
 If no, you are required to lodge a development application to Council.

Q3: Is the development likely to involve the removal or pruning of a tree? YES  NO   
 If yes, you are required to submit a tree removal permit.

Q4: Is there a current development consent or complying development certificate that applies to the land? YES  N/A   
 If yes, please provide approval number/s \_\_\_\_\_

Q5: If an alternative solution is proposed, has a alternative solution report been submitted? YES  N/A

Q6: If you are proposing to install fire safety measures have you:  
 i) provided the current fire safety schedule for the whole building? YES  N/A   
 ii) provide the current annual fire safety statements for the whole building? YES  N/A   
 iii) provided a list of fire safety measures proposed as required to be implemented in the building’s premise as the minimum standard of performance for each measure? YES  N/A

Websites and Reference Material: Willoughby Local Environmental Plan, Willoughby Development Control Plan, [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au), Planning for Bushfire Protection – see [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au); BASIX Certificate – see [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au); NSW Fire Brigade – see [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

DOCUMENTATION ✓ = Documents required • = Documents may be required (see corresponding question number on previous page eg. Q3) × = No Documents required  <b>NOTE:</b> All plans and documents should be collated into full sets for submission.	Use of dwelling as bed and breakfast accommodation	Use of dwelling as a home business	Tents, stages and platforms for community events	Waterways structures	Strata subdivision	Applicant ✓ to complete	OFFICE USE ONLY	
							H	S
<b>PLANS (3 copies plus 1 electronic copy)</b>								
Complying development compliance statement	✓	✓	✓	✓	✓			
Site Plan	✓	✓	✓	✓	×			
Floor Plans*	✓	✓	✓	•	×			
Elevation & Section Plans*	×	×	✓	•	×			
Specifications	×	×	✓	✓	×			
Car Parking Plan (Q15)	✓	×	×	×	×			
Erosion and Sediment Control Plan	×	×	×	•	×			
<b>SUPPORTING DOCUMENTATION (1 copy plus 1 electronic copy)</b>								
External Finishes & Materials	×	×	•	•	×			
Waste Storage Plan	✓	✓	•	•	×			
Access and Facilities Statement	•	•	•	•	×			
Fire Safety Schedule (Q18)	•	•	•	•	×			
<b>SUBDIVISION PLANS (Original Plan and 1 copy plus 1 electronic copy)</b>								
Subdivision Strata Plans	×	×	×	×	✓			
<b>ADDITIONAL DOCUMENTATION (1 copy plus 1 electronic copy)</b>								
Completed Application Form	✓	✓	✓	✓	✓			
Proof of Estimated Cost of Works	✓	✓	✓	✓	✓			
Pre-determination permits	•	•	•	•	•			
Fire Safety Upgrade Report	•	•	•	•	×			

- All plans are to show new work in colour

### DECLARATION

I (applicant to print name) \_\_\_\_\_ declare that:

- I have read the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and confirm that this application complies to the requirements of this Code.
- The electronic copy of all plans, supporting documentation and additional documentation has been prepared and submitted according to Council's *Electronic Application Requirements Guideline*.
- I understand the need to register an account at the *Department of Planning, Industry & Environment (DPIE)'s ePlanning Portal* to allow all parties' correspondences to be interacted via this portal
- I confirm my consent to receiving my Notice of Determination document and electronically stamped plans in an electronic format via the *DPIE's ePlanning Portal*.
- I understand that information provided, any subsequent information submitted and correspondence from Council may be made available on Council's website for viewing by the general public.
- I understand that if incorrect or incomplete this application may be delayed or rejected.

Signed (applicant/owner): \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE:**

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_